

# The Community Church of Chapel Hill

## UNITARIAN UNIVERSALIST

106 Purefoy Road, Chapel Hill, NC 27514 • 919-942-2050 • c3huu.org

### BOARD OF TRUSTEES

#### Meeting Minutes

May 9, 2017

<b>Members:</b>	Lilie Bonzani (absent)	Dan Hill	Bill Rote
	Barb Chapman	Dave Klibanow (absent)	Jenny Warnasch
	Andy Hencke (absent)	Bill Poteat	Steve Warshaw, chair

<b>Ex Officio:</b>	Thom Belote	Bonnie Nelson	Andrew Wright
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#### Welcome

**Chalice Lighting/Reading** – A. Wright opened the meeting with a reading. J. Warnasch lit the chalice.

#### **Check-in**

#### Agenda

**Approval of Tonight's Agenda** – S. Warshaw sent the agenda out in advance of the meeting.

B. Poteat made a motion to approve.

J. Warnasch seconded the motion.

All in favor with none opposing.

S. Warshaw noted that he will be out next week and J. Warnasch will be acting president in his absence.

#### Minutes from 4/11 Meeting

**Approval of Minutes from March Meeting** – B. Nelson sent out the minutes in advance of the meeting.

S. Warshaw made a motion to approve.

D. Hill seconded the motion.

All in favor with none opposing. B. Poteat abstained.

#### Consent Agenda

**Minister's Report** – In advance of the meeting, T. Belote sent out his report and the FY18 working budget. He told the Board about a septic situation at the Manse. The septic field is failing and B. Kosiba is investigating two options: a new septic field or connecting to the Jones Building sewer. We are currently pumping out the septic tank. We have not yet spent this year's Maintenance Reserves (estimated \$37K) and B. Kosiba is getting estimates on the two options. T. Belote will bring the Board any estimates received. B. Poteat asked about presenting this to the Congregation.

T. Belote informed the Board that S. Gush, Religious Education (R.E.) Assistant, has accepted an offer from Union Theological Seminary and will be leaving her position at the end of July. The Rising Up post-service celebration will include a reception for S. Gush. T. Belote and M. Hirsch are currently accepting applications for a new R.E. Assistant. They will issue an advertisement for the position, if necessary.

The Annual Pledge Drive (APD) currently has pledges totalling \$474K, with approximately two dozen families still to be contacted. B. Chapman said that C. Cole, APD Co-Chair, plans to have a final report submitted by the end of the week. She will be analyzing the contributions from those who attended a Cottage Meeting and those who did not. She will also examine those who pledged but did not meet the original giving deadline. B. Poteat, on behalf of the Board, thanked T. Belote for his help with the APD, stating that we would not be at this pledging level without his help.

T. Belote then presented a draft FY18 budget and said that he will start fashioning the budget message for the Congregation. A. Wright said that the Finance Committee had seen the proposed budget and had some questions. They are concerned that this is a deficit budget, especially with the long-term issue of the Preschool leaving and the church losing that revenue. There are also concerns about dipping into the financial reserves with the start of the building project. B. Poteat reminded the Board that the Maintenance Reserves are being backed-up by the operating reserves (meaning that when the Maintenance Reserves go to zero then the Operating Reserves cover the costs). There being no further discussion, S. Warshaw requested a motion to approve the proposed FY18 Budget.

B. Poteat made a motion to approve.

B. Rote seconded the motion.

All in favor with none opposing.

**Process for Payments To Reduce Outstanding Loan** – S. Warshaw said that six families are going to donate \$50K each for a total of \$300K to pay off part of the outstanding loan. They have requested to remain anonymous. A. Wright said that the bank is waiving the pre-payment penalty, which results in an estimated \$20K in savings. The loan balloon payment occurring in December 2018 will now be \$112K (\$430K before). The payments will remain the same. This means that the church will be able to have a smaller construction loan, especially with regards to the interest, as we can use the balloon payment money. He noted that the bank is asking about pledges made towards the building project. The Finance Committee is asking for approval of a “Motion Dealing with Gifts Made Specifically to Pay Existing Church Debt”. S. Warshaw read the motion and there was no further discussion. [A copy of the motion is attached.]

S. Warshaw made a motion to approve.

D. Hill seconded the motion.

All in favor with none opposing.

A. Wright presented a request by the Finance Task Force to send a communique to the Building Task Force chairs notifying them that they would now need approval for all pre-construction expenditures. This would be followed-up by a request to create a budget for future expenditures. B. Chapman asked if this was not already known. A. Wright replied that all the chairs knew this was coming and a structure was needed. The Finance Task Force would like Board approval to send the email. D. Hill suggested that the Board resolve to pay current expenses but no future expenses until a Task Force budget was in place.

