

The Community Church of Chapel Hill
Minutes for the Board of Directors' meeting
January 10,2011
Board member of the month Kari Andrade
Secretary: Martha Jordan

Board members present: Andrew Strahs-Hennesey, David Klibanow, Becky Waibel, Eleanor Armstrong, Elsbeth Van Tongren, Maggie Scarborough, Jim Siplon, Paige Smith, SAM Brooks, Josh Socolar and Kari Andrade

Ex Officio: Martha Jordan, Rev Maj-Britt Johnson and Scott Provan

Guests: Laurence Kirsh and Steve Marshall

I. OPENING: Chalice lighting and Silent Meditation-done by Kari Andrade Board member of the month, written by Charles A. Howe. Those present introduced themselves and shared introductory personal information.

II. Receipt and Consent Agenda:

A. Kari reported that Share the Plate raised \$36,8446.90 in 2011.

B. Executive Committee Meeting Actions

- New policies will be updated on the website by the board secretary
- The Exec meeting for April has been moved from April 3rd to March 27th due to Spring Break
- The July Exec and board meeting are canceled and the August meetings are delayed for one week due to vacation schedules. August exec will be on the 14th and BOD on the 21st.

C. The endowment committee will propose a change to the resolution for congregational vote in June to reflect a need for 2/3 of the majority present at a congregational meeting to approve distributions of principal of the endowment fund.

D. MOTION WAS MADE by Josh Socolar and seconded by SAM Brooks that we hire Cheryl Johnson for the post of volunteer coordinator; all approved.

E. MOTION WAS MADE by Becky Waibel, seconded by Eleanor Armstrong to approve the minutes of the 12-13-2011 meeting; all approved.

III. Board Learning: Paige Smith
Governance by Policy – Roles & Responsibilities

<i>Board of Trustees</i>	<i>Chief of Staff</i>
<ol style="list-style-type: none"> 1. Decides what 2. Requests information 3. Considers issues 4. Adopts policy 5. Approves/reviews plans 6. Monitors progress 7. Approves personnel recommendations 8. Approves/reviews budget 9. Approves personnel evaluation criteria & procedures 10. Represents the congregation's interest 	<ol style="list-style-type: none"> 1. Decides how 2. Reports information 3. Recommends 4. Carries out policy 5. Implements plans 6. Reports progress 7. Recommends personnel 8. Creates budget 9. Supervises & evaluates personnel 10. Acts in the congregation's interest

Adapted from SC School Boards Association by way of NC School Boards Association

March will end the trial year for this addition to the policy book. At that time this should be adopted. She reports that new policies from this year will be added as well. There was some discussion regarding the appropriate way to handle editorial changes to this policy document. In February the changes to the book will be presented.

Laurence Kirsh expressed concern regarding section 5B2 of the policy book concerning the evaluation of the minister, and that the minister should not choose the three people involved in this evaluation. Josh feels that it is important for the minister to have input in the choice of the evaluators while deferring to the board. Paige stated that the Ministerial Task Force makes changes in the policy. Josh did not feel that 3 people are enough to cover all of the constituencies of the church.

Kari reports that Mary Hewlett is concerned about the board being the only group/individual who can incur debt for the church. Andrew felt that this is covered in "Agency Law". The discussion broadened to question, hypothetically if Maj-Britt, or the board president could incur debt for the church, without board involvement. Andrew will research this.

Josh expressed concern that the policy book presents the Chief of Staff role as one the we would not want a minister to fulfill because it seems to require expertise in

detailed accounting procedures. Maj-Britt feels that delegating of responsibilities while keeping in touch with the people doing the tasks would make this policy work.

Andrew expressed concern that employees are required to give 3 weeks notice when they are leaving their job.

Discussion continued regarding the GTF being free to carry out editorial changes in the policies while bringing substantive changes back to the board for approval.

MOTION WAS MADE by Becky, seconded by SAM and was approved by all to empower the GTF to make these editorial changes. The editorial changes will be presented at a future board meeting with the track changes noted and put on the consent agenda.

IV Board Business

A. Policies

Maggie presented the second reading of the “Gifts to the Church” policy.

MOTION WAS MADE by SAM, seconded by Andrew to accept the policy as written; one opposed, one abstained and the motion passed. There was an extended discussion about the importance of information being shared with donors and their families concerning where the monies would be allocated. Maj-Britt feels that it is important to talk about this issue with the leaders of the various committees. Both Dave and Jim expressed concerns around this issue.

