

The Community Church of Chapel Hill

UNITARIAN UNIVERSALIST

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BOARD OF TRUSTEES

Meeting Minutes

November 12, 2019

Members: Barb Chapman, Doug Shier, Russ Bowen, Steve Day, Caroline Sherman, Jenny Warnasch, Bianca Rodriguez

Ex Officio: Thom Belote, Andrew Wright, William Poteat

Absent: Lilie Bonzani, Scott Edinborough

Chalice Lighting and Check-in

Andrew read about imagination in mathematics. We checked in. Russ read the mission statement.

Consent Agenda

- Approval of Agenda
- Approval of October Minutes
- Minister's Monthly Report

Small spelling correction to the October minutes.

Barb moved to approve the consent agenda. Doug seconded. Unanimous vote to approve.

Sabbatical Planning Update

Thom passed out a handout on the sabbatical committee. He has filled 4 of 5 slots, needing a board representative. The four members so far are Susan McDaniel from Worship, Elsbeth Van Tongeren from Caring, Caroline Pence from Committee on Ministry, Kat Good from staff.

Russ asked if we could wait until January to appoint the board member for the Sabbatical Committee. Russ asked about the contract and Thom said there are only some small items to discuss and there is no rush.

Building Project Update

Russ updated the board that we have signed the loan so it is available to us to draw on once we use up the capital fund money. Russ reviewed the terms with the board. Andrew reminded the board that BB&T will be able to review our financials for the next few years.

Andrew said bid packages are going out November 21, due back December 10.

Andrew fielded a few questions such as permit status (still on track), how we will choose the winning bid (Finance and Building project Task Forces will review and decide).

Endowment Update

Endowment would like input on how inflation is calculated, so would like to connect with someone on the Finance committee. Polly would like to represent endowment on any committees formed on stewardship.

Barb asked endowment if they would consider contributing more to closing the gap, since it is not operating expenses. They would consider a grant proposal. Barb said that some questions about ongoing expenses related to the prior grant of AEDs have been worked out. Endowment has funded some of the updates. The only remaining issue is batteries for the operating budget to cover. Barb said that any future grant that might generate future expenses would need to be approved by the chief of staff. This is both for cost reasons as well as staffing someone to be in charge of monitoring.

Annual Giving Update

There were 15 projects last year, which meant not quite enough spots for people to sign up. This year we have 22 and still counting. Bill Rote and Mary Beth Powell have been doing a great job. We will have electronic sign up.

2020 Day of Service - BOT project

Doug talked to Paul Klever at Charles House. Paul said the same level as last year will work well. We had about 20 people including 3 kids, at three different locations. We are on track. Doug would like a second person in addition to him to be a contact with Charles House. Paul wants to maintain a connection with CCCHUU.

Board Nominating Committee

Barb passed out a draft of procedures. She and Bianca discovered that all the info needed is in the bylaws, though in different places. The draft procedures pull that info together into one document that can be given to the committee.

No vote was needed since the information was already in the bylaws. Barb suggested this be added to the board policy manual in a section called procedures.

The nominating committee has requested a meeting in December with certain board members to discuss procedures and Russ thought this would help with that.

Russ asked if we have any qualifications to be nominated. Barb observed that we have none in the bylaws. Russ said that means the nominating committee is then finding people willing to serve. Doug observed that in most cases people are approached rather than seeking out a nomination. Jenny recalled that the nominating committee did ask for qualities that would be helpful.

Russ and Barb discussed how the committee has to come up with at least one person for each vacancy, which is in the bylaws. Barb shared that this came about because when 2 were required, people didn't want to run against another person. Barb also reviewed the process for people to nominate themselves.

Doug suggested publicizing some info on what's required of board members, to set expectations. Caroline asked if the committee has any info that they can pass on to future committees and no one was certain. Barb will ask Jane Provan about that. Barb suggested a previous board member would be a good nominating committee member.

Barb also passed out draft procedures for congregational meetings.

Russ asked about procedures and if we need to vote on them. The idea of making it too easy to change came up as a possible downside. Barb suggested that an intro page in the procedures section could say "if you want to change these procedures, you should run it past the board."

Barb then discussed the Gift policy. The sentence about the board trying to determine the intent of the giver over \$2,500, and all other gifts going to endowment came up. We could 1. Do nothing 2. Have everything come to the board to decide or 3. We could do what the policy says and follow up more on gifts to determine intent. This is similar to what Barb did with Charlie Kast. When she met with Charlie, she saw how differently the policy would have interpreted his gift without the clarification that she got.

Barb said the recommendation is that the board contact families and try to determine intent more consistently. We will need the congregational administrator to let the board know when a gift comes in that needs clarification. Barb said she is willing to facilitate someone reaching out to families.

Board Policy Governance Activity

[postponed due to time].

Building Task Force Liason

Jenny moved that we make Andrew the board liaison to the building project task force as of January 1. Caroline seconded the motion. Passage was unanimous.

Jenny also moved for herself to replace Andy Henke as co-chair of the Gap Strategy Task Force as of January 1 2020, Russ seconded. Passage was unanimous.

Jenny shared that Gap Force is beginning to contact new members who have joined since we did the capital campaign. This will be over the course of the next few months.

Vision and Strategic Plan

Jenny asked Thom about the cards passed out during the service the last time the strategic plan was updated and if we could use that process for the next update to the strategic plan. Thom thought that could be used again.

Stewardship Task Force Discussion

Barb passed out a handout which summarized points we learned from Mark Ewert's workshop. Russ asked about the various committee creation processes and how we accomplish this. Barb directed us to the October 2015 document for Stewardship Committee.

Jenny said that a core group of people, the stewardship task force, would get together to figure out all the steps such as bylaw changes, and charters including the endowment charter. After everyone such as Gap force, endowment, etc are ok with it, the governance committee (formerly the governance task force) would need to review a draft.

Caroline asked about planned giving as a term. Barb said it didn't have to just be end of life gifts. We discussed how we can make it mean any planned ahead gift. Caroline asked about if this is a new committee or a fusion of existing. The task force will really come up with a recommendation for what that structure will be.

Doug compared this to computer software design from both the bottom up and top down. The task force will be looking at the overall vision as well as all the documents and nuts and bolts.

Bill Poteat shared that this was talked about once before that he recalls. The difficulty is to staff it. Mark said it in his slides that it's a long-term project. Decide what things can be done soon vs what will take longer to accomplish.

Russ asked if we could create the charter so we can vote on it in December. He asked how many people would be on the task force. Barb said not too many, but enough to have different skill sets. 5 would be the max. Jenny suggested that the charter be a little flexible and not too restrictive such as specifying exactly 5 people. Jenny reminded us that we originally targeted the December meeting to bring the groups together to being talking, and we agreed that was too soon and should be delayed slightly.

Process Evaluation

Andrew thought we had an intense meeting focused on future planning. Russ appreciated that we got input from almost everyone on lots of topics. Caroline thanked Barb for all the work on stewardship and we all agreed.

Chalice Extinguishing/Closing Reading

Andrew read 2 short passages from Silent Spring by Rachel Carson.

Action Items:

- Caroline Sherman will follow up with Endowment on the calculation of inflation
- Barb will ask Jane Provan if the nominating committee already has any documentation they use to pass knowledge on to future committee members