

The Community Church of Chapel Hill Unitarian Universalist  
 Board of Trustees Meeting Agenda  
 January 9, 2024  
 7:00 – 9:00 p.m.

MINUTES

Zoom Meeting

Board Member of the Month: Mary Beth Powell

Meeting Roster	
Members Present:	Mary Beth Powell (President), Dawn Carter (Vice President), Glenn Davis (Past President), Jay Johnson (member), DeeDee Lavinder (member), Ellie Speh (member), Kevin Bastian (member), Deborah Day (member), Briton Bieze (member)
Ex Officio:	Rev. Thom Belote (COS/Minister), Andrew Wright (Treasurer), Chris Speh (Assistant Treasurer), Brian Pence (Secretary), Jenn Kapranov (Intern Minister)
Insch Leadership Fellows:	Rina Lavinder; Rose Graysmith
Guests:	Bonnie Nelson; Becky Wilkes
Absent:	

Item	Presenter	Time
Chalice lighting/Opening Reading	Mary Beth Powell	7:00 - 7:05
Check-in & Welcome new Board members	Mary Beth Powell	7:05 – 7:15

Consent Agenda

Mary Beth Powell

7:15 – 7:20

- Approval of Agenda
- Approval of December minutes
- Approval of Minister's Report

Action Items

- Approve Consent Agenda

**Motion to approve consent agenda moved by Glenn, seconded by Ellie, motion carried.**

Executive Committee to approve Signage Expenditure

**Executive Committee approved 50% deposit for signage prior to the Board meeting.**

**Motion for Board to concur with Executive Committee action in authorizing deposit payment.**

**Motion moved by Dawn, seconded by Kevin, motion carried.**

Capital Fund expenditures

**Expenditure made to purchase new mobile television screen and stands so as to have one screen on each floor. This was one of the top priorities on the capital funds list.**

**Motion for Board to concur with capital expenditure for mobile TVs and stands from capital fund.**

**Motion moved by Jay, seconded by Briton, motion carried.**

**Note: The top priority on the list is new upholstery for the church couches and chairs; this is in process.**

Discussion and Planning

New Member Orientation held - 1/6/23

Mary Beth Powell/Glenn Davis

7:20 – 7:30

**Successful orientation. Topics: Board responsibilities; governance; Board notebook; Board member roles.**

Minister Evaluation

(Move to February agenda)

7:30 – 7:35

**Moved to February agenda**

Board Retreat Scheduling and Agenda

Mary Beth Powell/Glenn Davis

7:35 - 7:40

**Planned for late April or May. Mary Beth to circulate Doodle poll.**

Digital and Electronic File Storage and Migration

Mary Beth Powell/Dee Dee Lavinder

7:40 – 7:55

**Goal of improving institutional memory by having digital location where important documents are stored and can be accessed by all relevant parties.**

**Ability to manage edit/write access.**

**This initiative is at the planning / development stage.**

**Conversation should involve staff centrally.**

Updates with Q&A

Strategic Planning Update

Glenn Davis

7:55 – 8:00

**“Strategic Planning Phase 2” document reviewed.**

**Focus groups phase is scheduled to conclude January 31.**

**Feb-March: Strategic Planning Committee will review focus group notes and synthesize into themes.**

**March-April: Strategic Planning Committee retreat: Draft plan.**

**Seek input from church groups and individuals.**

**April-May: SPC will present revised plan to BOT.**

**May: Finalized plan.**

**June: Present at Annual Congregational Meeting.**

**Final plan expected to have 4-6 objectives, each with 3-5 goals – scope to be defined by data.**

Signage Committee Update

Ellie Speh

8:00 – 8:10

**Sign at driveway entrance: foam and stucco monument sign, very durable. Double sided, faux brick application. Bottom area will match brick of church building. Permitting in process. Company is managing permitting process (included in contract).**

**Permitting process with Chapel Hill is quite challenging.**

**Sign at corner of Mason Farm and Purefoy currently is not at all visible – working with city to determine better placement. Sign at this corner will be post-and-panel sign.**