D. Hill made a motion to approve.

J. Warnasch seconded the motion.

Discussion of the resolution ensued. B. Rote asked if all Task Forces are spending money. A. Wright said that they could do so without the Finance Task Force knowing. J. Warnasch asked about payment for work already done, such as architect and the consultant. B. Chapman asked if there was enough in the current Task Force budget to cover these costs. S. Warshaw assured the Board that all services delivered would be paid. B. Chapman asked if this proposal was approved, would it mean that the Task Forces could not spend any money? A. Wright replied that would be the case unless there was a compelling argument. B. Chapman noted that the Task Forces have deadlines that cannot be met without funds. A. Wright repeated that expenditure requests would be approved, if the requests were worthwhile. He added that the Executive Committee can approve, if necessary, and that there is currently not a Task Force budget so management of expenses is difficult. B. Poteat informed the Board that there is a Task Force budget. S. Warshaw clarified that the budget was not broken down by Task Forces. B. Poteat added that L. Kirsch created the budget and that all that is needed is an update to that budget. S. Warshaw inquired if there was a process for the Task Force chairs to follow when spending money? B. Rote reminded the Board that it wanted to be “hands off” with regards to managing the Task Forces. S. Warshaw said that the current Task Force budget has been exceeded. B. Chapman reiterated the need to be sensitive to the current Task Force work in progress. B. Poteat suggested that perhaps no motion was needed on the request by the Finance Task Force.

D. Hill withdrew his motion.

B. Poteat advised A. Wright to explain to the Task Force chairs about the Task Force budget and to get an update on their expected expenses. S. Warshaw asked who will monitor the expenditures. A. Wright answered that the Finance Task Force would and that they will create a revised budget to present to the Board at the next Board meeting.

S. Warshaw and T. Belote gave a brief overview of how the Task Forces were functioning and noted that there might be some changes in charters following the transition from S. Warshaw to A. Hencke as Task Force Coordinator.

**Planning for the Congregational Meeting** – S. Warshaw distributed Congregation meeting assignments in advance of the Board meeting. He would like to acknowledge that there was some confusion at and after the last Congregational meeting. He will note that much of the confusion has been resolved and the Building Project will now move forward focusing on the need for meeting and R.E. space. He would also like to mention the new developments regarding the preschool lease extension and the donations made to help pay off the commercial loan. He plans to mention the strong leadership on the Building Task Forces but that there might be some changes. He will commit to keeping the Congregation involved and informed. B. Nelson asked about the changes, to which S. Warshaw replied that some of the charters have changed since the last Congregational meeting. There was discussion about the options for being involved and informed and it was agreed that there were many and that S. Warshaw would mention options for being informed.

B. Poteat asked that the Agenda for the Congregational meeting include time for the Endowment Committee. They need Congregational approval for the dispersion of funds. The Endowment Committee plans to award mini-grants for the Building/Capital Campaign. There was discussion about the policies and the need for transparency. B. Chapman and J. Warnasch will contact P. Johnson to learn more about the mini-grants. S. Warshaw will add the Endowment Committee to the Congregational meeting agenda.

**Gift Policy** – J. Warnasch continues to review the church’s gift policy. It was recommended by M. Ewert to assign small monetary gifts to the Operating budget and larger gifts to the Endowment Fund.

The newly proposed policy does the opposite. Currently a decision by 2/3 of the Congregation can move funds from the Endowment to the Operating Budget. B. Poteat repeated a request to see the Endowment Committee charter. B. Chapman noted that T. Belote and M. Ewert have both said that too large an endowment can be crippling to a congregation, as it causes members to feel that their contributions are not needed. She also added that P. Johnson says that there is no written record who plans to make designated endowment gifts. Additional discussion of undesignated gifts and the Endowment Committee resulted in an agreement for J. Warnasch, B. Chapman, and the Governance Committee to focus on the issues of the Endowment Committee's charter and policies.

S. Warshaw requested a motion to table the Gift Policy.

B. Chapman made a motion to approve.

B. Poteat seconded the motion.

All in favor with none opposing.

**Annual Congregational Meeting** – The Board resumed discussion on the planning for the Congregational meeting, with regards to the set-up and sign-in. B. Chapman will coordinate with the church office for the printing check-in sheets and the proxy forms. B. Rote will assist with setting up for check-in.

**Closing** – A. Wright offered his process observations for the meeting. B. Nelson noted action items for Governance and the Congregational meeting. A. Wright read the closing words and J. Warnasch extinguished the chalice.

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**Attachments:**

**Draft Agenda**

**Minister's Monthly Report**

**Operational Budget for 2017-18**

**Process for Payments To Reduce Outstanding Loan**

**Letter regarding Process for Authorizing/Approving [pre-construction] Expenditures**

**Annual Congregational Meeting Assignments**

**BOARD AGENDA (Proposed)**  
**May 9, 2017**  
**Straley Room**

<u>ITEM</u>	<u>RESPONSIBLE PERSON</u>	<u>END TIME</u>
<b><u>Welcome</u></b>		
Chalice Lighting/Reading	Andrew	7:04
Check-in	Steve	7:10
<b><u>Agenda – Approval Needed</u></b>	Steve	7:12
<b><u>Minutes from 4/11 Meeting – Approval Needed</u></b>	Steve	7:15
<b><u>Consent Agenda</u></b>		
Minister’s Monthly Report	Thom	7:25
Annual Pledge Drive Results	Thom	
<b><u>Operational Budget for 2017-18 – Approval Needed</u></b>	Thom	7:40
<b><u>Process for Payments To Reduce</u></b>		
<b><u>Outstanding Loan – Approval Needed</u></b>	Steve and Andrew	8:00
<b><u>Our Space Our Future</u></b>		
Process for Authorizing/Approving		8:15
Expenditures – <u>Approval Needed</u>	Andrew	
Building Project TF Progress	Steve	
<b><u>Gift Policy – Approval Needed</u></b>	Jenny	8:35
<b><u>Annual Congregational Meeting</u></b>	Steve	8:50
<b><u>Closing</u></b>		
Process Observations	Andrew	
Action Items	Bonnie	
Closing Words	Andrew	

