

**Community Church of Chapel Hill Unitarian Universalist  
Board Meeting Minutes  
November 8, 2016**

<b>Attending:</b>	Cathy Cole	Bill Poteat	Kathy Hodges
	Katie Heineman	Bill Rote	Mike Vann
	Dan Hill	Pete Bird	
<b>Ex Officio</b>	Thom Belote	Laurence Kirsch	Andrew Wright
<b>Guests:</b>	Bonnie Nelson	Steve Warshaw	Maura Holt-Ling

**1. Welcome**

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

**2. Approval of Tonight's Agenda** – Bill Poteat provided a copy of the proposed agenda in advance of the meeting.

Kathy Hodges made a motion to approve.

Dan Hill seconded the motion.

All in favor with none opposing.

**3. October Minutes** – Minutes were distributed in advance of the meeting.

Cathy Cole made a motion to approve as presented.

Pete Bird seconded the motion.

All in favor with none opposing.

**4. Minister's Report** – Thom Belote provided the Minister's Report in advance of the meeting. Discussed the UUA commitment of \$5,300,000 to Black Lives of UU, a branch of the Black Lives Matter movement within Unitarian Universalism. Congregations will not be asked to provide these funds, but specific fundraising methods are not now known .

**5. Board Committees and Appointments**

Bill Poteat moved that Andrew Wright be added to the Building Project Financial Task Force; and, further, that he be added to the list of qualified check signers for both Church Checking and Capital Fund accounts.

Dan Hill seconded the motion.

All in favor with none opposing.

Bill Poteat moved that Bryan Sexton's resignation from the Board be accepted with regret.

Katie Heineman seconded the motion.

All in favor with none opposing.

Bill Poteat moved that Steve Warshaw be appointed to the Board as Vice President for the remainder of the calendar year as called for in the Church's Bylaws, paragraph 4.5.

Kathy Hodges seconded the motion.  
All in favor with none opposing.

6. **Staff Holiday Gifts** - Thom reported that the staff would prefer to forgo the annual recognition and gifts from the congregation this year. It seems that almost all the plants given last year have died, causing great distress among the staff. The Board acknowledged and agreed with their request.
  
7. **Strategic Plan** - Pete Bird distributed the Strategic Plan update for review before the meeting. He reported that the final plan was a result of the combined efforts of himself, Laurence Kirsch, Sarah Verbiest, Kari Andrade, and Laura Gilliom. Pete briefly recapped the process of preparing this plan, starting with initial meetings last winter, a first draft sent to committees and ministries in May, and posting on the website in June. The final step is for the Board to approve and to recommend the plan to the congregation for affirmation.  
Bill Poteat moved that the Board, in accordance with Board Policy, paragraph 3.1, approves the update to the Church's Strategic Plan presented at this meeting.  
Katie Heineman seconded the motion.  
There was discussion about whether there were adequate measures for all the goals. It was pointed out that the plan update has been available for revision for many months and should be accepted as written.  
All in favor with none opposing.
  
8. **Building Project** - Bill Poteat reported that the Chapel Hill Cooperative Preschool is doing well in their progress to construct their own building. They have received all their special use permits from the Town of Chapel Hill, and construction should start in April 2017. Their target date for moving out is now January 2018, which means that the Board will need to approve an extension of their lease beyond its current termination date of September 30, 2017. Their fundraising campaign is titled, "Putting Down Roots," and they want to work with our church to give special recognition to their history here at the church.

Cathy Cole reported that the Capital Campaign Task Force is working closely with the Communications Task Force to educate the congregation about the three options for going forward, as well as the process going forward. It was emphasized that the congregation will be well-informed and given opportunities to provide input and approval at numerous steps in our process. A graphic representation of our process, to be given to the congregation, was distributed to the Board in advance of the meeting. The teams are working on a survey to be sent to the members before the proposed December 4<sup>th</sup> Congregational Meeting.

9. **Congregational Meeting, December 4<sup>th</sup>** – Bill Poteat stated that we need a meeting of the congregation to affirm the Strategic Plan Update and to approve the next steps in the Building Plan. Kathy Hodges moved that in accordance with the Church's Bylaws, paragraph 7.1, the Board agrees that the President should call a meeting of the

congregation for December 4, 2016. This meeting will ask the congregation to affirm the updated Strategic Plan. Further, the congregation will be asked to state a preference for an expansion/renovation option from among the three presented and to approve moving forward with a Financial Feasibility Study in January 2017.

Pete Bird seconded the motion.

All in favor with none opposing.