**Solar power lighting.**

**Will clear area where monument sign will go.**

**Brad has been involved.**

**Likely timeline 4-6 weeks.**

Standing Committee Reports – end of year

Glenn Davis

8:10 - 8:15

**End-of-year reports from committee chairs: Some received, some still needed from chairs.**

**Received: HR; Strategic Planning. Stewardship and Endowment in process.**

**Other committee chairs: Please submit report.**

Stewardship Update

Bonnie Nelson

8:15 – 8:20

**Annual pledge drive:**

**Modeled on last year's drive.**

**Virtual drive**

**Theme: Community (same as church year theme)**

**Will run through month of February with Day of Service being culminating event**

**Thom will launch with sermon**

**Multiple Within These Walls speakers in February**

**Will table each month in February – request one board member each service each week in February – please let Bonnie know if preferences. Bonnie to circulate poll.**

Community Day of Service

Becky Wilkes

8:20 – 8:30

**Scheduled for March 2<sup>nd</sup> (rain date: March 9<sup>th</sup>)**

Planning committee is seeking board liaison. Deborah Day volunteered to be board liaison. Typically Board organizes a service project. In past three years, has been landscaping project at Charles House. Glenn has already submitted this project and has contacted director of Charles House (Paul). Raking, weeding, window washing. Music classification – major endeavor. Glenn is happy to continue, happy to have someone else take over from here. Board members encouraged to participate!!

charlie kast funds (Mark Ewert)

Glenn Davis

8:30 - 8:50

Glenn spoke with Tim Brennan, former CFO of UUA.

Possible for church to have multiple Endowment funds with UUA. Minimum initial balance of \$10,000. Any constraints/challenges to having this separate fund? Apparently not. Liquid; easy to move; can have its own rules; can be combined later with primary endowment if desired.

Does not appear to be any downside to investing money at this time in the UUA Common Endowment Fund in a second, separate account with its own guidance.

Draft “Principles and Purposes” document reviewed.

Goal of making motion at next board meeting to create fund, based on purposes and principles, invest funds in UUA.

Goal of starting fundraising campaign once established, to increase capital and impact of fund.

Discussion:

- Why is the UUA endowment fund the recommended vehicle?
  - Managed by professionals at UUA. Invested in socially responsible investments. Gets decent returns. Alternative is to do it on our own, requires finding member or team from congregation who would manage it, or paying fees to investment firm and monitoring closely.
  - Note this is just an initial decision to get it going – no barrier to changing minds later and investing in some other vehicle.
- Thoughts on process of using funds? Annual? Based on gains?
  - Goal is not to spend down, but to maintain principal in perpetuity and spend gains. But some exceptions envisioned in current language – flexibility based on opportunities.

Endowment Retreat

Glenn Davis

8:50 - 9:00

Topics of discussion:

- Document archiving needs attention / improving
- Discussion about improvement of memorial flower garden
- Focus on improving communication between endowment and stewardship – policies in writing but communication and coordination can be improved

Nominating Committee

DeeDee Lavinder

8:50 - 9:00

Board recently implemented shift in schedule to start Nominating Committee in January. Two new members needed. Debbie Davis and Barb Chapman have agreed to join Nominating Committee.

Good goal of having at least one Nominating Committee member who had previously served on the Board and can answer prospective nominees' questions.

**Motion to appoint Debbie Davis and Barb Chapman to Nominating Committee moved by Ellie, seconded by Dawn, motion carried.**

Reflections and Meeting Evaluation

Group

tbd

Plus

- Topics presented clearly. Member questions answered thoroughly by presenters.
- Sad to meet on Zoom but glad we could make the shift and could do so effectively
- Appreciated flexibility in shifting plans tonight
- Thanks to all for spending this time on screen tonight
- Sad to have missed out on treats tonight!
- Appreciated not having to out in rain this evening
- Great first meeting leadership by Mary Beth!

Delta

- Receiving many documents shortly before the meeting made that part of the agenda challenging.

Review of To-Do Items

Brian Pence

tbd

- **Mary Beth** to circulate poll for April/May retreat
- **Board members** to respond to Bonnie's poll about staffing pledge drive table in February
- **Committee chairs** who have not submitted end of year reports to Glenn: Please submit.

- **Board members** please sign up for Board Day of Service project!
- **Glenn** to further develop charlie kast fund document and motion for February board meeting

Chalice Extinguishing and Closing Remarks

Mary Beth Powell

brief

Attachments:

January 9, 2024, Agenda  
Minutes December 12, 2023  
December Minister Report  
Strategic Plan focus groups report  
Strategic Plan Progress  
Board committee assignments summary  
Next steps on charlie kast fund  
charlie kast ministry support fund – draft purpose and principles  
Proposal for motion on charlie kast fund - draft  
Tim Brennan interim CFO UUA bio