**May Minister's Report**  
**Rev. Thom Belote**  
**5/9/17**

**Stewardship Update**

As of Wednesday, May 3 we have received **263 pledges for \$468,514**. We are \$11,486 away from reaching our goal! There are still 35 families in the church we are waiting to hear from. What this means is that when it all shakes out we should easily reach our goal of \$480,000 and perhaps exceed that goal by a significant amount.

There's a lot of number crunching to do and I will let the Annual Pledge Drive team take care of that in a future report. I will say that my impressions are that the cottage meetings yielded good results, that lots of people increased their giving, often significantly, and that pledges from new(er) members were healthy and at times surprisingly generous.

The Annual Pledge Drive process is also the time in our church year when we discover what our membership attrition for the year will be. There will be some membership attrition to report, likely within normal levels, and I will plan to make a membership report at either the June or August board meeting.

Finally, while the real appreciation goes to the Annual Pledge Drive chairs (Ivy Brezina, Cathy Cole, and Paige Smith) as well as to all of the volunteers, especially hosts, assistants and facilitators, I want the Board to be aware of ministerial involvement in the campaign.

- In February / March, I conducted 3 trainings for cottage meeting leaders.
- In March, I hosted one cottage meeting, facilitated two additional cottage meetings, and attended a fourth.
- In March and April, I wrote text for weekly email blasts to recruit for cottage meetings, and announce progress with the campaign. I also supervised Elisabeth in sending these emails and Andrea in making updates to the website.
- In April I went through the list of the ~130 who had not yet pledged and made a list of those who had pastoral sensitivities or special considerations and needed a gentler ask.
- In April and May I facilitated communication between Andrea and the Annual Pledge Drive team so that calls would not be made in error to those who had already pledged.
- Made about a dozen Annual Pledge Drive follow-up contacts in April-May.
- Will take the lead in contacting the final 35 families who have not yet pledged.

I list these contributions not to "toot my own horn" but to indicate what a typical level of support for the Annual Pledge Drive entails.

## Since Last Time

- Preached and led worship on 4/16, 4/23, and 4/30.
- 5/7 is our special music service.
- Rev. Holly Lux-Sullivan was our guest preacher on 4/9.
- Purchased a quality, portable outdoor sound system for services at Memorial Rock.
- During our worship service on 4/30 we were one of 640+ congregations participating in the Black Lives of UU White Supremacy Teach In.
- Taught the final four sessions of the Preaching Practicum course.
- Preaching Practicum graduates will preach sermons during the summer from 6/18-7/30. This year's Preaching Practicum class includes a 5 church members, one member of our Campus Fellowship, and a lay person from the Winston-Salem church who will be attending seminary in the fall.
- New members since last Board meeting: Trudy Pendergraft, Eric Halter, Halie Benefield, Maura Matney, and Samantha Capps.
- We remember church member John Ballantyne.
- Held a second meeting with representatives of the Justice and Service ministries and other interested individuals to discuss Sanctuary congregation work and supporting immigrants and refugees.
- Meetings since last time included: Executive Committee, Worship Ministry, Caring Ministry, Committee on Ministry, and additional meetings with leaders.
- Pastoral work included pastoral counseling, home visits, calls, and other pastoral outreach.
- Joined other Chapel Hill – Carrboro clergy at a luncheon to welcome new IFC executive director Jackie Jenks.

