

**Community Church of Chapel Hill Unitarian Universalist
Board Meeting Minutes
May 10, 2016**

Attending:	Cathy Cole	Bill Poteat	Dan Hill
	Kathy Hodges	Mike Vann	Bill Rote
	Katie Heineman	Bryan Sexton	
Ex Officio:	Thom Belote	Laurence Kirsch	Richard Edwards
Guests:	Frankie Price-Stern		

1. Welcome

- a. **Chalice Lighting/Reading** – Bill Rote opened the meeting with a reading.
- b. **Sharing** –

2. Approval of Tonight’s Agenda – Bill Poteat reviewed the proposed agenda; suggested that the last item (annual meeting assignments) be dropped from the agenda to allow more time for discussion.

Bill Poteat made a motion to approve the agenda as submitted.

Cathy Cole seconded the motion.

All in favor with none opposed.

3. April Minutes – Reviewed the draft April minutes. Cathy Cole offered one editing suggestion to amend Cecilia Warshaw’s name for the proper spelling.

Bill Poteat made a motion to approve the minutes with Cathy’s amendment.

Bill Rote seconded the motion.

All in favor with none opposing.

4. Board Committee Activity – Bill Poteat brought forward the following resolution:

With regret, we accept the resignation from the Board of John Ballantyne and resolve to elect Pete Bird to serve out the remainder of John’s term.

Kathy Hodges seconded the motion.

All in favor with none opposing.

The Nominating Committee will have to nominate two additional new members to their committee for the coming year. Discussed process and eligibility for membership, including whether staff are eligible. Board hopes to make the appointments at the June meeting.

5. Committee on Ministry --

Bill Poteat made a motion to go into closed session to discuss membership for the Committee on Ministry.

Kathy Hodges seconded the motion.

All in favor with none opposing.

The Board went into Closed Session.

The Board came out of Closed Session.

- 6. Minister's Report** – Thom Belote provided the Minister's Report in advance of the meeting. Thom brought an item for consideration not included in the report, regarding a staff transition—Aviva Enoch will be stepping down as the Accompanist, and Glenn Merbach will be recruiting a replacement over the summer. An announcement and recognition of Aviva's service will be held following an upcoming service. Cathy Cole made a motion to approve expenditure of funds in the amount of \$200 for a gift recognizing Aviva's service to The Community Church. Kathy Hodges seconded the motion. All in favor with none opposing.
- 7. Preliminary Budget & Town Hall Meeting Thom/Dan** – The Finance Committee has reviewed the budget that Thom presented and passed it unanimously out of committee. Board approval is required prior to the congregational meeting, at which the budget, approved by the Board, will be affirmed by the congregation. We also plan to have a Town Hall meeting where Dan Hill, Thom Belote and Laurence Kirsch will go over the budget with any members of the congregation who wish to attend.

There are few changes in this year's budget, which include increasing compensation for the Membership Director, but is very similar to the budget presented in January. Also discussed computation of reserves, as well as the increase in projected revenues of \$40,000 over last year. Discussed UUA dues, and whether we are paying our fair share allotment. At this time, we are currently 1% under the fair share contribution, but The Community Church has been regularly increasing our pledge amount year over year. Bill Poteat made a motion to approve the preliminary budget as presented for affirmation by the congregation.

Bryan Sexton seconded the motion.

All in favor with none opposing. Thank you to the Finance Committee for their work and contribution to this effort.

- 8. Annual Pledge Drive** – Cathy Cole reviewed the pledge drive process—we had more pledges this year, due in part to increased membership, as well as generous increases resulting in a greater overall pledged amount. We are currently approximately \$35k ahead of last year's total pledged amount, with 15 members yet to contact. This is especially notable given our approach did not include asking people for increased pledges, but to focus on giving generously based upon the value the church brings.

The pledge team did run into difficulty due to conflicting schedules. The plan is to schedule March specifically (outside of regularly occurring meetings) for the pledge drive, so that we do not have competing priorities for our members and the church for this complex effort. In June, we will begin talking about leadership for fundraising for the

next fiscal year (2017-2018) alongside the work of the potential for a committee working on the capital campaign.

9. **Proposed Bylaw Changes** – Bryan Sexton presented recommendations for changes to the Bylaws to be approved at the June Congregational Meeting.
 - a. **First Motion: Membership**
 - i. **3.2 Membership** – clarifies that a person need not be kept on the membership roll for a period of one year if they fail to maintain a pledge of record, regardless of other consideration.
 - ii. **3.3 Associates** – changes requirement for associate membership from making a donation to maintaining a pledge of record.
 - b. **Second Motion: Indemnification** – removes “Steering Committee Volunteer” from the proposed indemnity clause, as The Community Church does not have a Steering Committee.

Bryan Sexton made a motion that we propose these changes at the Congregational Meeting for their review and vote.

Cathy Cole seconded the motion.

All in favor with none opposing.

Noted that John Ballantyne was on the Governance Committee, and so will need to recruit a new member for the Committee.

10. **Chapel Hill Community Preschool Discussions** – Bill reviewed the recent vote made by the Board not to accept CHCP’s offer and not to extend the lease agreement. Bill reviewed recent discussions with the Director of the CHCP and the interest they have shown in revisiting negotiations. At present, the Director (Jess Aylor) is updating Bill Poteat on a weekly basis as they explore their options. Bill has let CHCP know that a decision will be shared at the Congregational Meeting, and so any decisions must be made well in advance of the June meeting. Discussed the importance of communicating with the congregation as much information as appropriate in advance of the meeting.
11. **General Assembly Agenda & Delegates** – Frankie Price-Stern joined the Board for a discussion on the General Assembly. There are several items coming up in the GA that may be relevant to our membership, and so we want to be prepared to provide input.
 - a. **History and Relationship to General Assembly** – Frankie reviewed her work with the GA, having attended 12 GA’s, as a delegate for 10 of those. General Assembly includes voting on personnel/assignments; study action issues; actions for immediate witness; and lastly, business resolutions. UUA has a program each year at GA—this year, the program is around building bridges between UUA and other liberal faith traditions to join with us on building a coalition around social justice issues and common interests.

