

**Community Church of Chapel Hill Unitarian Universalist  
Board Meeting Minutes  
October 13, 2015**

|                   |                 |             |                 |
|-------------------|-----------------|-------------|-----------------|
| <b>Attending:</b> | Cathy Cole      | Mary Hulett | Peter Bird      |
|                   | Ginger Long     | Mike Vann   | Laurence Kirsch |
|                   | Kathy Hodges    | Bill Poteat | Bill Rote       |
|                   | Thom Belote     | Dan Hill    | Richard Edwards |
| <b>Guests:</b>    | Maura Holt-Ling | Susan Spalt | Susan McDaniel  |
|                   | Barb Chapman    |             |                 |

**1. Welcome**

**a. Chalice Lighting/Reading**—Ginger Long opened the Board Meeting with a reading.

**b. Guests**

i. **Youth Leadership Apprentice**, Maura Holt-Ling will be joining the Board Meetings to observe and come up with a proposal for how the youth of the church can provide input to the Board.

ii. **Governance by Policy Gurus**, Susan Spalt, Susan McDaniel & Barb Chapman

**c. Sharing**

**2. Consent Agenda**

**a. October Agenda**

Reviewed preliminary agenda.

Peter Bird made a motion to approve the agenda as amended.

Bill Poteat seconded the motion.

All in favor with none opposing.

**b. September Minutes**

Reviewed the September minutes. Cathy noted the changes made via email.

Bill Rote made a motion to approve the minutes as amended.

Bill Poteat seconded the motion.

All in favor with none opposing.

**3. Minister's Report**—Reviewed the Minister's Report from Thom Belote. The Board accepted the report, with no questions or discussion.

**4. Governance by Policy**—Introduced guests from the Governance Taskforce—Susan Spalt, Susan McDaniel and Barb Chapman—to discuss the history and relevance of policy as relates to church governance. Barb Chapman introduced the work of the group along with their process. Susan Spalt shared her experience with the Board's previous attempts to develop policies for the church with consultation from Dan Hotchkiss and his book on church governance by policy. Susan McDaniel shared the history of the policy development over three and a half years, with affirmation of policies from the Board and approval from the congregation. In terms of future needs, discussed importance of revisiting policies as the congregation grows. Discussed importance of accessibility—how easy it is to obtain policy versions on the website; glossaries for terms (e.g., policy versus procedure); and implementation of procedures following affirmation of the policy.

Board discussed practice of reviewing the policy and amendments made—received guidance from the group on the rights of the congregation to be informed, but not to vote on the policy. (Bylaws are voted on by the congregation; policies are approved by the Board only.) Board Members thanked the group for their commitment and the tremendous impact their work has had on the church governance.

**5. Confirm Vote from Executive Committee regarding Rachel Rose's hours.**

On October 5<sup>th</sup>, 2015 the Executive Committee voted to approve a one-time increase of 20 hours for Rachel Rose to assist the Membership Team in making and following up on outreach calls to members of the church that were scheduled to begin on October 6<sup>th</sup>.

Mary Hulett moved that the Board approve the motion.

Kathy Hodges seconded the motion.

Bill Poteat abstained due to a conflict of interest.

All in favor with one abstention.

**6. Confirm Vote for Preschool Lease Extension**

Cathy Cole made a motion that the Board of Trustees confirm the online vote that approved an amended lease with conditions with Chapel Hill Cooperative Preschool which extends the lease term by one year to September 30, 2017.

Mary Hulett seconded.

All in favor with none opposed.

**7. Policy Book Changes**

Reviewed all current policies and identified those with no concerns or questions of the board members.

Bill Poteat moved that the Board of Trustees accept the following policies where no concerns or questions were raised by board members:

- F: 1-4;
- G: 1-3;
- M: 1-2,5,6,8,10-11,14,22-23;
- E: 1-4.

Cathy Cole seconded the motion.

All in favor with none opposed.

Bill Poteat suggested that, rather than the Board attempt to resolve concerns about all remaining policies where changes have been recommended, that these be discussed and returned to the Governance Committee for work in advance of the November meeting. Board Members discussed and agreed to return policies in question to the Governance Committee.

M3—remove Nominating Committee from the text.

Bill Poteat made the motion to approve as amended.

Ginger Long seconded.

All in favor with none opposed.

M4—

Bill Poteat made a motion to accept as amended.

Bill Rote seconded the motion.

All in favor with none opposed.

M7—discussed the flat 20% surcharge of funds raised. Minister would like ability to waive the charge in certain circumstances. Discussed that motion should say net.

Bill Poteat made a motion to accept the policy as amended.

Peter Bird seconded.

All in favor, none opposed.

M9—Restricted Gifts. We have removed the assumption that \$2500 gifts by individuals—the presumption should be that an undesignated gift of that size, when there is a capital campaign is going on, is that the gift is for the capital campaign. Discussed need to make reasonable efforts to call congregants about undesignated large gifts.

Mary Hulett made a motion with regard to gifts to the church. Moved that Board accept changes proposed by the GC, except that we do not delete “unless there is a current capital campaign....”

Ginger Long seconded the motion.

All in favor, with none opposed.

M12—maintenance policy: this was sent back to the Governance Committee to be revised for next meeting, based upon multiple sections.

M13—reviewed and discussed limits and targets for the maintenance reserves. Discussed that the targets are, on the one hand, too proscriptive and, on the other, may not be enough to cover the costs.

Bill Poteat made a motion to approve as written.

Peter Bird seconded the motion.

All in favor with none opposing; adopted without further changes.

M15—contracts. Discussed that we change the language to state that bids should be competed among three vendors where possible. Also recommended changes to reflect that contracts may be signed by officers, in accordance with the Bylaws, rather than just the President and Vice President. Also discussed importance of being able to delegate signatory responsibility for contracts, need for transparency.

Tabled for further discussion.

Also tabled for next time (November meeting).

M16

M17

M18

M19

M21

M24—

- 8. Closing—The Meeting adjourned at 9:00pm.**
  - a. Process Observations**
  - b. Action Items--**
  - c. Closing Words—**Ginger Long closed the meeting with a reading.