	FY2015	FY2016	FY2017	FY2018		
	ACTUAL	ACTUAL	BUDGET	BUDGET	DIFF	%
<b>Income</b>						
<b>Collections</b>						
Operations Pledge Income	428,595	430,207	471,000	480,000	9,000	102%
ID Contributions	3,688	5,241	6000	6000	0	100%
Loose collection	7,029	7,250	7000	7000	0	100%
<b>Total Collections</b>	<b>439,312</b>	<b>442,698</b>	<b>484,000</b>	<b>493,000</b>	<b>9,000</b>	<b>102%</b>
<b>Other Income</b>						
Service Auction Fund Raiser	0	15,374	13350	13350	0	100%
Interest Income	537	105	100	100	0	100%
General Operation Fund Raiser	7,705	2,999	4000	4000	0	100%
Misc. Income	10	0	0	0	0	#DIV/0!
Transfer Temp. Restricted Funds	0	1,450	0	0	0	#DIV/0!
<b>Total Other Income</b>	<b>8,252</b>	<b>19,927</b>	<b>17,450</b>	<b>17,450</b>	<b>0</b>	<b>100%</b>
<b>Rental Income</b>						
Building Rental	5,328	6,566	5000	5000	0	100%
Parking Lot Rental	52,210	55,267	52000	55000	3,000	106%
Pre-School Lease	61,155	64,045	66287	68607	2,320	104%
						full year
<b>Total Rental Income</b>	<b>118,693</b>	<b>125,878</b>	<b>123,287</b>	<b>128,607</b>	<b>5,320</b>	<b>104%</b>
<b>Total Income</b>	<b>566,257</b>	<b>588,503</b>	<b>624,737</b>	<b>639,057</b>	<b>14,320</b>	<b>102%</b>
<b>Expense:</b>						
<b>Administrative Operations</b>						
Board Activities	460	1,315	500	500	0	100%
Congr Admin - F/M & Benefits	14,381	15,548	16,629	17,730	1,101	107%
Congr Admin - Wages	37,648	38,786	39,562	40,749	1,187	103%
Endowment Committee	0	0	0	0	0	#DIV/0!
Misc. Expenses	0	0	0	0	0	#DIV/0!
Off Assist - F/M & Benefits	8,709	7,889	8,707	9,232	525	106%
Off Asst - Wages	20,267	19,703	19,890	20,487	597	103%
Office Expenses / Technology	18,025	17,612	19000	19000	0	100%
Payroll service	1,380	1,389	1350	1500	150	111%
Personnel Expenses	175	0	0	0	0	#DIV/0!
<b>Total Administrative Operations</b>	<b>101,045</b>	<b>102,240</b>	<b>105,638</b>	<b>109,197</b>	<b>3,559</b>	<b>103%</b>
<b>Building &amp; Grounds</b>						
<b>B&amp;G Committee Operations</b>						
Contracted Maintenance Services	10,261	8,614	11200	11200	0	100%
Janitorial & Restroom Supplies	1,520	1,756	1550	1550	0	100%
Kitchen Supplies	123	116	100	100	0	100%
Maintenance & Project Supplies	2,096	1,575	1400	1400	0	100%
Workday Lunches	0	0	0	0	0	#DIV/0!
<b>Total B&amp;G Committee Operations</b>	<b>14,000</b>	<b>12,061</b>	<b>14,250</b>	<b>14,250</b>	<b>0</b>	<b>100%</b>
Commons Project	0	0	700	0	-700	0%
Facility Mgr or Handiman - Contracted	0	0	3,000	2,000	-1,000	67%
Insurance	6,982	9,275	9500	10000	500	105%
Janitorial Service - Contracted	10,200	10,400	11000	11000	0	100%
Lawncare - Contracted	2,245	1,771	2300	2300	0	100%



	FY2015	FY2016	FY2017	FY2018			
	ACTUAL	ACTUAL	BUDGET	BUDGET	DIFF	%	
Maintenance Reserves	16,988	29,425	37,000	44,734	7,734	121%	7% of Income
Manse Operations Expenses	5,222	5,020	4875	4875	0	100%	
* Mortgage P&I - Church & Manse	50,400	48,220	47784	47784	0	100%	resume principal pmts
Space Assessment Team	3,530	1,009	0	0	0	#DIV/0!	
Tax - Stormwater Mgmt	1,603	1,809	1850	1850	0	100%	
Utilities	16,385	15,879	17000	17000	0	100%	
<b>Total Building &amp; Grounds</b>	<b>127,555</b>	<b>134,869</b>	<b>149,259</b>	<b>155,793</b>	<b>6,534</b>	<b>104%</b>	
<b>Denominational Affairs</b>							
Denominational Connections	0	350	1800	1000	-800	56%	
UUA & SE District (combined) Annual Dues	25,332	28,950	29856	30000	144	100%	37640 is Fair Share
<b>Total Denominational Affairs</b>	<b>25,332</b>	<b>29,300</b>	<b>31,656</b>	<b>31,000</b>	<b>-656</b>	<b>98%</b>	
<b>Lifespan Religious Education</b>							
Adult Ministry (SEA)	207	28	2500	1000	-1,500	40%	
Campus Ministry	515	936	1000	1000	0	100%	
Children's Ministry	1,216	3,069	3640	4000	360	110%	
Dir of Lifespan F/M & Benefits	17,451	19,277	20,692	21,737	1,045	105%	
Dir of Lifespan RE - Wages	51,529	53,085	56,149	57,823	1,674	103%	
RE Assistant - F/M & Benefits	5,183	5,558	5,841	5,806	-35	99%	
RE Assistant - Wages	14,620	15,192	15,297	15,756	459	103%	
Sunday Childcare	9,098	9,833	10592	10592	0	100%	
Youth Ministry	1,017	1,833	2450	2450	0	100%	
<b>Total Lifespan Religious Education</b>	<b>100,836</b>	<b>108,812</b>	<b>118,161</b>	<b>120,165</b>	<b>2,004</b>	<b>102%</b>	
<b>Ministerial Operations</b>							
Minister - Benefits & Expenses	30,367	30,529	33,588	34,682	1,094	103%	
Minister - Wages & Housing	83,294	84,203	85,887	88,464	2,577	103%	
Ministerial Transitions Reserves	11,000	4,000	4000	0	-4,000	0%	
<b>Total Ministerial Operations</b>	<b>124,661</b>	<b>118,732</b>	<b>123,475</b>	<b>123,146</b>	<b>-329</b>	<b>100%</b>	
<b>Rental Expense</b>							
Tax Accountant Services Fees	300	1,205	375	440	65	117%	
Tax - Parking Business	6,616	6,635	6700	7000	300	104%	
Facility Supervisor & Sound Technicians	163	238	0	0	0	#DIV/0!	
Rental Space Janitorial - Contracted	450	186	0	0	0	#DIV/0!	
Preschool Janitorial - Contracted	10,200	10,200	10500	10500	0	100%	full year
<b>Total Rental Expense</b>	<b>17,729</b>	<b>18,463</b>	<b>17,575</b>	<b>17,940</b>	<b>365</b>	<b>102%</b>	
<b>Programs and Ministries</b>							
Anti-Racism Training	0	928	0	0	0	#DIV/0!	
Caring Ministry	330	14	462	462	0	100%	
Committee on Ministry	0	0	0	0	0	#DIV/0!	
Communications	1,000	1,053	1030	500	-530	49%	
Community Service Ministry	343	300	300	300	0	100%	
Covenant Groups	66	387	760	760	0	100%	
Dir of Membership - F/M & Benefits	2,095	976	6,136	6,747	611	110%	
Dir of Membership - Wages	11,915	12,769	16,177	18,000	1,823	111%	
ECO	195	-45	385	385	0	100%	
Fellowship Ministry	615	797	1000	1000	0	100%	
General Childcare	218	326	515	515	0	100%	
Membership	2,151	1,981	2200	2400	200	109%	