There was a first reading of the Proposed Finance Related Revisions to the Board Policy Book. The second reading and vote will be in February.

MOTION WAS MADE by Maggie and seconded by SAM regarding authorization to create a restricted capital campaign to which donations for capital campaigns shall be credited, and which shall be used to fund the church's next capital campaign. This motion passed unanimously

MOTION WAS MADE by Maggie and seconded by Paige to approve the motion concerning the refinancing of the existing church mortgage. The Board hereby authorizes the Board Chair to sign documents that refinance one or both of the present mortgages of the Community Church of Chapel Hill (CCCH), subject to the following conditions:

1. The principal amount of the new mortgage shall not exceed the sum of three thousand dollars (\$3,000) plus one hundred one percent (101%) of the principal amount of the refinanced mortgage(s), adjusted for any partial-month interest expense accrual.
2. Any cash payment or receipt by CCCH at closing shall not exceed one thousand dollars (\$1,000).
3. The interest rate on the new mortgage shall not exceed five percent (5.15%) per annum simple interest.
4. The monthly payment on the new mortgage shall be less than the monthly payment of the refinanced mortgage(s).
5. The refinancing shall be closed on or before February 29, 2012.

This was passed unanimously. Gratitude was expressed to Laurence for all of his hard work in the procurement of this refinancing.

B. Vision

Steve Marshall joined the meeting to discuss the visioning process which the church has been involved in. He reports that over 70 people attended the town hall meetings and 36 feedback forms have been turned in so far.

MOTION WAS MADE by SAM and seconded by Paige that the Vision Statement be distributed to the congregation; motion passed unanimously. Kari abstained from voting. There was discussion about the fact that the board supports the framework of the vision statement and that the board empowers the task force to make editorial changes in the Statement as they see fit.

V . To Do List

Josh outlined 4 tasks that need to be done.

1. Andrew will research who it is who has the authority to incur Debt (legally) the congregation or the board.
2. Policies should go to Paige concerning changes which the task force can add.
3. Paige and the GTF will make editorial policy changes and send into be considered on the February Consent Agenda.
4. All need to attend the Congregational meeting on February 5th.

Appendix-

Approved policies to be added to policy book

Revised delegation of management policy

The Chief of Staff of staff shall lead and direct the programmatic and administrative work of the congregation. The chief of staff has the authority and responsibility to make day-to-day, decisions, allocate resources (including financial, buildings and grounds, and human) and adopt administrative practices except as specifically limited by the Board of Directors. The Chief of Staff will: exercise reasonable prudence in doing this work; designate a substitute during his or her absences; and report to the Board of Directors.

Finance Policies

Gifts to the Church

Donors may designate that their gifts go to the Endowment Fund, to any existing fund, or to any new fund that the Board of Directors may choose to create. The Endowment Committee shall determine the acceptability of gifts to the Endowment Fund, and the Board of Directors shall determine the acceptability of all other gifts.

Bequests: Bequests include a bequest, trust, or life insurance payout. Unless otherwise designated by the donor, all gifts received from bequests shall go to the Endowment Fund.

Memorial Gifts: In the absence of designation by either the family or the donor, memorial contributions shall go to the Endowment Fund. If a family designates that memorials for a family member go to a specific fund, all gifts identified as being given in honor of that person shall go to the specified fund unless the donor states otherwise, in which case the donor's designation shall determine the fund to which the gift goes.

Other: In the absence of a designation to a specific fund, gifts that are not bequests or memorial gifts shall go to general operating funds, unless there is a current capital campaign and the gift exceeds \$2,500, in which case the gift will go to the capital campaign.

Board Packet sent in advance

Exec Minutes

Present: Paige Smith, Becky Waibel, Scott Provan and Kari Andrade

- Board Learning will be all affirmed board policies presented by Paige. Affirmed policies will be adopted in April after the trial year is over. The question to the BOD is do they want to see small changes on the consent agenda and substantive changes as a first and second reading?
- New policies will be updated on the website by the board secretary
- The exec meeting for April has been moved from April 3rd to March 27th due to Spring Break
- The July exec and board meeting are canceled and the August meetings are delayed for one week due to vacation schedules. August exec will be on the 14th and BOD on the 21st.
- The mail boxes need to be changed- Kari will contact Muncie.

