

The Community Church of Chapel Hill Unitarian Universalist
 Board of Trustees Meeting Agenda
 February 13, 2024
 7:00 – 9:00 p.m.

The Gathering Room

MINUTES

Board Member of the Month: Deborah Day

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

Item	Presenter	Time
Chalice lighting/Opening Reading	Deborah Day	7:00 - 7:05
Welcome and Check-in	Mary Beth Powell/all	7:05 – 7:15

Consent Agenda

Mary Beth Powell

7:15 – 7:20

Approval of Agenda

Approval of January minutes

Approval of Minister's Report

Approval of consent agenda moved by Kevin, seconded by Briton, motion carried.

Action Items

Approve Consent Agenda

All

7:20 – 7:25

Minister's Housing Allowance

Andrew Wright

7:25 – 7:30

Each year the Board needs to pass an affirmative vote to designate part of the Minister's compensation as housing allowance. Treasurer requests that a Board member make the following motion:

"The Board of Trustees of CCCHUU designates \$36,000 of the minister's compensation as housing allowance for calendar year 2024."

Moved by Kevin, seconded by Deborah, motion carried.

Discussion and Planning

Minister Evaluation (see Committee on Ministry report)

Mary Beth Powell

7:30 – 7:35

Circulated ahead of meeting. Report prepared by Committee on Ministry, shared and reviewed with Thom. Overwhelmingly positive.

Relatedly, HR Committee had listening sessions last year with individual staff about what is working well or not for them in their positions. Plans to review church's HR policies with respect to current UUA guidance. Plans to also review Chief of Staff job description, role and responsibilities.

Digital and Electronic File Storage and Migration

(Move to March agenda)

7:40 – 7:45

Deferred to March agenda

Board Retreat Scheduling and Agenda

Mary Beth Powell/Glenn Davis

7:45 – 7:55

**Poll remains to be circulated. Potentially May 4. One Saturday, five hours.
Focus of retreat will be on strategic planning.**

Updates with Q&A

Strategic Planning Update

Glenn Davis

7:55 - 8:05

Strategic Planning Committee to meet on Monday, February 19 by ZOOM.

Schedule of events lines up to be prepared to present Strategic Plan to congregation at June 9 congregational meeting

Committee will divide up notes from focus groups to digest and come up with major themes and goals. Will hold retreat in April to develop preliminary draft and translate themes and goals into preliminary plans. Strategic Planning Committee will attend May 14 BOT meeting to present preliminary plan.

Goal to produce easily digestible handout paired with more detailed plan.

Discussion about process of developing Plan, organizational structure for managing Plan, timeframe of plan. These will continue to be topics of discussion.

Community Day of Service project – Charles House

Glenn Davis

8:05 - 8:10

DOS Committee feels very much on track.

DOS set for March 2 (rain date March 9). Web signups are live. Working to have prominent link placed on church home page. So far 18 projects for a range of ages. Signups can be online or in person at coffee hour. Meals: Breakfast and lunch, hybrid potluck: Committee will provide basics, congregants will sign up for food. Last year: 200 participants, 200 lunch. Current budget \$1,500

Signage Committee Update

Ellie Speh

8:10 – 8:15

Awaiting town approval; moving forward

Standing Committee Reports – end of year

Glenn Davis

8:15 – 8:20

Please read the circulated reports.

Stewardship Update

Bonnie Nelson

8:20 – 8:30

**78 pledges received to date. 320 pledging units. 326 pledges this year. Goal for slight increase this year to meet operating budget needs. Activities planned each Sunday from late January-early March.
First deadline: March 2nd. Typically receive 40% of pledges by March 2. Another month: Typically another 40% of pledges. By June ~10% more. By time of final budget in September: 100%. Takes lots of energy! After March 2: Targeted outreach (emails) from Thom, Rachel, Marion, Bonnie. Takes time and energy and persistence. Goal of 100% participation!
Website redesign to improve process.
Great testimonials during services. Two more coming.
Pledges to date average increase of 14% over last year.
Emphasis this year: Asking everyone who is a member and everyone who participates in programs of/at the church to make a pledge.**

Endowment Committee Update

Glenn Davis

8:30 – 8:40

Please read circulated report.

charlie kast funds (Mark Ewert)

Glenn Davis

8:40 - 8:45

Draft fund policy circulated and reviewed. Proposal to launch fundraising campaign to add to principal of fund, focused on next three years (so as not to compete with Endowment Fund fundraising in long term). Final Draft to be submitted to Mark Ewert (consultant) for review and input.

Second quarter financials

Andrew Wright

Generally OK. Income is solid. Expenses have been running a bit high – utilities and insurance. Will continue to monitor.

Reflections and Meeting Evaluation

Group

Plus

- **Snacks!**
- **Meeting did not feel rushed**
- **Got into great important detail on important issues, good discussions**
- **Positive conversations around stewardship broadly conceived (endowment, kast fund) and relation to strategic plan**
- **“hats” off to Glenn for wearing so many hats!**
- **Great stewardship handouts**
- **Starting to follow conversations and topics!**
- **Nice pace to meeting**
- **Appreciation for very helpful materials**
- **Wonderful to be considering building intern minister into our structure**

Delta

- **Ensure financial items in agenda**
- **Would love it to be warmer!**
- **Glenn would like to talk less in future**

Review of To-Do Items

Brian Pence

tbd

- **Mary Beth to circulate poll to schedule Board retreat**
- **Remember to pledge!**

Chalice Extinguishing

Deborah Day

brief

Attachments:

February 13, 2024, Agenda
Minutes January 9, 2024

Ministerial Evaluation
February Ministers Report
Second Quarter Budget v Actuals
Balance Sheet Dec 31 2023
Overarching Themes of Strategic Planning – Exercise
Schedule Strategic Plan February 19 version 2
charlie kast ministry support fund 01-23-2024
Endowment Retreat Recap
BOT Standing Committees 2023 SMC
2023 Evaluation Report for Rev. Thom Belote