

The Community Church of Chapel Hill Unitarian Universalist
 Board of Trustees Meeting Agenda
 September 12, 2023
 The Gathering Room

Board Member of the Month: Jay Johnson

Meeting Roster	
Members Present:	Glenn Davis (President), Mary Beth Powell (Vice-President), Barb Chapman (Past President), Kevin Bastian (member), Joe Swain (member), Ellie Speh (member), Jay Johnson (member), DeeDee Lavinder (member)
Ex Officio:	Rev. Thom Belote (COS/Minister), Andrew Wright (Treasurer), Chris Speh (Assistant Treasurer), Brian Pence (Secretary), Jenn Kapranov (Intern Minister)
Insch Leadership Fellows:	
Guests:	Charles Lee (Endowment Chair), Dawn Carter, Briton Bieze
Absent:	Merry-K. Moos (member)

Item	Presenter	Time
Chalice lighting/Opening Reading	Jay Johnson	7:00 - 7:05
Welcome Jenn Kapranov - Check-in		7:05 – 7:15
Consent Agenda Approval of Agenda	Glenn Davis	7:15 -7:20

Approval of May minutes
Approval of Minister's Report

Approval of consent agenda moved by Barb, seconded by Kevin, motion passed.

Action Items

7:20 – 8:00

Appoint Members of the Committee on Ministry Rev. Thom Belote

Four of six members have agreed: Kari Andrade, Adam Rosen, Bonnie Gilliam, Susan Blanchard.

Candidates for the remaining two slots pending.

Policy says committee should be six members. Term of three years.

Responsibility: To hold the ministry of the church in care; be sounding board to Thom and help Thom focus on key priorities; annual evaluation of minister; mediation role as needed.

Motion to approve proposed members moved by Ellie, seconded by Kevin, motion passed.

Approve Current FY Final Budget

Andrew Wright/Rev Thom Belote

On track to essentially break even from 2022-2023 fiscal year.

2023-24 proposed budget projects deficit as past years have done; we budget conservatively; expectation that budget will end up breaking even.

Set asides:

- **Operating reserves – required at least 6% of expenses in reserves; currently at 12%.**
- **Maintenance reserves – annually put in 7% of income in maintenance reserves for large maintenance projects >\$1,000 and typically much larger (parking lot, Manse sewer repair, HVAC). Good balance now, expected to be quite low after completing sanctuary project of painting and replacing floor.**
 - **Previously shared that a greater contribution to maintenance reserves will be needed in the not too distant future. No specific plan for that now. Pending firmer estimates of sanctuary costs.**
- **Ministerial reserves. Currently ~\$11,000. To be used if minister leaves – interim minister, search committee costs, or for sabbatical minister. In future, good to contribute further to this fund. Last ministerial search cost \$15,000.**
 - **Costs for ordinations paid for from minister's discretionary fund and worship fund.**

Motion to approve final 2023-24 budget moved by Joe, seconded by Jay, motion passed.

Receive and Approve Treasurer's Annual Report Andrew Wright Deferred

Expected in November

Review & Approve Long Range Maintenance Plan ?? Deferred

Expected in October

Approve Furnishings for the Living Room Barbara Chapman

This proposal is the top priority in the furnishings category. Budget of \$8,176. Color/fabric well chosen for high-traffic furniture, contract-grade material. Replacing cushions. Will come from capital fund; capital fund has current balance of \$29,000. This was top priority from staff.

Motion to approve furnishings proposal moved by Barb, seconded by DeeDee, motion passed.

Approve distribution of \$20,000 to Chris Lillie Glenn Davis
from charlie kast estate

Chris Lillie was executor for charlie kast estate. charlie intended for \$20,000 to be paid to Chris from estate, but this did not make it into probate. Church has confirmed there are no tax or legal obligations to the church or to Chris with this plan.

Motion to approve payment moved by Barb, seconded by Joe, motion passed.

Discussion and Planning 8:00 – 8:35
Review End of Year Financials Andrew Wright

Deferred

Follow-up Kickoff SPC August 14, 2023,
SPC Rollout

Barbara Chapman/Glenn Davis
Barbara Chapman/Glenn Davis

**Review of those who have agreed to be facilitators. Need additional help with scribes / recorders.
Questions being provided to all groups ahead of time.**

Tabling; message during upcoming Sunday service regarding sign-ups; monthly newsletter.

