

The Community Church of Chapel Hill

UNITARIAN UNIVERSALIST

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BOARD OF TRUSTEES

Meeting Minutes

September 10, 2019

Members: Lilie Bonzani Russ Bowen Barb Chapman Steve Day
Caroline Sherman Scott Edinborough Doug Shier
Jenny Warnasch (arrived 7:40)

Ex Officio: Thom Belote Dan Sommer Andrew Wright William Poteat

Chalice Lighting/Opening Reading (7:02) C. Sherman reads. B. Chapman lit chalice.

Mission Statement Reading (7:03) R. Bowen read.

Check-in (7:04) BoT members check-in and share a brief personal weather report.

Consent Agenda (7:12)

Approval of Agenda - ([link to document](#))

Approval of August Minutes - ([link to document](#)) Changes: William Poteat was standing in for Andrew. Name spelling corrections. Andrew was not present. Add online vote. Scott abstained

Minister's Monthly Report ([link to document](#))

B. Chapman motions to accept consent agenda

C. Sherman seconds

All in favor with none opposing or abstaining.

Review of Fiscal Year 2019 (7:16) - T. Belote reviewed FY2019 ([link to document](#)). Off by 1% deficit. The operating reserves are slightly above where they need to be. 44,000 is carried over in operating reserves (minimum is 38,000) T. Belote offered some observations regarding areas of variance. More received in pledge income than budgeted for. Dana largely responsible, as she sent out end of year reminders to pay pledges.

Rental income slightly lower. Parking lot rental was low for a few reasons -- the sewer project meant there were few rentalable spaces. Parking rate structure changed but there were several who prepaid.

The staff transition from Andrea to Dana cost about \$4,000 extra due to accrued vacation and training overlap. T. Belote underspend professional expenses. Music budget overspent by around \$2,000. Thom expressed that he is overall very happy with this. The budget is not balanced, but it's the closest it's been since Thom has been here.

How is the budget prepared? Thom explained, that in the past, the preparation was done around the first week of January. Andrea would look at all requests and create a rough budget. Thom would look at it and request changes. This would be repeated until something reasonable was achieved.

What is the board activities item? It was for the Mark Ewert fee.

Where does the line of credit for sewer stand? It has not been tapped yet.

Did we agree to a certain rate of interest or is based on the UUA rate? We don't want to be paying a jacked up rate of interest. Bill said it's the rate from the previous year. Barb said we shouldn't pay a rate of interest more than what was initially agreed.

Andrew said he is more focused on actuals than budgeting. The hard number crunking traditionally has been done by the congregational administrator.

The finance committee met and spent 2 hours going through this budget line by line the previous Tuesday.

How can we estimate pledges when the congregation is constantly rotating. Thom explained he's been a part of 17 pledge drives. It is based on experience and intuition to come up with a range and he also comes up with a few budgets based and then they are narrowed down as the real numbers come in.

Maintenance reserve funds were brought up. At the boards request last month (August 2019) a 3-year maintenance reserve was brought in. Brad was brought in to talk about. He has revised his estimates. He projects the reserves, in the short term will be \$20,000 short. It's been \$40K short. After the next fiscal year it will be down to \$20,000. That's based on him being able to spend everything he needs. There is \$35K of work on the Manse. Replacing the entryway and doing work to improve drainage. Painting might help with the drainage and remove the need to pay for extra drainage work. He probably won't spend everything this year. Some of the Manse work will take place next year. After all construction is done we'll pay for parking lot improvements. If all goes as planned \$20K will need to be raised for this improving.

If the drainage repair is not needed, reserves would be at 0 after 2 years. If it's needed, reserve would be -\$20K.

There are currently 40 parking spots not occupied. Renters can be moved to accommodate construction workers.

(7:39) Maintenance reserve plan is not currently on budget.

C. Sherman moves to approve the maintenance reserve plan as presented, and add to the 2019/2020 budget.

B. Chapman seconds

All in favor with none opposing or abstaining.

Motion passes.

Final 2019 - 2020 Budget Approval (7:41) ([link to document](#))

C. Sherman motions to approve the final 2019/2020 budget.

S. Edinborough seconds.

All in favor with none opposing or abstaining.

Budget passes.

SPV System Transfer (7:42) - B. Poteat summarized his memo and related documents ([link to documents](#)). He emphasizes it's a great gift. Church benefits from \$2500/year in reduced energy bills as a result. Amended agreement would change the date on November 1st. Contract is reliable and Bill believes it will work well. Finance committee recommends this to the board.

Bill explained the contractor changes the wiring and handles the negotiation with Duke Energy. Part of the fee is for the negotiation. The LLC currently receives payment for the grid. The church can change to Net metering. The means we net against what we sent them against what we used.

Motion:

The Board approve the agreement titled "AGREEMENT BETWEEN C2 SOLAR LLC AND THE COMMUNITY CHURCH OF CHAPEL HILL UNITARIAN UNIVERSALIST" (Dated 9/10/19) (already signed by the Manager of the LLC, Gary Giles) to transfer ownership of the installed SPV system from the LLC to the church, and that the agreement be signed by the President.