	FY2015	FY2016	FY2017	FY2018		
	ACTUAL	ACTUAL	BUDGET	BUDGET	DIFF	%
Mental Health Ministry	0	0	500	500	0	100%
P&J	225	325	350	350	0	100%
Sanctuary for Dialogue	0	0	550	450	-100	82%
Social Justice Consultation	0	0	0	0	0	#DIV/0!
SOSL	0	319	215	215	0	100%
Stewardship	1,842	5,166	1350	1350	0	100%
Sunday Fellowship Hour	817	803	950	950	0	100%
Sunday Hospitality F/M	203	213	217	224	7	103%
Sunday Hospitality - Wages	2,648	2,784	2,841	2,926	85	103%
<b>Total Programs and Ministries</b>	<b>24,663</b>	<b>29,097</b>	<b>35,939</b>	<b>38,034</b>	<b>2,095</b>	<b>106%</b>
<b>Service Auction</b>						
Service Auction Expense	0	883	850	850	0	100%
Service Auction Distribution	0	1,511	0	0	0	#DIV/0!
<b>Total Service Auction</b>	<b>0</b>	<b>2,394</b>	<b>850</b>	<b>850</b>	<b>0</b>	<b>100%</b>
<b>Worship &amp; Arts</b>						
Accompanist - Contracted Staff	6,000	5,853	6,273	6,162	-111	98%
Art Team	22	21	50	0	-50	0%
Dir of Music - F/M & Benefits	11,612	12,568	13,304	14,076	772	106%
Dir of Music - Wages	30,184	31,096	31,718	32,669	952	103%
Music Committee	2,514	3,768	4,200	4,200	0	100%
Sound Room Technology	0	302	1,000	1,000	0	100%
Worship Honorariums	1,250	1,000	1,500	1,500	0	100%
Worship Ministry	0	1,578	1,500	1,500	0	100%
<b>Total Worship &amp; Arts</b>	<b>51,582</b>	<b>56,187</b>	<b>59,545</b>	<b>61,108</b>	<b>1,563</b>	<b>103%</b>
<b>Total Operations Expense</b>	<b>573,403</b>	<b>600,094</b>	<b>642,097</b>	<b>657,232</b>	<b>15,135</b>	<b>102%</b>
<b>Net Income</b>	<b>-7,146</b>	<b>-11,590</b>	<b>-17,360</b>	<b>-18,175</b>	<b>-815</b>	
* Profit and Loss Statement only shows Mortgage Interest payments						
Balance Sheet only shows Mortgage Principal payments						
This report combines both for Budgeting purposes						
Financial Reserves:						
Balance at end of year FY16	54,041.00					
Minus budgeted Net Income FY17	-17,360					
Plus additional income FY17	25,200					(\$13,200 in Mortgage principle, \$3,000 in excess Auction receipts, \$9,000 in new pledges)
Projected Balance at end of year FY17	61,880.78					
Minus budgeted Net Income FY18	-18,175					
Balance at end of year FY18	43,705.49					Fully funded Operating Reserves should be \$ 39,434

