**The Community Church of Chapel Hill Unitarian Universalist**

**Board Meeting Minutes**

**January 13, 2015**

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| **Attending:** | Cathy Cole | Mary Hulett | Peter Bird |
|  | Mike Vann | Ginger Long | Laurence Kirsch |
|  | Kathy Hodges | Bill Poteat | Bill Rote |
|  | Thom Belote | Dan Hill | Richard Edwards |
| **Guests:** |  |  |  |

1. **Welcome & Announcements**

Laurence opened the Board Meeting with a reading.

Cathy announced and reminded Board Members of Thom’s installation this Saturday, January 17th.

1. **Agenda**

Cathy provided a copy of the proposed agenda and requested motion to approve.

Dan made a motion to approve the agenda as written; Mary seconded the motion.

In discussion, members requested to add report from Stewardship and Space Expansion Team to the agenda.

All voted in favor of the amended agenda with none opposed.

1. **Consent Agenda**

The Board received the Minister’s Report from Thom Belote. Thom had presented the Minister’s Report in advance. Discussed the future content of the report and how it will be organized. Requested additional summary information including attendance (by service), standing committee meetings, and issues or challenges as they present themselves to assure the Board has contextual understanding of goals.

1. **Executive Committee Approval**

There were no items for Executive Committee approval.

1. **Review of December Minutes**

The December minutes were reviewed. Cathy noted that Laurence was not in attendance, and that she was incorrectly noted as moving and seconding the same motion, **4c) Staff Appreciation**. Amended to clarify that Becky made the motion, and Cathy seconded.

Mary moved we approve the December minutes as amended.

Mike seconded the motion.

All in favor with none opposing.

1. **Old Business**
   1. **Space Team**—Mary provided an update from the Space Team, which was formed over a year ago to evaluate the space needs at The Community Church. Meeting with the architect tomorrow night with a representative from the executive team of the preschool. By this Friday, we will have a web page with content to provide information to the congregation. Additionally, there will be inserts for the service programs, a table after service, and summary reports coming forward in the next month.
2. **New Business**
   1. **Board Appointments**
      1. **Board Member-at-Large—**the current role of the Board Member at Large is to attend Executive Committee Meetings; act as an officer, but without signatory authority; and, traditionally, track action items and provide process observation at each Board Meeting. Discussed moving tracking action items and process observation to the Board Member of the Month or to a guest attending the meeting.

Bill Poteat nominated Pete.

Cathy seconded the motion.

All in favor with one abstaining (Pete).

Mary moved that the action items and the process observations be moved to the Board Member of the Month.

Dan seconded the motion.

All in favor with none opposed.

* + 1. **Secretary**

Cathy nominated Richard to continue as Board Secretary for 2016.

Pete seconded the motion.

All in favor with none opposed.

* + 1. **Treasurer**

Kathy nominated Laurence to continue as Board Treasurer for 2015.

Ginger seconded the motion.

All in favor with none opposed.

* + 1. **Assistant Treasurer**

Currently, there is no one in this position. No one was nominated, but it was noted that the Board would need someone to fulfill this requirement in 2016, as Laurence will be stepping down as Treasurer in December 2016.

* 1. **Board Committee Vacancies (requiring approval)**
     1. **Finance—**Mike Vann is currently on this committee. Dan Hill nominated himself to an additional seat on the Finance Committee.

Bill Poteat seconded the motion.

All in favor with none opposed.

* + 1. **Governance—**Bill Poteat is currently on this committee, but will rotate off after one year. Cathy Cole nominated Kathy Hodges for a two-year term.

Bill Poteat seconded the motion.

All in favor with none opposed.

* + 1. **Human Resources**—Ginger currently serves on this committeeand discussed whether additional Board representation is needed to meet the requirement for staggered terms.Pete nominated Kathy Hodges as a second Board Member for this position because of her interest and qualifications.

Dan seconded the motion.

All in favor with none opposed.

* + 1. **Strategy Management Team**—Pete Bird, Thom Belote currently serve on this team. Other current members are continuing. Laurence and Bill Poteat expressed willingness to serve on the committee, and discussed whether a staff person—as noted in Board Policy—should be required to be on this committee. SMT will be asked to make a recommendation on this issue.

Pete nominated Bill Poteat to serve on the Strategy Management Team.

Bill Rote seconded.

All in favor with none opposing.

* 1. **Board Committee Vacancies (not requiring approval)**
     1. **Congregational Communication**—Cathy Cole volunteered to serve on this committee. Healthy Communications is a part of this effort, and she discussed support for continuing this initiative that began in 2014 with the hopes of maintaining conversation with the congregation regarding emerging issues or concerns for the Board. Discussed alternative means for establishing open communication.

Cathy Cole nominated Bill Poteat;

Bill Poteat nominated Cathy Cole;

Bill Poteat nominated Bill Rote.

All in favor with none opposed.

* + 1. **Leadership Development—**Mary discussed that this committee could be dissolved, making this effort more a part of the strategic plan. There were no objections.
    2. **UUA Relationship**—Mike and Cathy served on this committee last year. Discussed putting this committee on hiatus for this year as there has been little activity this year, and that we do not expect a large contingent to attend GAA from our church this year in Oregon. Bill Poteat moved we put this committee on hold for 2015 to revisit in the future.

Pete seconded the motion.

All in favor with none opposed.

* + 1. **Stewardship—**Mary provided update from Stewardship and discussed need to build a team early for next year and to promote a year-round Stewardship Committee. Bill Rote volunteered to assist. Mary shared planning currently ongoing for stewardship campaign over four Sundays in March using the theme, “Stronger Together”. Discussed making Stewardship a standing committee of the Board; Laurence will be drafting the first iteration of the Board Policy.
  1. **Continuation from Retreat**
     1. **Annual Vision on Ministry—**Thom opened the discussion by inviting input on the Vision on Ministry from the Board. Board members generally expressed support for the Vision on Ministry. Discussion centered around process for developing vision, as well as specific feedback on language regarding the principle goals therein. Noted conflicts within the Board Policy manual regarding origination of the Vision on Ministry. Mary suggested referring this issue to the Governance Committee to resolve.

Discussed that neither document is in its very final stages. Pete made a motion to accept the Annual Vision on Ministry and the Budget Narrative.

Mary seconded the motion.

Discussed the concern that the document as written is not in its final draft, and Cathy suggested amending the motion to “We accept the Annual Vision on Ministry Draft as guidance to the Stewardship campaign.”

Pete accepted the amendment; and Mary accepted the amendment.

All in favor with none opposing.

* + 1. **Budget Narrative—**Bill Poteat made a motion to accept the Budget Narrative as written; Pete seconded the motion. Discussion centered around proposed 3% increase in the budget narrative, and that such approval is premature given this approval does not constitute approval of a budget, but rather provides guidance to the Stewardship campaign.

Bill Poteat amended his motion to “We accept the Budget Narrative with the proviso that the Board may revisit the percentage increases of individual items at a later date.”

Cathy seconded the motion.

All in favor with none opposing.

1. **Closing**
   1. **Process Observations—**meeting was mostly smooth, but there was a need to push the agenda with so much to cover.
   2. **Action Items—**The following action items were noted:
      1. Cathy will get the terms for the HR members.
      2. Laurence will draft a description of the Stewardship Committee for the Board Policy book.
      3. Bill Poteat will work with Thom to redraft the Annual Vision of Ministry.
      4. Governance Committee was assigned role of looking at the requirements for the Board Member at Large.
   3. **Closing—**Laurence closed the meeting with a reading.