Suggestion to have sign-up already posted online before Sunday service so it is ready to go.

Use as opportunity to promote visibility of Board – do you want to serve on Board? Or on Nominating Committee?

Provide names for Nominating Committee

Glenn Davis

Need two names as Nominating Committee members (not Board members). Terms start in January. Please send suggestions to Glenn and DeeDee.

Review Standing Committee Progress towards
Annual Goals

Glenn Davis (committee chairs)

Finance: No barriers.

HR: No barriers; time to check in about handbook and new staff.

Stewardship: Productive recent meeting.

Strategic Planning: Already discussed.

Governance: Undertaking review of all policies to evaluate potential bias. Resource for this review recently left, need new resource person.

Plan for Coffee Hour Celebration of
Congregational Award Winners
Goal: Appoint Leader

Glenn Davis

Could simultaneously hold open house and celebration for new space / building and all who contributed.

Building: Difficult to name every person – so many. Might be better to keep high-level.

Is this something we would want to become an annual tradition?

Church re-opened on 7/4/2021 (back to worship) and was also day of receiving occupancy permit for new building. Kids first started using space in January 2022.

Any interest? Barb, Chris, Ellie, Mary Beth willing to be on planning committee. Mary Beth will chair.

Name Signage Committee Members Glenn Davis
Name Chair
Schedule Meeting and Charge

Endowment Committee committed \$8,000 to project. Could go a bit over. Concert Committee has offered Thom \$30,000 to spend, some could be used for this.

Will need to research Town ordinances.

Will need to consult with minister and staff. Should staff member be on committee?

DeeDee will join committee (not as chair). Members: Jay Johnson, Ellie Speh, Merry-K, Dale Chodorow (signage experience), and Briton Bieze. If Stephen Hyde agrees he will be added to the committee.

Reach out to / involve Brad Kosiba.

Set up Discernment Question for October Glenn Davis

Proposed discernment question for one hour of October meeting: What should the church do with charlie kast's bequest? ~\$163,000.

Endowment Committee Charles Lee

Practice established of sending handwritten thank you notes to each donor.

Attention focusing on raising visibility of Endowment Fund and telling the story.

Funds invested in UUA Common Endowment Fund. Current balance of \$284,387 (August 2023).

Updates with Q&A

Rev. Thom "October Break"

Glenn Davis/Barbara Chapman/Ellie Speh

8:35 – 8:45

Have arranged for October and February and June breaks, trying to make up for all of Thom's extra effort in July and August during church administrator gap.

Recommendation for website to display staff members' scheduled day of rest so that we can respect their rest schedules.

Nominating Committee Updates Glenn Davis

Four board member nominees needed. Two have committed, two more are likely.

70-30 Anniversary Rev. Thom Belote

Wonderful celebration!! Well attended, beautiful service, amazing meal and decorations.

Leading Large: Barbara Chapman/Glenn Davis
Board Training for large congregations

Review of To Do Items Brian Pence 8:45 – 8:50

- **Barb and DeeDee to coordinate around having online sign-up posted online ahead of Sunday service**
- **Mary Beth (chair), Barb, Ellie, Chris will meet to discuss possible celebration event**
- **Ellie will convene first meeting of signage committee**
- **Glenn will circulate discernment questions ahead of October meeting so board members who will miss meeting can contribute ideas.**
- **Glenn and DeeDee to sync up about weekly announcements**

Reflections and Meeting Evaluation Glenn Davis 8:50 – 8:55

Appreciation to Briton and Dawn and Jenn and Charles for joining!
Appreciation for board training and for direction toward higher level conversations

Appreciation for efficiency combined with warmth and conviviality
Votes went smoothly because of preparation and prior briefing
Appreciation for respect for time and respect of schedule
Appreciation for physical space
Appreciation for spirit of wanting to recognize congregation contributions: Thoughtfulness
Appreciation for snacks
Impressed with completion of full agenda
Appreciation for mindset of managing in mindset of “Yes and” rather than “Yes but”.
Appreciation for engagement around signage committee

Chalice Extinguishing and Closing Remarks

Jay Johnson

8:55 – 9:00

Attachments

August 8, 2023, Board of Trustees Minutes
Capital Funds Request Furnishing for the Living Room
September 2023 Ministers Report
FY 2023 Budget v Actuals
FY 2024 Budget