

**The Community Church of Chapel Hill Unitarian Universalist
Board of Trustees Meeting Agenda
May 14, 2024
7:00 – 9:00 p.m.**

MINUTES

The Gathering Room

Board Member of the Month: Kevin Bastian

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

Item	Presenter	Time
Chalice lighting/Opening Reading	Kevin Bastian	7:00 - 7:05
Welcome and Check-in	Mary Beth Powell/all	7:05 – 7:15

<u>Consent Agenda</u>	Mary Beth Powell	7:15 – 7:20
Approval of Agenda		
Approval of April minutes		
Approval of Minister's Report		

<u>Action Items</u>		
Approve Consent Agenda	All	7:20 – 7:25

Motion to approve consent agenda, with April minutes to be amended to add motions to enter and exit closed session and report of action out of closed session.

Motion moved by Glenn, seconded by Dawn. Motion carried.

Interior Painting Contract (approved)	Andrew Wright	7:25 – 7:30
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Final price significantly lower than projected, thanks to multiple bidders and Franklin's efforts. Painting currently underway.

charlie kast Fund Creation	Rev Thom	
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Discussed later in agenda.

Discussion and Planning

Dispute Resolution Process complete	Glenn, Mary Beth	7:30 – 7:35
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Recommendation of executive committee was approved by board in closed session at April BOT meeting.

Sexual Harassment Policy Development	Kevin/Mary Beth	7:35 – 7:40
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To be developed by HR committee.

Policy needs to cover all participants in church activities – staff, volunteers, congregants.

2025 Budget

Andrew Wright

7:40 - 7:45

Treasurer recommends BOT approve budget.

Pledge drive very successful, over \$50,000 increase over last year

Budget increases maintenance reserves. Professional development for RE staff. Sabbatical for Kat. Raises to staff (minimum 4%).

Focuses on areas of pressure in current budget: buildings and grounds costs, reduce projected deficit.

Our congregation should be very proud of our fair compensation approach to staff compensation that directly relates to the strength of our staff.

Painting project coming in substantially under forecast, thanks to Franklin for pursuing multiple bidders.

Interest income coming from Vanguard money market fund now that rates have increased.

Updates with Q&A

Chief of Staff Annual Evaluation/HR update (**deferred to June Board meeting**) – Kevin Bastian

Signage Committee Update (**deferred to June Board meeting**) - Ellie Speh

Strategic Planning Update

Glenn Davis

7:45 – 8:05

Strategic Planning documents reviewed, including major themes, responsible parties, and communication plans

Committees should have annual plans that reflect strategic plan elements

Documents still open for feedback and editing

Communications planned for monthly newsletters

Communication should include explicit time frame. 3 years? 5 years? 10 years? Some items will be quick, others will take time. items may need to be sequenced (not start everything at once). Bylaws say plan should be reviewed every 3 years but doesn't need to be redone from scratch every 3 years.

Group consensus that plan should be from 2024-2030 with plan for mid-point three-year review.

Priority: Don't let successes slide because no needs were identified. Although worship, music and RE are widely recognized as great strengths, each ministry is being invited to identify 1-2 strategic goals to continue growth.

DeeDee available to make any updates to Strategic Plan website.

To comply with bylaws, notice of congregational meeting should be sent no later than Wednesday May 22. Should include link to materials that will be presented / reviewed. E.g., strategic plan website should have needed information in time for announcement to go out on time.

Long-Term Stewardship Contract with Mark Ewert

Rev Thom

8:05 - 8:10

Mark Ewert was our stewardship consultant in 2015-2016 and then was capital campaign consultant. Big positive impact. Transformed how we look at giving to the church to a generosity model. Stewardship interested in continuing to work with him. Small group met with him, decided to offer contract for him to lead ongoing stewardship training for church.

Stewardship Update (Annual Pledge Drive final report)

Bonnie Nelson

8:10 – 8:15

Highly successful fund drive as noted above.