	FY15 Actual	Percent	FY16 Actual	Percent			
Total Expense	573,403		600,094				
UUA Dues	25,332		28,950				
Reserves - Maintenance	16,988		29,425				
Reserves - Minister Trans.	11,000		4,000				
Mortgage Principal	22,485		25,148				
	497,598		512,571				
Percent	29,856	0.06	30,754	0.06			
			35,880	0.07			
			29,729	0.058		37,640	Fair Share

**FY2016 Staff Compensation Budget**

FY15 COLA	0.015
FY16 COLA	0.030
FY17 COLA	0.020
FY18 COLA	0.030

**Employee Compensation:**

Budget Year	TOTAL Impact to C3H	Yr to Yr Diff	Annual Hours	Wages Base Rate	Payroll Wages	Housing	Fica/Med	TOTAL Payroll	HRA	UUA Health Plan 80/50 %	Life Ins.	Long Term Disability	Retirement	Prof Exp	TOTAL Benefit
<b>Minister - Thom Belote</b>															
FY2015	115,672		N/A	N/A	81,750	0	6,254	88,004	N/A	9,873	628	818	8,175	8,175	27,668
FY2016	116,308	636	N/A	N/A	84,203	0	6,441	90,644	N/A	8,605	647	842	8,420	7,150	25,664
FY2017	119,475	3,167	N/A	N/A	66,759	19,128	6,570	92,457	N/A	9,602	660	668	8,589	7,500	27,018
FY2018	123,146	3,671	N/A	N/A	52,464	36,000	6,767	95,231	N/A	10,217	722	630	8,846	7,500	27,915
<b>Dir of Lifespan RE - Marion Hirsch</b>															
FY2013	65,520		2080	24.41	50,777	N/A	3,884	54,661	3,883	N/A	390	508	5,078	1,000	10,859
FY2014	65,757	237	2080	24.41	50,777	N/A	3,884	54,661	4,120	N/A	390	508	5,078	1,000	11,095
FY2015	69,351	3,594	2080	24.78	51,539	N/A	3,943	55,481	5,805	N/A	396	515	5,154	2,000	13,870
FY2016	72,327	2,976	2080	25.52	53,085	N/A	4,061	57,146	6,534	N/A	408	531	5,308	2,400	15,181
FY2017	76,841	4,514	2080	26.99	56,149	N/A	4,295	60,444	7,389	N/A	431	561	5,615	2,400	16,396
FY2018	79,560	2,720	2080	27.80	57,823	N/A	4,423	62,247	7,966	N/A	472	694	5,782	2,400	17,314
<b>Music Dir - Glenn Mehrbach</b>															
FY2013	38,893		1144	26.00	29,547	N/A	2,260	31,807	3,008	N/A	227	295	2,955	600	7,085
FY2014	39,382	489	1144	26.00	29,755	N/A	2,276	32,031	3,249	N/A	229	298	2,975	600	7,350
FY2015	41,861	2,479	1144	26.39	30,190	N/A	2,310	32,500	4,608	N/A	232	302	3,019	1,200	9,361
FY2016	43,556	1,696	1144	27.18	31,096	N/A	2,379	33,475	5,222	N/A	239	311	3,110	1,200	10,081
FY2017	45,022	1,466	1144	27.73	31,718	N/A	2,426	34,144	5,945	N/A	244	317	3,172	1,200	10,878
FY2018	46,746	1,724	1144	28.56	32,669	N/A	2,499	35,169	6,452	N/A	267	392	3,267	1,200	11,577
<b>Congregational Admin. - Andrea Sordean-Mintzer</b>															
FY2013	48,034		1820	20.38	36,443	N/A	2,788	39,231	4,514	N/A	280	364	3,644	0	8,803
FY2014	49,183	1,148	1820	20.38	37,100	N/A	2,838	39,938	4,879	N/A	285	371	3,710	0	9,244
FY2015	51,894	2,711	1820	20.69	37,656	N/A	2,881	40,537	6,925	N/A	289	377	3,766	0	11,356
FY2016	54,171	2,277	1820	21.31	38,786	N/A	2,967	41,753	7,853	N/A	298	388	3,879	0	12,417
FY2017	56,191	2,020	1820	21.74	39,562	N/A	3,026	42,588	8,947	N/A	304	396	3,956	0	13,603



