

**The Community Church of Chapel Hill Unitarian Universalist
Board of Trustees Meeting Agenda
January 10, 2023 – 7:00-9:00 p.m.
In the Gathering Room**

Board Member of the Month: Glenn Davis

Meeting Roster	
Members Present:	Glenn Davis (President), Mary Beth Powell (Vice-President), Barb Chapman (Past President), Kevin Bastian (member), Jay Johnson (member), Nathan Kosiba (member), Merry-K. Moos (member), Ellie Speh (member), Joe Swain (member)
Ex Officio:	Rev. Thom Belote (COS/Minister), Andrew Wright (Treasurer), Chris Speh (Assistant Treasurer), Brian Pence (Secretary)
Insch Leadership Fellows:	Erin Gottschalk
Guests:	Bonnie Nelson
Absent:	Avis Lavinder, Insch Fellow

Item	Presenter	Time
Chalice lighting/Opening reading Welcome New Members	Glenn Davis	7:00-7:05
Consent Agenda Approval of agenda	All Attachment 1	7:05-7:10

Approval of December Minutes **Attachment 2**
Approval of Minister's Report **Attachment 3**

Barb moved approval of consent agenda, Jay seconded, motion passed unanimously.

Action Items	Glenn Davis	7:10-7:30
Approve Board Covenant	Attachment 4	
Approve appointments to standing committees	Attachment 5	
Approve appointments of non-voting members		
Approve Board Member at large		
Approve Annual Vision of the Ministry	Deferred	

Motion to approve Board Covenant moved by Joe, seconded by Kevin, passed unanimously

- HR Committee: Need for board member on HR committee, in particular to review new UUA salary recommendations and development of job descriptions in association with COS and designated staff.
 - Jay will remain on committee as member
 - Barb will be member
 - Kevin will be chair
- Stewardship committee
 - Bonnie is chair
 - Board liaison: Merry-K
- BOT coordinator for BOT DOS project: Erin
- DOS committee liaison: Merry-K
- Strategic Management Committee:
 - Barb will be chair
 - Glenn will be member
 - Ellie will be member
- Finance: Joe will remain as chair
 - Nate will be member
- Governance

- Mary Beth is chair as Vice President
- Committee on Ministry
 - Pending

Motion to approve standing committee appointments moved by Barb, seconded by Kevin, passed unanimously

- Board Member at Large on Executive Committee
 - This role is Officer of the church
 - Ellie Speh will serve

Motion to approve Board Member at Large moved by Barb, seconded by Kevin, passed unanimously

- Non-voting members:
 - Treasurer: Andrew Wright
 - Assistant Treasurer: Chris Speh
 - Secretary: Brian Pence
- Check signers: Andrew Wright, Lawrence Kirsch, Scott Provan, Chris Speh

Motion to approve non-voting members moved by Barb, seconded by Joe, passed unanimously

Discussion & Planning

Board Retreat	Glenn Davis & Barbara Chapman	7:30-7:50
Proposal from Rev Thom Belote re estate gift	Rev. Thom Belote	7:50-8:00
Intern minister update	Rev. Thom Belote	8:00-8:10
	Attachment 6	
Nominating Committee debrief	Glenn Davis	Deferred
Leader for 2023 Auction	Rev. Thom/All	Deferred
Annual Pledge Drive	Bonnie Nelson	8:15-8:30

- Board retreat – focus on Strategic Plan
 - Development of new strategic plan

- How will we engage congregation?
 - How do we put the long-term plan into action?
 - Strategic plan must work with culture of church
 - Not about next year's needs and budget
 - What will scope of next strategic plan be? 3 years, 5 years, 10 years? Impacts amount of work, what plan encompasses.
- Board policy book, page 10: Definitions of Strategic Plan and Annual Vision of Ministry
- Key points from "The Truth About Strategic Plans" discussed
- Our church's mission guides everything we do
- Board was very productive and successful in 2022
- Need "plan for good" for 2023, in particular in thinking intentionally about charlie kast gift
- Notes reviewed from October 2022 meeting when Board members identified pending / unaddressed items from the year, on the list as goals for 2023
- charlie kast bequest: Commitment made for buildings & grounds, long-term maintenance to be top considerations, but final decisions not made
- Considerations about timing for Board retreat – has traditionally been in January but doesn't need to be
- Scheduling? – Glenn to send email after meeting about scheduling input and activities / agenda items
- charlie kast bequest
 - Original gift was \$235,000 in March 2021: \$150,000 to capital campaign to close gap; \$50,000 to endowment; \$35,000 seed money for capital fund
 - Upon charlie's death: In November 2022, \$176,284 gift to church. \$100,000 designated by BOT to pay for parking lot repaving. \$76,284 remains in hand.
 - charlie's estate still in probate; when settled, additional gift will be made to church. End of probate may be end of February. Additional amount not finalized.
 - Perceived / possible funding needs
 - Maintenance reserves? Significant upcoming needs: paint, water damage repairs, HVAC
 - Intern fund named for charlie?
 - Capital fund?
 - Special program in remembrance of charlie?
 - Initial board member reactions:

