

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

MINUTES

Board Member of the Month: Rev. Thom Belote

Meeting Roster	
Members Present:	Glenn Davis (President), Mary Beth Powell (Vice-President), Barb Chapman (Past President), Merry-K. Moos (member), Jay Johnson (member), DeeDee Lavinder (member), 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:	Rina Lavinder; Rose Graysmith
Guests:	Deborah Day, Dawn Carter, Briton Bieze (members elect); Sarah Clark-Farnell; Brad Kosiba
Absent:	

Item	Presenter	Time
Chalice lighting/Opening Reading	Rev. Thom Belote	7:00 - 7:05
Check-in & Welcome new Board members The 3-in and 3-out		7:05 – 7:15
<u>Consent Agenda</u> Approval of Agenda Approval of November minutes Approval of Minister’s Report	Glenn Davis	7:15 – 7:20

Motion to approve consent agenda moved by Barb, seconded by Kevin. Motion carried.

Action Items

Receive and Approve Treasurer's Annual Report Andrew Wright 7:20 – 7:25

Motion to approve consent agenda moved by Joe, seconded by Ellie. Motion carried.

Discussion and Planning

The Manse Glenn Davis/Brad Kosiba 7:25 – 7:45

History of Manse (purchase, use over time) presented by Rev. Thom.

Lots of use; little maintenance. Leaking roof, rot in structure.

Roof has been replaced, work on large rear window.

Interior paint done.

Septic system failed. Required by town to connect to sewer system with pump tank.

Slab on grade on bottom, plumbing underneath, difficult to access. Plumbing lines are challenge.

Moisture has been major challenge. Bottom floor is halfway underground in front. House drainage is poor. Dehumidifiers running constantly.

Rough estimate \$5-10,000 to address drainage / water protection.

May need to add house dehumidifier.

Coming up on needing to replace HVAC - ~15 years old.

Air circulation is not great (old ducting). But usable.

Exterior side steps will need to be rebuilt. Eagle Scout project?

Recently painted exterior

Very old windows – lose heat and gain moisture. May consider replacing windows in next 5 years.

Pest problem is a function of whether / how much food is left out.

Driving access at night? Poor visibility. But maybe that is desired – keep uninvited individuals away.

Substantial graffiti problem before immigrant justice started. If we are to keep it, it should be used.

Electrical system is big challenge – old, ungrounded system.

Repair requirements over next 5-10 years? Maybe \$20-30,000, rough guess?

For Board to reflect: What do we want to use the Manse for?

Future use projections?

Manse historically has served as extra / surge space when we outgrow our space and start to think about new capital campaigns

Annual Board Self Evaluation

Glenn Davis

7:45 – 8:00

Yearly reminder: Board Covenant: Come prepared. Check emails once per day. Check the agenda for your name.

In what ways for you has the Board functioned best?

- **Helpful to get updates on status of Endowment, Charlie Kast estate, buildings & grounds.**
- **Support for Thom in securing interim minister.**
- **Support for Thom's time off after congregational administrator transition.**
- **Time management.**
- **Respect for each other's thoughts and comments.**
- **Deep dives: Topic where everyone was invited and encouraged to express their thoughts.**
- **Work done in the Gathering Room to make functional acoustics**
- **Communication between board and congregation**
- **Positive experience with strategic planning process.**
- **Allocation of responsibilities and completion of tasks by those who take them on**
- **Clear and responsive financial accounting and management**
- **Exciting when board pulls together as a group, and when the board is thinking big and being innovative**
- **Very well functioning board! Tighten procedures, tighten expectations, starting on time.**
- **Pleasure to have people say what they think, participate, make time for the work of the church.**
- **Critically important to be governing by policy. Implemented and maintained very successfully by this board over the years.**
- **Appropriately recognizing the wonderful efforts of our amazing staff**
- **Judicious fiscal management with long-term set asides.**
- **Plus deltas have really positively influenced culture of board.**

What in your judgment would improve the function and agenda of future board meetings?

- **More deep dives and discernment**
- **Out of the box big thinking, dreaming big**
- **Small group breakouts to get more voices speaking?**
- **Encourage self to be more assertive if needed**

- Consider circulating materials with more advance ahead of meeting to allow more efficient resolution of minor issues, more time for deep dives
- More round robins – ensure everyone speaks
- Going beyond expertise of board, bringing in special expertise
- Updates on buildings and grounds
- Answer emails in a timely manner
- Let’s discuss our preferred modes of communication
- Consider printed vs. electronic materials. Intranet?

Receive Minister Evaluation	Deferred until January Board Mtg	
Annual Vision of the Ministry	Deferred for Strategic Planning	
Consider Board Retreat Agenda	Mary Beth Powell	8:00 – 8:10

**Primary goal: Full participation.
MaryBeth will develop draft agenda and poll for dates.**

Plan new BOT member orientation	Mary Beth Powell	8:10 – 8:20
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MaryBeth will work with new members to schedule. All board members are welcome to participate.

Parking revenue	Jay Johnson	
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**Senior men’s group has been collecting parking revenue for UNC basketball games for several years. Recently Kehila paused their parking and gave management to our church. Has more than doubled revenue.
There was some discussion about whether Kehillah had paused due to concerns over war in Gaza and possible violence, but further discussion indicates that was not the reason for the pause.
Most recent game: \$1,250 for Immigrant Justice Initiative.**

Updates with Q&A

Signage Committee Update	Ellie Speh	8:20 – 8:25
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**Contract has been prepared and ready for Glenn’s signature. Final drawings ready.
Selected vendor works directly with the city.
Cost should come in under budget.**

- High participation. Presence of incoming board members.
- Agile meeting management and participation.
- Last board meeting of the year is always special - sadness and excitement.
- Interesting!
- Large gathering!
- Strategic deferring of items to end on time
- Covered a lot of ground
- Appreciated hearing year in review
- Apparent that much thought goes into respect, inclusion, communication
- Presence of Insch interns!
- Thanks for a great year
- Learning about intentions around 8th principle. Excitement.
- Openness and respect

Delta

- Not assume that everyone knows what we are talking about
- The room is a little cold!

Review of To Do Items

Brian Pence

tbd

BOT

- **MaryBeth** to circulate draft retreat agenda and date poll
- **MaryBeth** will work with new board members to schedule new member orientation
- **Each committee chair** to send Glenn brief email report about your standing committee's accomplishments for the year and any outstanding items
- **Thom** to pursue arranging Digital Security 101 training for Franklin, Rachel, potentially other staff. Board members may also wish this training to be able to support and guide staff. DeeDee expressed interest.
- **Glenn and Barb** will connect with Mark Ewert regarding kast estate planning.

Thanks to departing Board Members

Chalice Extinguishing and Closing Remarks

Rev. Thom

brief

Attachments:

Minutes November 14, 2023

Summary Board Meeting Evaluations 2023
Annual Board Self Evaluation
Evaluation of the relationship between the Board
And Ministry

Glenn Davis

Rev. Thom Belote/Glenn Davis