

The Community Church of Chapel Hill Unitarian Universalist
 Board of Trustees Meeting Agenda
 October 8, 2024
 7:00 – 9:00 p.m.

The Gathering Room

Board Member of the Month: [NA Jay Johnson](#)

MINUTES

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

Item	Presenter	Time
Chalice lighting	Thom Belote	7:00 - 7:05
Welcome and Check-in	Dawn Carter	7:05 – 7:15
<u>Consent Agenda</u>	Dawn Carter	7:15 – 7:20
Approval of Agenda		
Approval of August-September minutes		

Approval of Minister's Report

Action Items

Approve Consent Agenda All 7:20 – 7:25
Motion to approve consent agenda moved by Ellie, seconded by Kevin. Motion carried.

Approve Chief of Staff evaluation - Kevin Bastian later during HR report
Motion to approve Chief of Staff Evaluation Process moved by Deborah, seconded by Britton. Motion carried

Discussion and Planning

7:40 ~~2025 Budget Update~~ Intern Minister Discussion Andrew Wright/Rev. Thom 7:30 -

Commented [DC1]: Thom and I changed this at the beginning; it just didn't get reflected in the printed copies.

- Jen Kapranov will end her internship at C3H3U in May 2025. The deadline for posting internship openings is rolling, but most churches will post by November 2024. People apply in December and January and churches make offers in January and February. Thom's preference is to post a PT internship and determine whether any applicants are a good fit. In the past, Thom has interviewed candidates and made the decisions.
- UUA encouraged Thom to reapply for the internship grant. Average cost is \$2,500/month FTE or \$1,250/month .50 FTE. Some schools structure 2 year PT internships, while others do a FT 9 month internship after they finish theological school. The Church could use the charlie kast Ministerial Development fund combined with some budgeted amount plus potential grant.
- No official Board decision is needed for Thom to post an internship. Later, the Board will need to designate the funds to support an intern.
- Deborah said that the Finance Committee does not have any pending capital fund items to bring to the Board at this time. We will wait to see how things go with the stewardship planning process.

HR – Chief of Staff Evaluation Kevin Bastian 7:40 – 7:55

Kevin provided updates on the Chief of Staff (CoS) Evaluation. The HR Committee has incorporated Board suggestions into the process:

- Draft a job description for CoS.

Chalice Extinguishing

Thom Belote

8:55 – 9:00

Attachments:

- Agenda October 8, 2024
- Minutes September 10, 2024
- Minister's report October 2024
- Chief of Staff evaluation proposal
- Proposed questions for COS reflection
- Questions for church staff COD evaluation
- Delineated responsibilities of COS
- Strategic Plan Implementation
- C3HUU Endowment Fund Balance
- Donor Intent Form – Planned Giving
- The Chalice Society and Memorial Endowment Fund Examples
- Endowment Recommendations

Commented [DC3]: Did we have this document for October meeting?