Focus on making sure stewardship approach aligns with strategic plan, new initiatives such as kast fund, etc.

Stewardship drive involves many rounds of outreach. Generally those who do not pledge do so because of hardship or life circumstances.

Endowment Committee Update

Charles Lee

8:15 - 8:20

Endowment Committee has not yet made any grants this year because of wanting to wait to align grants with strategic plan. Endowment Committee was approached about funding Mark Ewert consultancy fee described above. Grant application submitted and was approved by Endowment Committee. Up to 36 hours of consulting and travel. Pending congregational approval at congregational meeting.

March 31st report from UUA Common Endowment Fund: \$305,449 balance. Started in 2010 with \$100,000.

Endowment Committee nominations

Mary Beth

8:20 – 8:25

Two seats opening.

Proposed nominations: Ginger Long – confirmed. CPA background. Ed Chaney – expressed interest. Attorney background.

Board recommendations need to be approved at congregational meeting.

Motion to nominate Ginger Long moved by Glenn, seconded by Kevin. Motion carried.

Motion to nominate Ed Chaney moved by Glenn, seconded by Dawn. Motion carried.

If Ed declines, will need to identify another person.

charlie kast funds (Mark Ewert)

Glenn Davis

8:25 – 8:30

Discussion about spending parameters in draft document. Too specific? Too high? Able to spend down principal too quickly without knowing eventual fund total? Are we making a decision earlier than necessary without all information?

Communication to distinguish this fund from other funds / church fundraising initiatives.

Motion to vote on procedure, with first paragraph second sentence under “Withdrawal Policy” amended to read: “Withdrawals in the first year of the fund will be limited to \$15,000. Beginning in year 4, annual withdrawals will be capped at 5%.”

Motion moved by Dawn, seconded Briton. Motion carried.

UUA representation/attendance from C3HUU

Rev Thom

8:30 – 8:35

Six interested congregants. Once those individuals register, Thom can certify them as delegates.

Congregational Meeting – June 9th &
Agenda and Assignments

Mary Beth Powell

8:35 – 8:50

Important for all board members to attend and be up front!

Many responsibilities for board members to sign up for.

Everyone speaking should be at front during service. President should be in pulpit during singing of Shalom. Start immediately after Shalom. No delay for tech.

Congregational Covenant: One person reads four bullet points and lights chalice.

Remarks

Congregational awards. Winners confirmed. Rachel will prepare certificates.

Financial report.

Strategic plan.

Endowment.

Election of committee members – vote.

Endowment grant – vote.

- **Will need vote counters.**

Announcement of charlie kast fund needs to be added.

Closing.

Reflections and Meeting Evaluation

Group

8:50 – 8:55

Not done due to time.

Review of To-Do Items

Brian Pence

8:55 – 9:00

- **Mary Beth to provide Brian with information needed to complete April minutes**
- **Thom to send Glenn strategic plan contributions by tomorrow (Wed 5/15).**
 - **Glenn will then recirculate strategic plan document with Thom’s additions**
- **All members: Send any comments on strategic plan documents to Glenn**
- **Glenn to finalize strategic plan documents and give to DeeDee to load on website ahead of congregational meeting announcement on Wed 5/22**
- **Newsletter item with link due to Rachel no later than noon Tuesday 5/21**
- **DeeDee will communicate with those interested in GAA to register. Then Thom will certify them as delegates of our church.**

Chalice Extinguishing

Kevin Bastian

brief

Attachments:

May 14, 2024, Agenda

Minutes April 9, 2024

Draft Congregational Meeting Agenda

Minister’s Report May 2024

FY25 Budget Second Draft

Board Policy – charlie kast ministry development fund

charlie kast Ministry Development Fund 04052024

Strategic Plan - 2024 Communications
Strategic Plan 2024 - Theme Responsibilities
Strategic Planning 2.1 draft tmb_bc 5-9-24 2024