Ministry Report

Minister's Report - Rev. Maj-Britt Johnson January 2012

Staff

I am very happy to announce that we have a new Volunteer Coordinator. Her name is Cheryl Johnson, and you can read more about her in the January Newsletter. She begins January 10th. I believe she will bring a whole new dimension to our vision of being both welcoming and nurturing leadership.

Marion is now on Study Leave. She did a great job of preparing her areas of ministry for her absence, and I know the various committees and leaders will do well. In her absence I will be meeting regularly with: Sheila, the S.E.A. Chairs, covenant group leaders, the Youth Committee chairs, and the Children's RE chairs as well as once with each of the whole committees.

Sabbatical Planning

Here is what I know so far about a possible sabbatical.

With the Board's approval: I am proposing that I take a sabbatical from April 2013 through August 2013. Actually four months would be sabbatical, and one month vacation. The other vacation month for that year would be my on-call month and I would take scattered days here and there during the previous six months.

I felt that time frame would be best for the church. In the fall programs are just getting underway and I'd like to be there to work with Marion and Glenn, and the ministries, to get them off the ground. In January-March we're in the budget formation process and while it's working pretty well, I don't want to be gone for that just yet. With an April-summer time frame I can be here through the Stewardship launch in March. The staff, volunteers, and I, can do our planning for the 2013-2014 year a bit in advance.

The only thing that might alter this time frame is that I have not yet identified exactly what I want to do with the sabbatical! So if a program or plan is better for another time we may have to reconsider. In the meantime we can still do some planning. I will do my best to narrow my plans down by April 1st. That gives us the customary amount of time to plan for my absence.

Sabbatical Committee - It is typical in UU churches to form a committee to plan for the time the minister is away, and then monitor how things are going during the sabbatical. There is a booklet called "The Sabbatical Handbook" which I have on order for the committee and myself to use (I have one packed away somewhere from my last sabbatical in 1999. The church in Norfolk found it useful). I have also found numerous documents on UU church websites that the committee and I can crib from. Additionally we may want to look into a Lily Foundation grant. See http://www.lilyendowment.org/religion_ncr.html The deadline for their grants is May 11th. A possible glitch: They say it's open to "Christian churches". I do know that UU churches have applied for them in the past, but don't know the success rate. These grants are high (\$30-40,000!) and allow the minister to do something significant involving travel, and also covers the church's costs.

Sabbatical Costs

Worship - There are twenty-one Sundays during the period in which I'm proposing to be away. Historically July and August are lay-led and guest speaker services; but there will be an extra

load on the Worship Arts team for the entire time, so I'd like to see us plan for guest speakers three times a month for all five months. Total cost: \$3,750 However, it's possible we won't be able to find fifteen guest speakers, in which case we would rely, as we have in the past, on more lay-led services in the summer, and the cost would be less. At some point, once a sabbatical plan is approved by the Board, I will send out an email to colleagues and try to get a general sense of who in this geographical area will be available to preach, including some non UU ministers/rabbis. Additionally the Sabbatical Committee may want to plan for some special guest speakers from out of the area, which would be an additional cost. Depending on the amount in the existing honoraria line item, some of those costs may already be covered.

Pastoral Care - I am proposing to do what I've done in the summers which is to pay a colleague \$50.00 an hour if called into service; and \$250.00 for planning and officiating a memorial service. Needless to say we can't predict those costs. Estimated range: \$0- \$1,250.

Volunteer Coordinator - increase hours by four per week. It's possible that the new person in this position (Cheryl Johnson) could fill in for me in some capacities, exactly how is TBD. Cost: At \$16.00 hour, \$64.00 a week, approximately 20 weeks = \$1,280.

Maximum Total = \$6,280

**Faithfully,
Maj-Britt**

[Share the Plate Report from Andrea](#)

Attached is my final report (unless something else comes in before the end of the year) for Jan to Dec 2011. I have made notice of where the Fiscal Year change takes place. Happy Holidays to all!

