

The Community Church of Chapel Hill Unitarian Universalist
 Board of Trustees Meeting Agenda
 August 13, 2024
 7:00 – 9:00 p.m.

The Gathering Room

MINUTES

Meeting Roster	
Members Present:	Mary Beth Powell (President), Glenn Davis (Past President), Dawn Carter (Vice President), DeeDee Lavinder (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)
Insch Leadership Fellows:	
Guests:	Barb Chapman, Bonnie Nelson
Absent:	Kevin Bastian (member), Andrew Wright (Treasurer), Jenn Kapranov (Intern Minister)

Item	Presenter	Time
Chalice lighting/Opening Reading	Glenn Davis	7:00 - 7:05
Welcome and Check-in	Mary Beth Powell/all	7:05 – 7:15
<u>Consent Agenda</u> Approval of Agenda	Mary Beth Powell	7:15 – 7:20

Approval of June minutes
Approval of Minister's Report

Action Items

Approve Consent Agenda All 7:20 – 7:25

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

Approve Ex. Com Decision to fund Marion Hirsch's request to the charlie kast Fund for prof. development Mary Beth Powell 7:25 – 7:30

Motion to approve Executive Committee decision to fund Marion Hirsch's request for support from charlie kast fund for professional development moved by Dawn, seconded by DeeDee. Motion carried.

charlie kast fund disbursement procedure Glenn Davis

**Draft procedure for disbursement of funds in charlie kast fund presented by Glenn.
Should procedure specify who is eligible to apply? May typically be staff but could conceivably be a congregant.
Congregation education about purpose of charlie kast fund and distinction from endowment will be important.
Input from Mark Ewert will be helpful.**

Discussion and Planning

Fall Schedule Mary Beth/all 7:30 - 7:35

List of important fall dates circulated. Lots of exciting events!!

8/25 Ingathering service

9/7 New Hope picnic

9/15 Connections Fair. Board could have table? Strategic plan? Rachel recently sent out sign-up list.

To be sent electronically.

Budget Update

Chris Speh/Rev. Thom

7:35 - 7:40

Close of 2024 fiscal year: Within next week or two, Franklin and Andrew will close books on 2024.

Good news: Franklin has been diligently pursuing outstanding receipts and unfulfilled pledges.

Rough draft shared by email – expected to end year with deficit of ~\$3,200 – may be slightly better. A good year. Had budgeted a \$29,000 loss for year so substantially better performance than originally budgeted.

Is it common to pass a negative budget? - Yes: Has been for the past 7-8 years. Historically approach has been to budget income conservatively and generally outperform. Actual has always performed original budget over past 7-8 years.

Strategic Planning Implementation

Glenn Davis

7:40 - 8:00

Strategic Plan has been released – time for implementation.

Work has been done to consolidate goals under themes.

Goal: Select a limited number of committees/task forces to begin this fall

Board members to either take leadership on or be liaison to group for all board-led SP goals

Themes 4 and 5

(Themes 1-3 are ministry-led not board-led – Thom will bring plan to next board meeting about themes 1-3)

E.g.: Theme 4: Stability and org growth

- **4.1: Grow funds for capital expenditures**
 - **Stewardship, endowment, finance likely involved**
 - **Create task force**
 - **Establish charge**
 - **Subdivide tasks**
 - **Set timeline and meetings**

Additional themes, goals, proposed participants detailed in attachment

Note on Manse: BOT report from 2008 on strategic planning re: Manse recently uncovered – Thom to circulate.

8 new committees detailed – start all at once? Suggestion to prioritize and plan rollout/staggering.

Need to think through continuity of leadership given Board members' terms

Opportunity Fair – opportunity to assess congregant interest in some of these, the ones that have a strong congregant interest piece

Should some of these be folded into work of established committees rather than creating new committees? E.g. new funds -> Stewardship – provides charge / direction to ongoing work.

Continuity and consistency – if two board members are assigned e.g. to finance, make sure they are in different classes to help with institutional memory.

Important to keep congregation apprised through newsletter etc.

Review committee charters in by-laws – slots for congregants on committees provide opportunities for continuity.

Updates with Q&A

HR update

Kevin Bastian

8:00 – 8:10

COS evaluation procedure deferred till September.

Looking at revisions to harassment policy and personnel handbook

Signage Committee Update

Ellie Speh

8:10 – 8:15

Work in progress

Ellie, Glenn and Franklin coordinating.

Nominating Committee Update

Barb Chapman / Debbie Davis

Last year's committee kept list of those contacted who said not now but maybe later – hugely helpful to this year's committee.

Three great candidates have agreed to run for 2025

- Heather O'Connor
- Peter Hendee
- Dean Peterson - VP

By-laws: Need to announce slate with enough lead time to allow self-nominations – Nom Com is in charge of this

Suggestion to invite candidates to all board meetings moving forward (Sept-Dec)

Nom Com would like to go ahead and start recruiting for 2026.

Many thanks to Nom Com!

Kudos on institutional memory investment

**Consider spring informational meeting for people considering Board
Consider ensuring there is at least one former board member on Nom Com**

Stewardship Retreat

Bonnie Nelson/Rev Thom

8:15 - 8:25

Stewardship workshop: Sat-Sun Sept 21-22 at church

Saturday plan: Board documents / policies – any changes re: stewardship

Sunday plan: training about stewardship, speak same language. Should be something everyone on Board is comfortable talking about.

Growing endowment is major path to future of church.

CCCHUU: By membership – 38th largest in country. By endowment: 340th largest.

Endowment Committee Update

Glenn Davis

8:25 – 8:30

Committee to meet Thursday. No report at this time.

Document Retention/Historical records
(tentative)

Dee Lavinder/Mary Beth Powell

8:30 – 8:40

Digitization, document management.

Ask staff: What is currently happening.

What is best method to digitize

What will effective process be for managing documents

Goals:

Those in church who need access have access

Access persists over time as roles shift

Board should consider budgeting for this next year. Needs dedicated person power.

UNC School of Communication & Library Science may be resource

Protected digital space for members (Intranet) – good idea but separate project from this. And comes with its own staffing needs (helping members navigate logins etc.)

Document protocols for all committees / church docs – name and date in file name e.g.

Deborah and Chris interested in helping!

Reflections and Meeting Evaluation

Group

8:40 – 8:50

Plus

- **Appreciated summer updates!**
- **Excited about strategic planning initiatives**
- **Much productive conversation**
- **Appreciation for time management**
- **Appreciated time for discussion**
- **Appreciation to Thom for having a birthday to celebrate!**
- **Appreciation for feedback to Nom Com**
- **Appreciated strategic planning discussion and progress toward making it real**
- **Appreciated room for differing views**
- **Appreciated a month off**
- **Appreciated contributions of guests**
- **Excited about next steps with record documentation**
- **Appreciation of everyone's input**

Delta

-

Review of To-Do Items

Brian Pence

8:50 – 8:55

- **Mary Beth to circulate Fall Dates list to Board**
- **Glenn to schedule meeting for Strategic Management Committee**
- **Mary Beth will take lead on Board table for connections fair**
- **Mary Beth to circulate committee list to board members**
- **Barb will write up monthly newsletter item about board meetings and minutes**

Chalice Extinguishing

Glenn Davis

8:55 – 9:00

Attachments:

August 13, 2024, Agenda

Minutes June 11, 2024

August Minister's Report

2024 draft final financials

Procedure for use of charlie kast fund

Strategic Plan Implementation