C. Sherman motions

B. Chapman seconds

Discussion

All in favor with none opposing or abstaining.

Motion passes.

Endowment Committee Report & M. Ewert Funding Workshop (7:51) All members will be coming to the next meeting with Mark. Barb passed out draft of workshop on 9/27 and 9/28. BoT reviewed. Barb reviews BoT questions (in Draft) ([link to document](#))

Planned giving (assume nothing). Who it reports to and how it's empowered? It's separate from endowment. Barb explained Mark will help us define the specifics of this. Planned giving is the umbrella under which these other funds happen.

Thom Belote Sabbatical (8:04) - T. Belote presented. He summarized the memo and materials sent last week ([link to documents](#)). He would like to take a three month sabbatical in September through November 2020. He's working on a plan for this. He's working on a letter of interest to a colleague. He would like to use this time to study and preach in different places.

Thom brought up coverage for the minister. There are funds set aside for this. There is approximately \$14,000 to do this. Thom asked if BoT would like to hire a minister for the three months or go ministerless for three months. Kim Debusk is a sabbatical minister. She has experience doing this. The cost is reasonable but it would wipe out all the ministerial transition reserves. It needs to be planned a year out. If approved, a contract would need to be extended to her.

Russ asked - Is the sabbatical committee responsible for finding someone? Yes. Thom could set that up but he hasn't in the past.

What was the charge of the sabbatical committee? Barb pulled out the Sabbatical Guide. The sabbatical minister would serve as chief of staff while Thom is gone. Major changes typically don't happen during a sabbatical. Question asked, what if a major decision is needed (addressed below)?

Several board members said the board and staff is very strong. Barb brought up that someone needs to handle day-to-day operations.

Thom said three months is chosen intentionally. Thom has heard, anecdotally, that ministers who go for 5 months or more come back to difficult situations. Shorter sabbaticals have been more successful. Thom feels that the church is strong enough. If the sabbatical is only three month it seems more manageable for the staff, committees, and it gives the minister enough time to recharge.

Barb brought up concerns about the worship committee and planning the services. She voiced a concern about diminished attendance.

Thom reported that he plans out who preaches for each week of the year. That part of the service planning would not change.

Barb voiced that Thom's selection of preachers has raised the standard and increased attendance.

Russ said it's a big decision and not one to be done quickly. Thom does not know about Kim's availability. She has agreed to hold the dates until September 10. Kim charges \$2400/month plus living and incidentals. Scott pointed out that it would be well within the budget. There was some

hesitation to make a decision immediately, but the risk of losing Kim and the pressure it would put on the staff and other ministries/committees.

The idea of a sabbatical committee was presented to help smooth the transition.

B. Chapman moves that the Board approve Thom's sabbatical from September 1 through November 30, 2020.

S. Edinborough seconds

All in favor with none opposing or abstaining

Motion passes.

Scott brought up the UUA sabbatical committee and read from the UUA website. It is possible to hire a sabbatical minister and still form a sabbatical committee.

J. Warnasch moves to hire Kimerbly Debusk as sabbatical minister

S. Edinborough seconds

Discussion - Overall, BoT members voiced the benefits of having Kimberly as a sabbatical minister and did not want to risk having her availability change. R. Bowen voiced that his vote in opposition would not be due to Kimberly as a minister, but as a result of feeling rushed and wanting more time to make this important decision.

Seven (7) in favor, R. Bowen opposed, none abstaining.

Motion passes.

Action item - Thom will put together more information on a sabbatical committee and talk with Kimberly.

Building Project Task Force Report - Due to time restraints, Jenny did not report, but sent out the following written report via email on 9/13/2019.

1. Last month I said the Task Force was intending on asking people this month if they're willing to sign on for a fourth year of capital campaign pledging. We have decided to not do that just yet and are still discussing the timing. I don't believe anything else that I presented last month has changed.

2. I rotate off the Board in December. That leaves the Board without a liaison to the Building Task Force come January. [I will be replacing Andy as Bonnie's co-chair on the Gap Strategy Team (I will ask the Board to vote on that in the next couple months).] My recommendation to the Board is to have Andrew serve in the role of liaison going forward. (I'm not sure if he can be an 'official' liaison since he's not a voting member of the Board, but I also don't remember if we ever had this as an 'official' position that needed to be filled by a voting Board member.) Andrew has been on the Task Force since the beginning and can easily serve in this capacity (and is willing to).

Bail Bond Justice Ministry (8:48) - Catherine presented. She explained there's a lot of attention currently on bail reform and current bail system, its effects on people and how many of the people who cannot pay bail are stuck in jail for extended periods of time. She presented proposal for partnership ([link to document](#)). She went over four parts of the project.

Thom brought up the church policy on co-sponsorship. BoT or congregational approval required. This ministry does not require endorsement funds. There is only an interest in having people be involved. Share the plate deadline is October 27th, if that option is wanted.

L. Bonzani moves to co-sponsor the Bail Bond Justice Ministry program.

C. Sherman seconds

All in favor with none opposing or abstaining.

Motion passes.

Process Evaluation (8:58) C. Sherman led.

Chalice Extinguishing/Closing Reading (9:00) - C. Sherman read passage on forgiveness.