

The Community Church of Chapel Hill Unitarian Universalist
 Board of Trustees Meeting Agenda
 June 11, 2024
 7:00 – 9:00 p.m.

MINUTES

The Gathering Room

Board Member of the Month: Andrew Wright

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

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

Consent Agenda

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

Mary Beth Powell

7:15 – 7:20

Action Items

Approve Consent Agenda

All

7:20 – 7:25

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

Discussion and Planning

Congregational Debrief

Mary Beth/all

7:25 – 7:35

Wires / cables seemed to present tripping hazard – may be worth thinking about cable management.

Notable that there was not space for comments or questions – pros and cons? Pretty much only one-way communication. Voting is now done online before meeting.

Online voting definitely is an advantage for those who can't attend – don't have to arrange proxy. Also avoids the time required for vote counting.

Different types of votes may require different approaches.

Over 230 votes were cast – more than twice the number who attended.

Budget questions now generally arise during town hall.

Appreciated that speakers stayed to time.

Great recognition of charlie and his financial support of the church.

Quorum is required for the votes, but if quorum is met for all votes before the meeting, quorum is not required in the meeting.

Slate of nominees for Nominating Committee

Glenn Davis

Slate of nominees for BOT 2025 slate presented by Nominating Committee: Heather O'Connor (at large), Peter Hendee (at large), and Dean Peterson (Vice President)

Motion to approve BOT 2025 slate moved by Kevin, seconded by Jay. Motion carried.

Creation of charlie kast Ministry Support Fund

Glenn Davis

Between meetings, Executive Committee voted to approved creation of charlie kast Ministry Support Fund. Final document reflects the language change voted on and approved in the May meeting.

Motion to affirm Executive Committee action moved by Deborah, seconded by Briton. Motion carried.

Sexual Harassment Policy Development

Kevin Bastian

7:35 – 7:45

Informal thoughts prior to meeting with full HR committee.

Current language is in place and may be reasonable/sufficient.

Possible courses of action: Make no changes; make some small changes; do deeper and more comprehensive overhaul.

Recommendation of HR committee would come back to Board for discussion and approval.

Currently there is a Care for Staff section and a Care for Community section. These sections may need alignment, and may need additional language about situations involving both staff and community.

Scenarios that need to be covered: Member to member; staff to member/member to staff; staff to staff (clearest workplace situation); situation involving minister.

HR committee to meet next week. Tentative goal to have language for Board discussion in August.

Side note: All committees should be meeting regularly to advance annual plans (e.g. monthly meetings between Board meetings). All committees should have plan for year set in January that guides meeting frequency.

2025 Budget

Andrew Wright

7:45 - 7:50

Draft budget as reviewed in May Board meeting was presented to congregation at Town Hall in May. A dozen or people attended. Current fiscal year is unfolding well.

Treasurer recommends Board approval of draft 2025 budget.

Motion to approve draft 2025 budget moved by Glenn, seconded by Kevin. Motion carried.

Updates with Q&A

Chief of Staff Annual Evaluation/HR update

Kevin Bastian

7:50 – 7:55

No current Chief of Staff evaluation process.

Board notebook states that at least once a year, Chief of Staff and Board shall evaluate each other's contributions to church's mission.

Should think about evaluation of a role, not a person.

What is the involvement of staff.

Many congregants have perspective on minister's performance as minister; a smaller group has perspective on Chief of Staff's performance.

Can staff evaluations be anonymous?

From experience in small organizations: staff input is important, and it should be anonymous, but anonymity can't be guaranteed.

Board is in position of Chief of Staff's supervisor and therefore in position to collect and consolidate evaluation inputs.

Real value is providing an avenue to provide good feedback on performance.

Signage Committee Update

Ellie Speh

7:55 – 8:00

Glenn, Franklin and Ellie met with new Chapel Hill permitting office.

Church now owns design that the committee liked.

Regulations relate to the size of the sign and the size of the letters (fire department visibility). Full name is hard to fit in the size of the sign with the required font size.

Path forward not fully clear.

Strategic Planning Update

Glenn Davis

8:00 – 8:10

Strategic Plan is now on the website.

Time for execution.

Three themes are ministry themes and two themes are Board themes.

Appropriate groups (task forces...) should be set up with responsibility and with charges. Think about leadership, then request additional volunteers.

Some members are looking for finite volunteer opportunities – this may be a great fit.

**Important to honor communication commitments back to the congregation.
Important to set up institutional memory as Board membership transitions.**

Rescheduling Mark Ewert Meeting Glenn Davis 8:10 – 8:15

Difficulty scheduling for June; exploring August and September dates.

Stewardship/Pledge Update Rev Thom 8:15 – 8:20

A few pledges continue to come in. Now \$8,600 over what was budgeted. Still a few more pledges out there (10 whom we have not heard from). Rachel following up on last few. Great job Bonnie and team!

Endowment Committee Update Glenn Davis 8:20 - 8:25

Vote passed to approve endowment grant for Mark Ewert consultancy.

Endowment Committee has articulated that it views its grants as best awarded to support strategic plan of church.

By membership we are the 38th largest UU church in the country. 18th largest by size of RE program. By endowment we are the 340th largest.

Larger endowment would affect ability to support larger staff.

UUA representation/attendance from C3HUU Rev Thom 8:25 - 8:30

Seven church members registered for General Assembly including Rev. Thom. Space for 4-5 more if interested.

Document Retention/Historical records (Aug. mtg.) Mary Beth Powell 8:35 - 8:40

Discussion topic for August agenda: How to maintain important documents and photos for archival purposes.

History of church written by charlie kast currently posted on website.

Summer break – no July Board Meeting Mary Beth Powell 8:40 – 8:45

Reflections and Meeting Evaluation

Group

8:45-8:55

Plus

- Time for context
- Time for deep discussion
- Good preparation
- Positive contributions and good participation
- Important conversation about: Where is the place for two-way conversation between members and leadership (thinking about discussion about congregational meeting format)?
- Snacks!
- Important HR contributions
- Appreciation for positive and thoughtful input received from focus groups during strategic planning process
- Covered a lot of ground

Delta

- More direction or structure for some new Board members at large could be helpful (e.g. committee meetings/charges) – what should we be doing outside of preparing for Board meetings

Review of To-Do Items

Brian Pence

8:55 – 9:00

- HR committee to move forward with sexual harassment policy review and Chief of Staff evaluation process development
- Strategic Planning Committee to move forward with plans to implement strategic plan
- Treasurer to move charlie kast funds to newly approved fund
- Signage committee to move forward with sign plans
- Glenn to move forward with Mark Ewert scheduling
- Treasurer will implement raises reflected in approved budget
- Mary Beth to include in the August agenda: Committee direction; document storage; consent agenda to include Congregational Meeting minutes.

Chalice Extinguishing

Andrew Wright

brief

Attachments:

June 11, 2024, Agenda

Minutes May 14, 2024

Minister's Monthly Report

2025 draft Budget

Strategic Plan