**FY2016 Staff Compensation Budget**

FY15 COLA	0.015
FY16 COLA	0.030
FY17 COLA	0.020
FY18 COLA	0.030

**Employee Compensation**

Budget Year		TOTAL	Yr to Yr	Annual	Wages	Payroll	Housing	Fica/Med	TOTAL	HRA	UUA	Life Ins.	Long Term	Retirement	Prof Exp	TOTAL
FY2018		58,479	2,288	1820	22.39	40,749	N/A	3,117	43,866	9,716	N/A	333	489	4,075	0	14,613
<b>Membership Director</b>																
FY2014	Carolyn Buckner	14,274		884	15.00	13,260	N/A	1,014	14,274	0	N/A	0	0	0	0	0
FY2015	Jacqueline Brett	13,765	-509	780	15.00	11,700	N/A	895	12,595	0	N/A	0	0	1,170	0	1,170
FY2016		14,173	408	780	15.45	12,051	N/A	922	12,973	0	N/A	0	0	0	1,200	1,200
	New Rachel Rose				15.25											
FY2017		22,313	22,313	1040	15.55	16,177	N/A	1,238	17,415	2,895	N/A	124	162	1,618	100	4,899
FY2018		23,146	23,146	1040	16.02	16,663	N/A	1,275	17,937	3,107	N/A	136	200	1,666	100	5,209
	REQUESTED	24,747	2,433	1040	16.02	18,000	N/A	1,377	19,377	3,107	N/A	147	216	1,800	100	5,370
<b>DRE Asst.</b>																
FY2014	Peter Bonzani	17,314		1040	12.50	13,000	N/A	995	13,995	1,790	N/A	100	130	1,300	0	3,320
FY2015		19,706	2,391	1040	14.00	14,560	N/A	1,114	15,674	2,318	N/A	112	146	1,456	0	4,032
FY2016		20,487	781	1040	14.42	14,997	N/A	1,147	16,144	2,578	N/A	115	150	1,500	0	4,343
FY2017	Budget	21,138	651	1040	14.71	15,297	N/A	1,170	16,467	2,871	N/A	117	153	1,530	0	4,671
	New Sara Gush	20,814	-324	1040	14.71	15,297	N/A	1,170	16,467	2,547	N/A	117	153	1,530	0	4,347
FY2018		21,562	748	1040	15.15	15,756	N/A	1,205	16,961	2,708	N/A	129	189	1,576	0	4,601
<b>Office Assistant</b>																
FY2013	Munsie Davis	22,980		1300	13.00	16,900	N/A	1,293	18,193	3,225	N/A	130	169	1,264	0	4,787
FY2014		23,666	686	1300	13.00	16,900	N/A	1,293	18,193	3,485	N/A	130	169	1,690	0	5,473
FY2015		28,233	4,566	1300	15.00	19,500	N/A	1,492	20,992	4,946	N/A	150	195	1,950	0	7,241
FY2016		29,594	1,362	1300	15.45	20,085	N/A	1,537	21,622	5,609	N/A	154	201	2,009	0	7,973
	FY16 New Elisabeth Allore				15.00											
FY2017		28,597	-997	1300	15.30	19,890	N/A	1,522	21,412	4,845	N/A	153	199	1,989	0	7,186
FY2018		29,718	1,121	1300	15.76	20,487	N/A	1,567	22,054	5,203	N/A	167	246	2,049	0	7,665
<b>Sunday Hospitality - Abigail Castenada</b>																
FY2013		2,442		208	11.74	2,442	N/A	N/A	2,442	0	N/A	0	0	0	0	0

Budget Wages	Budget Benefits	
40,749	17,730	
13,260	1,014	
11,700	2,065	
12,051	2,122	
16,177	6,136	
16,663	6,484	
18,000	6,747	
13,000	4,314	
14,560	5,146	
14,997	5,490	
15,297	5,841	Diff fr Budget
15,297	5,517	324
15,756	5,806	-289
16,900	6,080	
16,900	6,766	
19,500	8,733	
20,085	9,509	
19,890	8,707	
20,487	9,232	
2,442		





Budget		Budget
Wages	Benefits	
2,364		
2,561	196	
2,785	213	
2,841	217	
2,926	224	
<hr/>		
5,400		
5,400		
5,400	600	
5,562	600	
<hr/>		
5,400	600	
5,562	600	
<hr/>		
3,000		
3,000		
3,000		
3,000		
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FY2018 Health/HRA Benefit Calculations										
2017-2018										
Employee	UUA Health Mo. Premium	FTE (Full Time Eq)	Percent of Benefit	Monthly HRA	PayPeriod HRA	Annual HRA	Jul-Dec 12 paypds	Jan - Jun '17 x12 paypds	Budget	
Thom Belote										
Birth Yr 1977	582.96	100.00%	80%	466.37	233.18	5,596.42	2,798.21	3,078.03	5,876.24	Staff 80%
Zip 275	689.04	100.00%	50%	344.52	172.26	4,134.24	2,067.12	2,273.83	4,340.95	Family 50% health benefit correction
	had in here 867.33								10,217.19	
Marion Hirsch										
Birth YR 1964	790.23	100.00%	80%	632.18	316.09	7,586.21	3,793.10	4,172.41	7,965.52	Staff 80%
Zip 275										
Glenn Mehrbach										
Birth YR 1955	1163.7	55%	80%	512.03	256.01	6,144.34	3,072.17	3,379.38	6,451.55	Staff 80%
Zip 277										
Andrea Sordean-Mintzer										
Birth YR 1954	1101.64	87.50%	80%	771.15	385.57	9,253.78	4,626.89	5,089.58	9,716.46	Staff 80%
Zip 275										
Sara Gush										
Birth YR 1990	537.29	50%	80%	214.92	107.46	2,578.99	1,289.50	1,418.45	2,707.94	Staff 80%
Zip 275										
Elisabeth Allore										
Birth YR 1969	688.21	75.00%	80%	412.93	206.46	4,955.11	2,477.56	2,725.31	5,202.87	Staff 80%
Zip 275										
Rachel Rose										
Birth YR 1970	616.47	50.00%	80%	246.59	123.29	2,959.06	1,479.53	1,627.48	3,107.01	Staff 80%
Zip 272										
Abigail Castenada		< 50% hrs								
TOTAL Ministerial Staff									10,217.19	

