

The Community Church of Chapel Hill Unitarian Universalist  
 Board of Trustees Meeting Agenda  
 October 10, 2023  
 The Gathering Room

MINUTES

Board Member of the Month: Ellie Speh

Meeting Roster	
Members Present:	Glenn Davis (President), Mary Beth Powell (Vice-President), Barb Chapman (Past President), Merry-K. Moos (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:	
Absent:	Joe Swain (member), Kevin Bastian (member)

Item	Presenter	Time
Chalice lighting/Opening Reading	Ellie Speh	7:00 - 7:05
Check-in		7:05 – 7:15
Consent Agenda	Glenn Davis	7:15 - 7:20

Approval of Agenda  
Approval of September minutes  
Approval of Minister's Report

**MaryBeth moved to approve consent agenda, Ellie seconded, motion passed.**

Action Items

Review and Approve Long Range Maintenance Plan      Rev Thom, Andrew Wright      7:20 – 7:30

**Main theme: One big project per year. This year: Interior renewal part A: Sanctuary - Repair water damage, repaint. Next year: Interior renewal part B: Flooring, stage replacement. Following year: Likely roof replacement. Following year: Manse repairs.**

**Source of water damage has been repaired, but damage itself (e.g. staining) remains to be addressed.**

**Manse: Drainage work needed to address moisture. Drainage around main church building is in good shape.**

**Reserve balance: Currently \$63,000, adding \$53,000 this year from approved budget. But 2024 plans are likely to exceed that amount, will likely borrow against maintenance reserves.**

**Proposal to take \$3,000 from capital fund to put in new wiring for stage lights while working on sanctuary next year.**

**"Building equipment replacement" line item is placeholder for whatever may break in a given year (e.g. an HVAC). Line item amount is based on experience from prior years.**

**Current annual commitment to maintenance reserves is 7% of operating budget.**

**Board may consider inviting Brad Kosiba to a future meeting to discuss B&G plans and timeline in more detail.**

**Consider non-pledge income as possible sources to address maintenance needs.**

**This is not a formal budget request, it is a forecast for planning purposes. Approval of this forecast confirms that Board agrees with these priorities, recognizes the need, and is aware of the broad outline of the financial needs.**

**Should Manse repairs be discussed in the context of a bigger question of whether to keep the Manse or not?**

**Barb moved that the Board accepts the forecast as representing important priorities and commits to finding the funds to meet these priorities. Ellie seconded. Motion carried.**

Receive and Approve Treasurer’s Annual Report	Andrew Wright	Deferred
Review 1 <sup>st</sup> Quarter Financials	Andrew Wright	7:30 – 7:40

**Deferred.**

**Andrew proposed motion for \$2,786 be taken from capital funds to pay for gutter guards that have been installed on new building (as alternative to taking funds from maintenance reserves).**

**Barb moved, Merry-K seconded, motion carried.**

Discussion and Planning

<u>Big Question/Discernment</u>	All BOT & Officers	7:40 – 8:40
How should we use the remaining charlie kast estate monies		

**~\$164,000 unallocated funds**

**Context from discussions with charlie about his will**

- **charlie was clear that \$50,000 was to be allocated to Endowment and the rest was not to be allocated to the Endowment**
- **Was charlie comfortable with some of the funds being used to close the gap in the capital campaign? – Yes.**
- **Was charlie comfortable with the Board deciding how to use the rest of the bequest? – Yes.**

**How can we best recognize charlie's generosity and intent to support the church into the future?**

- **Something inspiring**
- **Something that puts charlie's name out there**
- **Something that attracts future funds to the church**
  - **Seed money for fund to raise up future leaders**
  - **Seed money for planting another church?**
    - **Pittsboro/Chatham is growing...**
  - **Conservative plan could be to allocate funds to various accounts that need bolstering – but this is not very inspiring**
  - **Internship fund? Would need \$400,000 to generate \$20,000/year for internship program.**
- **Give it all away – distribute among all our Share the Plate recipients of past years. Don't spend it on ourselves.**
- **What would these funds make possible that is not in the normal order of business?**
- **Total estate was ~\$500,000. We have already benefited from ~\$300,000 in having no mortgage and a repaved parking lot. How then to use what are the remaining funds?**
- **Place money in Endowment (benefitting from favorable interest rate) to focus on certain specific priorities?**
- **Recognize charlie's generosity into the future – recognition should be involved.**
- **Purpose of endowment is to ensure strong foundation into future – safety net. Should not compete with capital campaign. Endowment committee has had some challenges marketing itself to congregation.**
- **Excited about charlie kast intern fund – very visible, could attract more donors**
- **Maintenance reserve shortfall remains top of mind. Would seem to be in keeping with charlie's values. Getting a line of credit during capital campaign was extremely difficult – banks essentially do not lend to churches any more. charlie's funds allowed us to avoid ever drawing on that line of credit.**
- **How to allow funds to be force multiplier. Appeal of using found money to build.**
- **This congregation is special. Anything that helps other leaders and congregations learn from this congregation / sharing this vision would be a contribution.**
- **If we spend it all, and then it is gone, what have we achieved? Idea of using this to start building a fund is appealing.**

