

The Community Church of Chapel Hill Unitarian Universalist
 Board of Trustees Meeting
 November 14, 2023
 The Gathering Room

MINUTES

Board Member of the Month: Kevin Bastian

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

Item	Presenter	Time
Chalice lighting/Opening Reading	Kevin Bastian	7:00 - 7:05
Check-in		7:05 – 7:15
Consent Agenda Approval of Agenda	Mary Beth Powell	

Approval of October minutes
Approval of Minister's Report

Motion to approve consent agenda moved by Barb, seconded by Ellie. Motion passed.

Action Items

Ratify Executive Committee Decision Mary Beth Powell
The executive committee approved the Committee
on Ministry's ministerial evaluation questions for
the congregation

Motion to accept the Executive Committee recommendation for ministerial evaluation moved by Joe, seconded by Barb. Motion carried.

Receive and Approve Treasurer's Annual Report Andrew Wright

Deferred

Discussion and Planning

Review 1st Quarter Financials Andrew Wright/Rev. Thom

Quarter 1 pledge income running above budget as is typical; Quarter 1 expenses on target. No alarm bells.

Review Year End Financials Andrew Wright/Rev. Thom

Year was budgeted at \$30,000 deficit. Income was higher than expected (\$41,000); expenses were also slightly higher than expected but year-end was essentially balanced (\$3,000 deficit). Operating reserves still well in excess of what is required.

Contracted maintenance budget line includes annual window washing, annual carpet cleaning, elevator maintenance, grease trap, HVAC, one-off repairs e.g. roof.

Umbrella liability policy under insurance budget line covers other liability (such as Directors and Officers insurance) that is not property insurance.

Honoraria budget line item funds guest preachers.

Glenn's commission from musicals is not reflected in operating budget but rather is paid directly from musical ticket sales account. Glenn receives 1099.

Review 10/10/2023 Discernment

Mary Beth P/Barbara Chapman

Review 10/10 charge

Review 10/10 minutes re: discernment

Discuss Glenn Davis summary

Discuss Next Steps [potential action item:

Use consultant

Consider engaging with consultant Mark Ewert about next steps for charlie kast funds. Advised church on planning capital campaign. High credibility with board and in congregation.

What does Mark bring that Andrew does not? - Fundraising aspect, publicizing, engagement. Language: How to maintain flexibility. How to separate endowment funds from special fund.

Motion to authorize Executive Committee to proceed with exploring engagement with Mark Ewert moved by Ellie, seconded by Kevin. Motion carried.

Create a COS Review (discussion only)

Minister has two major roles: (1) minister; (2) Chief of Staff. Committee on Ministry has charge of evaluating minister role but not Chief of Staff role. Evaluation of minister's effectiveness in Chief of Staff role should be owned by Board and should be separate process from COM evaluation.

Our policies state that COS is responsible for a wide range of things (e.g., defining policies and procedures to ensure the safety of our church...)

Board should evaluate: What is COS responsible for, and does COS have sufficient support to be discharging these responsibilities? It is Board's responsibility to ensure that COS has support that is needed.

Board may need capacity building itself to execute this responsibility.

HR committee may own some of this responsibility.

Policy compliance: Go through all policies, is COS in compliance with all of them. This is more Governance than HR.

Future board meeting agenda item: HR committee chair to report on status, future steps.

COS has sole authority over hiring, supervision and dismissal of staff.

May want to revisit language in Board book about Committee on Ministry charge vs. Board responsibility.

Develop Board self-evaluation for December agenda Mary Beth Powell

Year-end review of Board's work for the year. How to plan for December meeting.

Updates with Q&A

Review Endowment Committee Quarterly Report Charles Lee

In the past, if the Endowment Committee has given a grant for something the money could be left in the endowment until needed. Now the Endowment Committee wants funds removed immediately because of the volatility in the market. Once withdrawn it can then be held in another restricted account (e.g. Vanguard money market account) until needed.

Approve Governance Committee Policy Changes Mary Beth Powell

None

Update status Board Election Process

Mary Beth Powell

Election underway. Recommendation to invite new members to December board meeting.

Report Stewardship Committee on strategy

Merry-K Moos/Barbara Chapman

Strategic Planning update:

To date: 16 focus groups; 84 people (9 high school students)

Key principle: Identify the things that are important to people and double down on those things.

Major themes so far:

- **Connections, community**
- **Incredible RE**
- **Staff are wonderful; we need more**
- **Facility is great**
- **Questions about security**
- **Greater involvement of college students**
- **Thom's sermons and leadership**
- **No axes to grind**

Follow-up Electronic Link bank-Vanguard

Andrew Wright

Electronic link was cut during bank purchase; being re-established.

Review of To Do Items

- **Executive Committee to explore engagement with Mark Ewert**
- **Kevin to be prepared to report as HR chair to Board on possible direction for COS review at 2024 meeting**
- **MaryBeth to plan December board self-evaluation**
- **MaryBeth to invite newly elected board members to December board meeting**

Reflections and Meeting Evaluation

- **Great leadership from MaryBeth!**
- **Covered lots of important ground; participation was good**
- **Identified key future priorities**
- **Culture of feeling free to ask questions**
- **Important conversation around COS evaluation**
- **Lots of expertise in the room!**
- **Open atmosphere of communication and deep consideration**
- **Challenge: Only 5 members present.**
- **Open meeting, conversations were spacious**
- **Appreciation for snacks!!**
- **A budget that can be understood!! And that is so carefully stewarded by COS.**
- **Glenn's preparation for absence – many thanks!**

Chalice Extinguishing and Closing Remarks

Kevin Bastian

Attachments

Agenda November 14, 2023

Minutes of October 10, 2023

Emails between Kari Andrade and Glenn Davis and Executive Committee

re: Approval of questions for the Committee on Ministry

Discernment charlie kast residual gift and estate monies Documents for review

1. Charge used in the October 20, 2023, Board Meeting
2. Review Secretary minutes in the October 10, 2023, minutes

3. Glenn Davis summary and draft (skeletal) proposal)
4. Suggested Next Steps