See below:

Share the Plate Sunday	Outreach Organization	Total Collection	Outreach Distribution	Date of Check
16-Jan-11	Rogers-Eubanks Neighborhood Association (RENA)	\$1,518.51	\$1,518.51	2-Feb-11
30-Jan-11	Interfaith Ministries of Chatham County (IMCC)	\$1,914.20	\$1,914.20	4-Mar-11
		\$50.00	\$50.00	6-Apr-11
13-Feb-11	Straley Fund for Youth Travel	\$1,380.05	\$1,380.05	31-Mar-11 (to Straley Fund)
27-Feb-11	Orange County Justice United (OCJU)	\$936.00	\$936.00	31-Mar-11 (to OCJU Fund)
13-Mar-11	Habitat for Humanity Orange County	\$2,406.00	\$2,406.00	31-Mar-11
		\$20.00	\$20.00	to Habitat Fund)
20-Mar-11	CROP WALK	\$1,542.25	\$1,542.25	4-Apr-11
3-Apr-11	IFC	\$2,020.00	\$2,020.00	6-Apr-11
		\$45.00	\$45.00	2-Sep-11
10-Apr-11	Piedmont Wildlife	\$1,500.85	\$1,500.85	12-May-11
1-May-11	Charles House OKAY	\$1,458.00	\$741.50	12-May-11
		\$35.00	\$716.50	12-May-11
			\$35.00	2-Sep-11
15-May-11	UUSC	\$1,185.00	\$1,185.00	1-Jun-11
5-Jun-11	UCONCI - Shelter Neck	\$1,408.00	\$1,408.00	30-Jun-11
	FISCAL YEAR CHANGE			
17-Jul-11	School Supplies	\$1,523.27	\$1,523.27	15-Aug-11 (to SS Fund)
31-Jul-11	Family Violence Prevention Chatham and Orange Counties	\$1,131.00	\$565.50	2-Sep-11
			\$565.50	
14-Aug-11	PFADP	\$1,138.00	\$569.00	2-Sep-11
	Stop Torture Now		\$569.00	2-Sep-11
28-Aug-11	Orange County Justice United	\$914.00	\$914.00	2-Sep-11
		\$100.00	\$100.00	(to OCJU Fur
4-Sep-11	FLOC	\$1,136.65	\$618.32	28-Sep-11
	UUJEC	\$100.00	\$618.33	28-Sep-11
25-Sep-11	Habitat for Humanity	\$1,429.90	\$1,554.90	29-Sep-11
		\$100.00		(to Habitat Fu
		\$25.00		
		\$25.00	\$25.00	21-Dec-11
2-Oct-11	El Vinculo Hispano	\$1,501.00	\$775.50	6-Oct-11
	El Centro Hispano	\$50.00	\$775.50	6-Oct-11
		\$20.00	\$20.00	21-Dec-11
9-Oct-11	IFC	\$2,066.75	\$2,116.75	21-Dec-11
		\$50.00		(to IFC Fund)
23-Oct-11	UUA Association Sunday	\$656.00	\$671.00	2-Dec-11
		\$15.00		
6-Nov-11	IFC Holiday Dinner	\$2,260.66	\$2,360.66	14-Nov-11
		\$100.00		
		\$70.00	\$70.00	21-Dec-11
20-Nov-11	Chatham County of Social Services	\$1,669.21	\$839.60	21-Nov-11
	Orange County Dept of Social Services	\$10.00	\$839.61	21-Nov-11
4-Dec-11	Volunteer Med Partners	\$1,644.00	\$1,994.00	21-Dec-11
		\$325.00		
		\$25.00		
Dec 11-11	UU s for Justice in the Middle East	\$1,242.60	\$671.30	21-Dec-11
	Coalition for Peace with Justice	\$100.00	\$671.30	21-Dec-11
YTD Totals		\$36,846.90	\$36,846.90	

Andrea

Endowment Resolution Revision

The following *revised language* will be presented to the congregation for vote in June:

“Distributions of principal can be made only upon a two-thirds *majority* vote of the *members voting at a duly constituted congregational meeting.*”

Governance Board Learning – Paige (see attachment)

Attached please find the Board Policy Book updated with the changes that we have made during the trial year. Please review this document and be prepared to discuss any concerns you have about adopting this book at our March meeting. Final adoption of this will make permanent our new governance structure and will make the final adoption of these as policies governing the Church.

In addition, there are numerous editorial changes that need to be made. The Governance Committee of the Board, (members include Paige Smith, Barb Chapman, Susan McDaniel and Susan Spalt) will be reviewing this Policy Book prior to the February Board of Directors Meeting to make proposed editorial changes. Please be prepared to discuss the procedures you would like to use to see these changes made and approved. The Governance Committee is happy to make the decisions about non-substantive changes but the Board needs to empower the committee to exercise its judgment or identify procedures for making these changes.