**Should any funds be used for operational expenses?**

- **Funds are currently in money market account earning market rate interest (low)**
- **How quickly do we want to move as a board to starting spending those funds?**
- **Church still faces debt of deferred physical maintenance**

- View expressed that Board has fiscal responsibility to fund its priorities, and using found money to fund approved priorities does not seem appropriate.
- Supporting comment that charlie's gift should be used in its totality to support new initiative and not for operating expenses
- View that investing \$100,000 in leadership fund and balance in operational expenses – pick one high-profile maintenance project for the balance
- Seeding new church is appealing idea
- Support for idea that remaining bequest should be preserved and protected. Physical plant needs should be addressed in budgeting process, e.g. by increasing set aside from 7% to 10% or 12% until physical plant needs are funded and addressed in context of church's
- Let's use these funds to really honor charlie's legacy and the inspiration that he has provided.
- Powerful to consider what it means to be a beneficiary of this generosity. The incredible gift charlie gave us what not just the money, but that he had faith in us that we as a congregation would do good works with these funds.
- "Ministerial leadership" is a great name – interns; what else could this support!
- What we do should be long term, lasting, as permanent as possible.
- Our fiscal fiduciary responsibility to ensure that maintenance fund is adequately funded in normal budgeting process.
- Manse – concerns about spending any more funds on Manse until we have a firm plan about how to make it into a livable space.
- Belief that we should establish a fund and engage in fund raising for that fund, establish a vision, do fundraising for this new fund, do it as soon as possible.
- Can't rely on these gifts for maintenance or operations.

#### Chair's recap

- We do need something that recognizes charlie's generosity
- We do need something in charlie's name
- We do need something that advances UU
- But caution that physical plant needs are real

**Motion to move funds to Vanguard money market-style account to earn higher interest.**

**Moved by Merry-K, seconded by Ellie. Motion carried.**

Review Year End Financials

Andrew Wright Thom Belote

Deferred

Updates with Q&A

Nominating Committee nominations

Glenn Davis

8:40 – 8:50

**Slate of four BOT candidates has been assembled.**

**Still need two new members to join Nominating Committee starting January. One yes so far; one needed.**

Signage Committee Update

Ellie Speh

8:50 – 8:55

**Chris and Ellie will be meeting shortly with town to gather information about permitting / setbacks.**

SP update

Barbara Chapman & Glenn Davis

8:55 – 9:00

**All going well.**

Review of To Do Items

Post 9:00

- **Glenn to circulate draft summary of discernment for everyone's input and feedback**
- **Glenn to draft vision of charlie kast fund for input and feedback**
- **All please send names for Nomination Committee members to DeeDee**
- **Andrew to move charlie kast funds to Vanguard account**

Reflections and Meeting Evaluation

Post 9:00

- **Appreciation for cake celebrating Thom's anniversary**
- **Committing large block of time for important topic, and depth of discussion achieved**
- **Great example of how to use BOT time to focus on such important questions**
- **Diversity of ideas**
- **Respect and thoughtful listening that characterized discussion**
- **Honesty of emotion**
- **This is both a serious and a vulnerable space**

- **Honoring of charlie's memory**
- **Great mix of discussion of pragmatic needs and charlie's legacy**
- **Appreciation of climate – everyone comfortable to speak up**
- **Appreciation for perspective on what we have to be thankful for in this congregation**
- **Wonderful meeting behavior – no side conversations, listening to one another**

Chalice Extinguishing and Closing Remarks

Ellie Speh

Post 9:00

**Attachments**

**Agenda 10-10-2023**

**September BOT Minutes**

**Charlie kast estate discernment – question outline**

**September Minister's Report**

**Building & Grounds projections**