**10. Building Project Finances.** Laurence Kirsch reported that the description of the financial plan for the building project is almost ready to put on the website. He and the Finance Task Force are still working on procedures for approving and reimbursing expenditures. A meeting led by the Finance Task Force is scheduled for November 16<sup>th</sup> to explain the process of financing a building project to interested church members. Laurence distributed a summary of receipts and expenditures for the Capital Fund, with a rough budget for future expenditures. The Board discussed the need to ensure that we have enough funds to cover expenses until receipts from a capital campaign start coming in. The task force will present a more in-depth budget for the period through a capital campaign at the December meeting.

**11. Loan Payments.** Laurence Kirsch recommended that the Board consider making monthly payments of principal on the existing loan from the Capital Fund beginning in January 2017 in order to build a cushion in the operating budget. This cushion will help when the preschool stops paying rent around January 2018. Dan Hill moved that the monthly payments on the loan be made from the Capital Fund beginning in January 2017. Bill Rote seconded the motion.  
All in favor with none opposing.

**12. December Meeting Look Ahead** – The December meeting will be on the 13<sup>th</sup> and will include the new Board members for 2017. The meeting will start at 6:30 pm, with everyone bringing finger foods. Cathy Cole will bring plates, napkins, etc., and Bill Poteat will bring drinks.

At the December meeting, we will take a first look at the Annual Vision of Ministry for 2017-18, and discuss a budget for the period through the Capital Campaign.

Steve Warshaw announced that the Board Retreat will be January 6<sup>th</sup> and 7<sup>th</sup>.

**13. Closing** – Kathy Hodges closed the meeting with a reading.

## **October Minister's Report**

**Rev. Thom Belote**

**11/8/16**

### **Items of Interest to the Board**

- I was in the pulpit on 10/16, 10/23, and 10/30. Will be in the pulpit on 11/6.
- The worship service on 10/23 was a “shared sermon” with special guest Professor Ray Dooley of the UNC Drama department.
- Concluded teaching a SEA course on “Understanding the Bible.”
- Co-taught Exploring Membership class with Rachel Rose on 10/27 and 11/3.
- Three new members joined in the past month: Anna Reine and Collin McCabe and Anne McCabe.
- Our current membership stands at 378 members.
- Officiated child dedications for Grace Doggett Goslin & Sydney Agnes Kay during worship services on 10/30.
- Officiated at private memorial service for legacy member Ann Ligett on 10/15.
- Organized training for Caring Ministry with Nancy Hudspeth.
- A successful auction was held on 10/29. Ivy Brezina was chair. The auction featured good attendance (137 tickets sold). Decorations by Heather Cramer, food by Stephanie Smith and team, and the stellar job of Donna Washington as auctioneer were all a hit. The auction successfully hit its financial goals.

### **Denominational Affairs**

- UUA Board committed an unprecedented gift of \$5,300,000 to Black Lives of UU, a branch of the Black Lives Matter movement within Unitarian Universalism. This gift is guaranteed against the UUA's endowment. [http://www.uuworld.org/articles/board-commits-5-million-bluu?utm\\_source=uuworld&utm\\_medium=front&utm\\_campaign=picks](http://www.uuworld.org/articles/board-commits-5-million-bluu?utm_source=uuworld&utm_medium=front&utm_campaign=picks)
- Tom Schade is doing a series of in-depth interviews with the three candidates for UUA President: Susan Frederick-Gray, Alison Miller, and Jeanne Pupke. The first interview with Rev. Frederick-Gray is now available. <http://www.tomschade.com/>

### **Upcoming Events**

- Little Women on November 11-13
- Greening on December 3
- Congregational Meeting to discuss building plans on December 4

**The following Motions will be presented at tonight's meeting corresponding to items found on the Agenda. Each motion will be presented and after a second, discussion and amendment will be entertained, before the question is called.**

- 1. Resolve that Andrew Wright be added to the Building Project Financial Task Force. And, further, that he be added to the list of qualified check signers for both Church Checking and Capital Fund accounts.**
- 2. Resolve that Bryan Sexton's resignation from the Board be accepted with regret.**
- 3. Resolve that Steve Warshaw be appointed to the Board as Vice President for the remainder of the Calendar Year as called for in the Church's Bylaws, paragraph 4.5.**
  
- 4. Resolve that the Board in accordance with Board Policy, paragraph 3.1, approves the update to the Church's Strategic Plan presented at this meeting.**
  
- 5. Resolve that in accordance with the Church's Bylaws, paragraph 7.1, the Board agrees that the President should call a meeting of the Congregation for December 4. This meeting will ask the Congregation to affirm the updated Strategic Plan. Further the Congregation will be asked to state a preference for an expansion/renovation option from among the three presented and approve moving forward with a Financial Feasibility Study in January.**