

The Community Church of Chapel Hill Unitarian Universalist
 Board of Trustees Meeting Agenda
 September 10, 2024
 7:00 – 9:00 p.m.

The Gathering Room

Board Member of the Month: Jay Johnson

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), Kevin Bastian (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:	Barb Chapman, Bonnie Nelson, Charles Lee
Absent:	

Item	Presenter	Time
Chalice lighting/Opening Reading	Jay Johnson	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 August 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 Dawn. Motion carried.

Approve Andrew Wright and Franklin Hirsch's
authority to manage Peter Witt's bequest to the Community Church

7:25 – 7:30

Motion: The Board of trustees of the Community Church of Chapel Hill resolves that Andrew Wright and Franklin Hirsch are fully authorized and empowered to take any actions necessary with Edward Jones to facilitate the payout of the bequest of Peter David Witt to the Community Church of Chapel Hill.

Motion moved by Deborah, seconded by Ellie. Motion carried.

Approve Chief of Staff evaluation - Kevin Bastian

later during HR report

See below.

Discussion and Planning

2025 Budget Update

Andrew Wright/Rev. Thom

7:30 - 7:40

Closed FY2024, overall net income of \$1,395.24. Slightly revised 2025 budget circulated: Pledge income increased; utilities; refinishing of floors. Pledge income listed as \$725,000; current pledges received to date are \$736,000.

FY2025 proposed budget shows projected deficit of \$16,262 . This is a smaller deficit than projected in prior years, and in prior years we have always done better than projected and had small or no deficits.

Motion to approve FY25 budget moved by Deborah, seconded by Jay. Motion carried.

HR – Chief of Staff Evaluation

Kevin Bastian

7:40 – 7:55

Supporting documents circulated ahead of time and reviewed. HR Committee has met several times to prepare these documents.

- **One pager: COS Evaluation**
- **Three supporting documents focusing on different sources of information.**

Focus on creating process that is not about an individual person. Brings in perspective of multiple stakeholders.

Process should culminate in written report annually to Board. Committee: HR Committee plus BOT Executive Committee.

Structure of evaluation

- COS to initiate through self-reflection (goals etc.)
- Conversations with church staff
- In person meeting between committee and COS
- Evaluation committee drafts initial report to Board. First share and discuss with COS, then bring to Board.

Question: Does report go to COS before Board, or to Board before COS? Helpful to have no surprises – COS should be aware of the written document to be shared with Board.

But where is opportunity for Board input into development of report? - Does “Delineated responsibilities” document cover this? Perhaps Board would pre-populate this document with its input, that the evaluation committee would then take into COS conversation?

May need to keep in consideration aligning evaluation with job description? - Does “delineated responsibilities” document equal the job description? - Not necessarily. Job description may include strategic planning and goal setting and growth. Consider less a checklist of tasks and more, what is important for you to do and how are you doing in achieving those goals.

May begin with conversation between Board and COS: What are goals? Set goals together, rather than COS setting goals in self-reflection. Should staff questions focus more on: Is COS doing what they need to do, as opposed to questions about how the staff person’s job/ministry is going? This has been a debate.

Encourage culture of continuous improvement.

This proposed process (COS evaluation) is completely separate from ministerial evaluation – both will happen.

Board book, Board policies, p.11, 4.1.2: May be closer to a job description for COS and could be drawn on.

Summary:

- Board to have explicit voice in process
- Delineated responsibilities document would benefit from more explicit structures about goal setting and identifying priorities
- Questions for church staff should have more explicit question – how is COS supporting you in your role, strengths, working with them
- Not clear consensus on whether COS independent reflection should come first or should arise in conversation with Board – case made for keeping COS independent reflection as first step.
 - Would it help to separate out (a bit) performance on past goals and set future goals

HR Committee and Executive Committee to be in dialogue between Sept and Oct meetings to move this forward and revisit in October.

Strategic Planning Implementation

Glenn Davis

7:55 - 8:10

Reviewed all Theme 4 and 5 goals, straw poll on first priorities. Results of prioritization exercise summarized in supporting document.

Once agreement reached on which goals to start with, next step is to identify individuals, committees, task forces to operationalize.
Example/model discussed.

How to integrate work within work of existing committees.

SP goals 1,2,3 fall with Minister. Rev. Thom has reviewed all 23 goals and identified what is already happening, etc. Will discuss in detail at next meeting.

Updates with Q&A

Signage Committee Update	Ellie Speh	8:10 – 8:15
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No update.

Stewardship Retreat	Bonnie Nelson	8:15 - 8:25
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Confirm attendance please.

Help for setup on Sunday will be welcome. Sunday start time should be 12:45.

Endowment Committee Update	Glenn Davis	8:25 - 8:35
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\$306,000 in endowment account.

Under consideration: Grants only for within these walls, or also beyond these walls?

Two new board members.

Document Retention/Historical records	Dee Lavinder/Mary Beth Powell	8:35 – 8:40
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Deferred till next month

<u>Reflections and Meeting Evaluation</u>	Group	8:40 – 8:50
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Plus

- **Good discussion on important topics**
- **Good adjustment of time to allow full discussion**

- **Appreciation for great work of HR committee**
- **Extraordinary content of board discussion**
- **Appreciation for refreshments**
- **Grateful for Board's service and effort on behalf of the church**
- **Good effort to hear all voices and contributions**
- **Verb management**
- **Doing the hard work to implement necessary processes to support staff**

Delta

- **Time management, or setting aside necessary time on agenda to anticipate lengthy discussions**

Review of To-Do Items

Brian Pence

8:50 – 8:55

- **Andrew and Franklin to work with Edward Jones to facilitate the payout of the bequest of Peter David Witt**
- **HR committee to follow up with executive committee about modifications to COS evaluation policy to bring to October meeting**
- **Strategic Management Committee to make recommendations to solicit leadership for the areas to start with**

Chalice Extinguishing

Jay Johnson

8:55 – 9:00

Attachments:

Agenda Sept 10, 2024

Minutes August 13, 2024

Ministers report September 2024

Final budget v actuals 2024

FY2025 Budget Third Revision

Balance Sheet 6-30-2024

Chief of Staff evaluation proposal

Proposed questions for COS reflection

Questions for church staff COD evaluation

Delineated responsibilities of COS

Strategic Plan 2024

Strategic Plan Implementation

Strategic Management Committee Recommended Priorities