						TOTAL Non-Ministerial Staff	35,151.35	
						TOTAL STAFF	45,368.54	

## Motion Dealing with Gifts Made Specifically to Pay Existing Church Debt

### **Resolved that,**

The Board of Trustees of The Community Church of Chapel Hill UU, consistent with Board Policy Book Section 4.2.4, "Gifts to the Church", will accept with gratitude any member donations made to the Capital Fund intended specifically by those donors to pay the existing church debt. The Board directs the Church Administrator in consultation with the Treasurer to apply any such donations-to-pay-debt, within ten business days of receipt, to make principal payments on the existing church debt to the extent that such debt is outstanding. To the extent that donations-to-pay-debt might exceed the debt, such donations shall be retained in the Capital Fund for the other purposes of that fund.

## **Draft Assignments for Congregational Meeting**

**June 11, 2017**

### Logistics

Parliamentarian (Polly)

Minutes (Bonnie)

Child care with snacks (Dave)

Sound room (TBD)

Projector/screen set-up (Bill P., Andrew)

Member check-in (Dan, Barb, Andy, Lillie)

Two hand-held mics for questions/comments (Andy, Jenny)

### Agenda

Chalice Lighting and Opening Words (Bill R.)

Covenant (Steve)

Congregational Awards (Steve)

    Al & Ann Sawyer Within These Walls Award

    Joe & Lucy Straley Beyond These Walls Award

    Gertrude Willis Lifespan Religious Education Award

State of the Church (Steve)

Annual Pledge Drive Results (Ivy)

Affirmation of FY 2017-18 Budget

Update on Building Project (TBD)

Endowment Committee

    Annual Report (Scott)

    Election of New Members (Steve)

Extinguish the Chalice and Closing Words (Bill R.)

## Assignments for Congregational Meeting - DRAFT

June 11, 2017

1. Parliamentarian (Polly)
2. Minutes (Bonnie)
3. Child Care (with snacks) (Dave)
4. Sound Room (TBD)
5. Projector/screen Set-up (Bill P., Andrew)
6. Member check-in (Dan, Barb, Andy, Lilie)
7. Two hand-held mics for question/comments (Andy, Jenny)



Bonnie Nelson <nelsonbjmj@gmail.com>

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## Fwd: Update to Pre-Construction Budgets

1 message

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**Andrew Wright** <awright76@gmail.com>  
To: Bonnie Nelson <nelsonbjmj@gmail.com>

Fri, May 12, 2017 at 6:24 PM

----- Forwarded message -----

From: Andrew Wright <awright76@gmail.com>

Date: Thu, May 11, 2017 at 10:09 PM

Subject: Update to Pre-Construction Budgets

To: Cathy Cole <kocole@hotmail.com>, Andy Hencke <andy.hencke@gmail.com>, Brad Kosiba <bradkosiba@gmail.com>, Gail McKinley <gailmck@att.net>, Ivy Brezina <ivy.brezina@yahoo.com>, Joshua Socolar <josh.soc@gmail.com>, Paige Smith <paige.smith50@gmail.com>, Sindy Barker <sindydevoebarker@gmail.com>  
Cc: Laurence Kirsch <laurence.kirsch@hotmail.com>, Larry Ross <larry.ross2@gmail.com>, Dan Hill <danbhill41@gmail.com>

Dear Task Force Leaders,

Greetings from the Finance Task Force. One job we have is to track expenses for the building project, and as we move ahead we need to update the pre-construction budget for expenses the various task forces will incur. The Board of Trustees is charged with approving the pre-construction budget and changes to it, and I would like to ask for approval of our latest updated budget at the June 13 board meeting.

To get there, could your task force please send me what future items you foresee spending money on by June 6? Please include what the expense is for, the timing of when you expect to spend it, and the amount. In the meantime, if you have an expense that must be incurred before the next board meeting, just let me know and I will ask for an executive committee meeting of the board, probably a conference call, to get whatever budget in place that you might need.

Please consider that when you talk to a vendor there may be a charge for that consultation, so factor that in to your numbers.

As we progress on this journey together, we will keep you updated on where your expenses are coming in vs budget. When you find that you have additional expenses to be added, please let me know so that I can request approval for an updated amount.

We have many challenges ahead but I am optimistic that we will overcome them and emerge stronger than before. The finance task force members look forward to helping where we can, and please let me know if you have any questions.

**Action Needed: Please send expected pre-construction expenses by Tuesday, June 6, including what it is for, when it will be spent, and amount.**

Thank you for all the work you have already done and the future work yet to come,  
Andrew Wright  
Laurence Kirsch  
Dan Hill  
Larry Ross  
Finance Task Force