The Board sends delegates to the GA who vote. The Board accredits these delegates in the June meeting, based upon volunteers. The Community Church is allotted 8 delegates this year; there are seven people who have registered for GA

(besides Thom Belote who is an automatic delegate): Frankie Price-Stern, Marion Hirsch, Mary Hulet, Peggy Misch; Sarah Gush; Aiden Williams; Alison Androtti. Being a delegate does not require physical attendance, but there is still a registration fee as an off-site delegate (participation is facilitated online). The Board has not, in the past, provided any guidance to delegates as to how they should vote on specific issues up for a vote.

Mary Hulett will be speaking at an upcoming service and tabling in the coming weeks to share information with the congregation about topics of discussion at General Assembly. Bill Poteat proposed that Frankie Price-Stern and/or Mary present this same information at the Congregational Meeting, and invite interested members to vote to express their preference for Study/Action items to be voted on at GA. Discussed the process as an informative process for the delegates, but not an instructive one, in that delegates would not be bound to vote for any particular item.

- b. There is a Business Resolution that is on the agenda for GA to ask the UUA Common Endowment Fund to divest from five companies that are participating in and profiting from the occupation of Palestine. Discussed the resolution, as well as the process by which it came onto the agenda. There is concern at the UUA regarding the potential impacts of the divestment issue. The divestment issue has already, in fact, been resolved, but the vote remains on the agenda. Frankie briefed the Board on this situation and offered to keep the Board posted on developments as they unfold. Discussed possible actions that could be taken by the Board to express concern over the divisiveness of this resolution and a vote, should one be taken. Board members expressed the importance of commitment to responsible dialogue within the church regarding such a complex issue.

Bill Poteat will draft a letter for review by the Board, with preference for a unanimous approval and submission to the UUA expressing concern about the confusion and destructiveness of this resolution and requesting that it be removed from the agenda in advance of the General Assembly.

The resolution can be found in the agenda (page 16/19) on the UUA site at: http://www.uua.org/sites/live-new.uua.org/files/2016_agenda.pdf
Letter written by Bill Poteat and sent UUA is attached to these minutes.

12. **Closing** – Bill Rote closed the meeting with a reading.
 - a. **Process Observations** – Open meeting with respectful and heartfelt discussion.
 - b. **Action Items** –
 - i. Bill will share the proposed member list for the Committee on Ministry with those Board members who did not attend.
 - ii. Bill Poteat will draft letter regarding GA agenda for review.
 - iii. Board will discuss Congregational Meeting via email.
 - c. **Closing** – the meeting adjourned at 9:00pm.

Community Church of Chapel Hill Unitarian Universalist
106 Purefoy Road
Chapel Hill, NC 27514

Board of Trustees
Meeting Minutes
May, 2016

May 10, 2016 PRELIMINARY BOARD AGENDA

<u>ITEM</u>	<u>RESPONSIBLE PERSON</u>	<u>END TIME</u>
Welcome		
Chalice Lighting/Reading	Bill R.	7:02
Sharing	Board	7:12
Approval of Tonight's Agenda	Bill P.	7:15
April Minutes	Bill P.	7:18
Board Committee Activity	Bill P.	7:40
Minster's Report	Thom	7:45
Preliminary Budget & TH Meeting	Thom/Dan	8:00
Annual Pledge Drive	Cathy	8:10
Proposed Bylaw Changes	Bryan	8:20
CHCP Discussions	Bill P.	8:30
GA Agenda & Delegates	Bill R.	8:45
Annual Meeting (Board Assignments)	Bill P.	8:55
Closing	Bill R.	9:00
Process Observations,		
Action Items		
Closing Words		

Minister's Board Report For 5/10/16

Reflection

Attached, please find a copy of the proposed budget for FY2017. This budget was considered and endorsed by the Finance Committee on April 28.

Here are a few of the highlights of the budget:

- We have budgeted to give all staff a COLA of 2%.
- We will expand Rachel's position to 20 hours/week. This includes the benefits for which she will become eligible.
- We have increased the amount to maintenance reserves by \$7,630 to \$37,000. This amount is dictated by policy.
- We have anticipated appropriately for expected inflation in the cost of insurance, utilities, services, and goods.
- We will increase funding for or provide new funding for several programs: Membership, Music, Sanctuary for Dialogue, Soundroom, Mental Health Ministry.
- We are \$300 short of fully funding both the membership and music programs.
- We are \$2,300 short of fully funding what the soundroom has asked for.
- We are approximately \$3,800 short of fully funding Sanctuary for Dialogue.
- We will pay UUA dues at the same rate as the previous two fiscal years.
- We will not increase Elisabeth's hours or provide a merit salary increase to another member of the staff.

FINANCE COMMITTEE MEETING

4/28/2016

Motion Passed Unanimously: The Committee recommends that Rev. Thom's latest budget, including staff compensation, be approved by the Board and presented to the congregation.

The major addition to Thom's prior "no growth/no cuts" budget is the cost of adding 5 hours per week to Rachel's hours and extending benefits to her.

Other matters discussed and assigned for follow-up were:

1. Cash management strategy;
2. Options for an External review of CC finances;
3. Exploring cross-institutional financial reviews with ERUF; and
4. Policy on Designated Gifts.