- Would hate for it all to be spent on paint etc. At least one piece on something really memorable for charlie.
 - Another naming opportunity?
 - Sanctuary and stage refurbishing as very visible capital improvement?
 - Component that is not “stuff” is appealing
 - Funding of maintenance reserves is very important
 - Buildings & Grounds presents 10-year financial needs plan to BOT annually – upcoming – may want to delay taking into consideration timing of BOT retreat
 - Appealing for part of kast money to go to something memorable. But a question – are these one-time funds – the program would then end – or would such a program be sustainable?
 - Meaningful to have something that will honor charlie’s memory to future generations. Honor his wishes. Name a room?
 - charlie had several interns while minister – clearly very important to him. Internship would potentially honor his memory more than speakership series. Conversations during preparation of will: delighted to have funds go toward capital campaign. Maintenance needs were also very important. Not clear that naming (e.g. room) would have been particularly important to him.
 - Should large maintenance needs be funded through large one-time gifts such as this, or through annual adequate funding of the maintenance reserves?
 - “Imagine a plan for unexpected futures.”
- Specific internship proposal for 2023
 - In November, Rev. Thom presented preliminary information to BOT about a potential candidate for an internship, and BOT authorized Thom to explore possibility further
 - Rev. Thom presented more detailed proposal to offer internship to candidate
 - Cost would be approximately \$30,000 for one-year full-time or \$38,000 over two years for two years part-time (more likely scenario)
 - Internship is essentially “full immersion” experience – intern does all the things the minister does: preaching; board and committees; caring ministry; classes; social justice; groups / programs
 - Pros and cons of one- vs. two-year internship discussed. Seems likely to be two years, will generally be dictated by seminary.
 - Straw poll regarding support for internship, pending financial discussion
 - Strong support

- Finance: Treasurer cautions against proceeding without intention to at least partially fund from kast bequest. Would be possible to fully fund from operating budget but would stress operating budget.
 - Lots of other funding streams possible. Share the Plate, ...
- Straw poll support to at least partially fund from kast bequest
 - Strong support
 - Based on this support, Treasurer is comfortable recommending that the BOT proceed with motion

Motion: *The Board of Trustees authorizes Rev. Thom Belote to offer an Internship to Jenn Kapranov beginning in the fall of 2023. Further, the Board authorizes Rev. Thom to offer the Intern a salary and benefits package not to exceed \$30,000 for a one-year, full-time internship or \$38,000 for a two-year, part-time internship.*

Motion to authorize Rev. Thom to offer internship to Jenn Kapranov starting in fall 2023 moved by Barb, seconded by Joe, passed unanimously

- Annual pledge drive
 - BOT tabling in month of February – please sign up
 - Pledge drive in February, Day of Service on March 4 ends pledge drive (culminating event)
 - WTW scheduled every Sunday in February; testimonials planned
 - Rev. Thom will give sermon on pledge drive first Sunday in February
 - BOT will have FAQ available

Updates with Q&A (Total Time)

8:30-8:45

BOT statement on charlie kast estate gift	Glenn Davis & Rev. Thom Belote
Day of Service	Merry-K. Moos
Board’s DOS project & coordinator	Erin Gottschalk
Committee on Ministry (membership)	Deferred
Ordination of Carter – Status	Rev. Thom Belote

- BOT statement on charlie kast gift – being drafted
- DOS update – March Madness theme. Letters to potential project leaders going out this week. Tabling and WTW.

- Encouragement for messaging to include that both genders play basketball
- BOT DOS project – Erin reaching out
- Ordination – possibly Memorial Day weekend, conversation in progress

Finance – 2 nd Q	Deferred
Preliminary Budget and Budget Narrative	Deferred
Acoustics Gathering Room	Glenn Davis
Governance Committee	Deferred
Webpage	Nathan Kosiba

- Acoustics improvements in Gathering Room – wow!!! A+!!! Much appreciation to those who made this happen.
 - May investigate sound masking to help with downstairs footfall noise
- Webpage: Wrapping up 2022, setting up 2023. Pending: Populate 2021.

Review of To Do Items

Brian Pence

8:45-8:48

- Glenn to communicate with board members about scheduling and wishes for board retreat

Reflections/Evaluation

Ellie Speh

8:48-8:58

- Plusses
 - Hurray for acoustics!
 - Good humor and participation
 - Covered a lot of ground – great agenda, important issues, thorough conversation on important topics
 - Thanks to new board members for coming in November and hitting ground running
 - Accommodation of our remote member!
- Deltas
 - Will pull together more information about strategic planning process
 - Was some talking over
 - Some cross talk / multiple threads overlapping – sometimes unclear what topic was / who was commenting on what
 - When we do a round robin, do we want to let it popcorn or do we want to intentionally call on each person?

- With complex question provoking extended conversation, could consider getting sense of room and deferring conversation to specially convened meeting

Chalice Extinguishing/Closing Remarks

Glenn Davis

8:58-9:00

Attachments:

1. Agenda
2. Minutes 12/13/2022 (file in email)
3. Minister's Report
4. Board Covenant (file in email)
5. Board appointees
6. Internship proposal