Revised delegation of management policy- Paige

2nd reading for January board meeting

The Chief of Staff of staff shall lead and direct the programmatic and administrative work of the congregation. The chief of staff has the authority and responsibility to make day-to-day, decisions, allocate resources (including financial, buildings and grounds, and human) and adopt administrative practices except as specifically limited by the Board of Directors. The Chief of Staff will: exercise reasonable prudence in doing this work; designate a substitute during his or her absences; and report to the Board of Directors.

Finance Policies- Maggie

Gifts to the Church- Second Reading

Donors may designate that their gifts go to the Endowment Fund, to any existing fund, or to any new fund that the Board of Directors may choose to create. The Endowment Committee shall determine the acceptability of gifts to the Endowment Fund, and the Board of Directors shall determine the acceptability of all other gifts.

Bequests: Bequests include a bequest, trust, or life insurance payout. Unless otherwise designated by the donor, all gifts received from bequests shall go to the Endowment Fund.

Memorial Gifts: In the absence of designation by either the family or the donor, memorial contributions shall go to the Endowment Fund. If a family designates that memorials for a

family member go to a specific fund, all gifts identified as being given in honor of that person shall go to the specified fund unless the donor states otherwise, in which case the donor's designation shall determine the fund to which the gift goes.

Other: In the absence of a designation to a specific fund, gifts that are not bequests or memorial gifts shall go to general operating funds, unless there is a current capital campaign and the gift exceeds \$2,500, in which case the gift will go to the capital campaign.

· **First reading of revised Governance, Management and Oversight policies – (See attachment)**

· **Motion to create restricted fund**

"The Board authorizes the creation of a restricted Capital Campaign fund, to which donations for capital campaigns shall be credited, and which shall be used to fund the church's next capital campaign." Laurence

Vision Update- Kari

The following is a result of the hard work of many and input from the congregation in 3 town hall meetings. If approved by the board this vision will be mailed to the congregation on or before January 20 and voted on in the congregational meeting on February 4th.

Our Vision of The Community Church of Chapel Hill Unitarian Universalist for 2020

DRAFT (1/8/12)

Mission: *Inspired by the wisdom of diverse religious traditions and our own history of ethical engagement, we strive to nurture spiritual growth, support and care for each other, and effect change through our love for the world.*

Growth and stewardship:

In 2020 we measure our success not only in terms of membership but also by influence and partnerships in the larger community. We have grown into a larger program-size church with a commitment to nurturing the intimacy and depth of interactions that are the hallmarks of our shared spiritual lives. We support the growth of Unitarian Universalism both by welcoming new members and by working with the UUA to support a new congregation in Chatham County.

We have an enduring commitment to the fiscal health, accessibility, and sustainability of our church. We are good stewards of our buildings and the environment.

New initiatives:

Sacred Grounds

Our buildings and grounds project our welcoming spirit to the larger community, providing spaces that encourage spiritual and meditative practices.

Sanctuary for Dialogue

We are known in the community as a sanctuary for dialogue, where people with conflicting points of view can come together in an inclusive, safe, and respectful environment to discover common ground on difficult issues.

Spiritual Leadership

We have a process for encouraging participation in church activities that leads members to identify and develop their own callings and inspires their service to the church and the world.

Ministry Through Technology and Communication

We use inclusive and interactive technology that encourages involvement, commitment and spiritual growth both within and beyond our walls.

Diversity and Welcoming

We are a welcoming, multi-generational and multicultural congregation. We initiate programs that grow our skills to increase and sustain the diversity of our church community. We embody an active and visible culture of intentional radical hospitality that stands on the side of love, and effectively welcomes and integrates new members.

Enhanced programs:

Worship

Transformative, inspiring and multicultural worship services are made accessible to those unable to attend in person and are enhanced with outside speakers and an assistant minister.

Music

Music is woven into the fabric of all aspects of our church's ministry, expressing the many facets of the human spirit, reflecting diverse cultural themes and our UU principles, and inspiring everyone, as both listeners and participants.

Lifespan Religious Education

Lifespan religious education has space to accommodate our thriving program for all ages, which includes classes that build Unitarian Universalist identity for young people, ongoing long-term programs for adults, and multi-generational and multicultural programs.

Social justice

We have a social justice ministry that includes members acting on a variety of issues as well as a church-wide focus on major issues identified by the congregation; it also includes collaborations with aligned groups beyond our walls and strong links to UUA social justice work.

Caring

The Caring Ministry, under the guidance of an associate minister, fully involves church members in caring for our congregation and collaborates with groups within the church to provide need-specific support.

Can I have a motion to approve the vision statement as submitted?