

# The Community Church of Chapel Hill

## UNITARIAN UNIVERSALIST

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### BOARD OF TRUSTEES

#### Meeting Minutes

June 11, 2019

**Members:** Lilie Bonzani                      Russ Bowen                      Barb Chapman                      Steve Day  
                    B. Rodriguez                      Caroline Sherman                      Doug Shier                      Jenny Warnasch

**Ex Officio:** Thom Belote                      Dan Sommer                      Andrew Wright

**Chalice Lighting/Opening Reading (7:00)** - D. Shier read. J Warnasch lit

**Mission Statement Reading (7:01)** - read by R. Bowen.

**Check-in (7:03)** - Everyone checks in and gives a brief personal update.

**Consent Agenda (7:09)** - R. Bowen requested adding the approval of the 2020 Fiscal Budget to the consent agenda before voting.

J. Warsch motions to approve the updated consent agenda.  
C. Sherman seconds  
Seven (7) in favor with none opposing, B. Rodriguez abstains.

Attachments: Agenda, Ministers Report, 2019-20 Budget

**2020 Fiscal Budget Approval (7:13)** - The budget has been presented to the congregation and sent out.

B. Chapman motions to approve budget  
B. Rodriguez seconds  
R. Bowen invites discussion and thanks Thom for putting together such clear documentation  
No discussion  
All in favor with none opposing or abstaining.

**August Meeting Notes (7:15)** - R. Bowen announced B. Rodriguez will be facilitating the meeting. The meeting will start at 7:30.

**Nomination of Bill Poteat as assistant treasurer (7:18)** - A. Wright would like to invite Bill to continue what he's been doing but in a more official capacity. He would like to track certain aspects of the budget. Bill used to be on the BoT. Thom asks if there is an official description. BoT members answered it is in the By-Laws. Bill has had experience with this type of work.

Motion: *I move to appoint William Poteat as the assistant treasurer.*

R. Bowen motions

B. Chapman seconds

All in favor with none opposing or abstaining

**2020 Stewardship Campaign (7:21)** - B. Chapman announced that Bill Rote and Mary Beth Powell are willing to chair this campaign. T. Belote expressed his enthusiasm and gratitude. He suggested that the BoT find people or form a team to help them with the campaign. B. Chapman reminded the BoT that it told Bill Rote and Mary Beth Powell that they would be provided with a team. T. Belote also suggested ways to help with communication between the chairs and the committees.

Motion: *I move to re-appoint Mary Beth Powell and Bill Rote to server as the Stewardship committee for 2019-2020.*

B. Rodriguez motions

L. Bonzai seconds

All in favor with none opposing or abstaining

**Endowment Committee Report (7:31)** - Nothing to report as Endowment hadn't met since the May BoT Meeting.

**Mark Ewert/Planned Giving Committee (7:32)** - Barb Chapman reported on her phone conference with Mark Ewert regarding establishing a Planned Giving Committee as one piece of the Community Church's stewardship. During this conversation Barb and Mark also talked about building a comprehensive stewardship program for the church to include

- Raising money
  - Operating funds
  - Capital campaign
  - Other funds (e.g., Endowment) and including planned giving
- Building/expanding a spirit of generosity within the church
- Year-round stewardship to include all of the BOT's fiduciary responsibilities, e.g., monetary resources, human resources

Points Mark stressed were

- Any financial resources of the church are under the BOT.
  - Other groups, including Endowment, operate under the auspices of the BOT and cannot make any calls on their own – all actions must be approved by the BOT.
  - The BOT makes whatever the policy is with regard to gifts to the Endowment.

- With regard to planned giving
  - Visiting members to determine exactly what their wishes are with regard to end-of-life gifts to the church is exactly what we should be doing. Mark suggested we create and use a donor intent form when talking with potential donors. [There are copies of this form online.]
  - Members must understand there may be restrictions/limitations with regard to the church accepting gifts
  - We should ask donors how they would like to be acknowledged, e.g., a luncheon, a sticker on their name tag, name on a plaque.
  - These are pastoral care calls and should be treated as such.
  - Mark talked with potential donors when he was going background for the Capital Campaign, and he can share those with Rev Thom. These are people we could begin visiting soon.

Mark is available to work with the BOT and others within the church on creating a comprehensive, coordinated plan for stewardship. Mark will send a written proposal to Barb to include:

- What: Workshop beginning on Friday night and extending through Saturday
- When: End of August or early fall (Barb will do Doodle Poll)
- Cost: \$2000-3000 to include review of current church documents, workshop at Community Church, and follow-up. Barb Chapman has found a donor to cover the cost of this work.

Barb asked that each BOT member be polled to determine whether there was support for this work. All members were polled and each voiced support for moving ahead with this work.

**HR/Finance Task Force on Compensation (7:50)** - B. Rodriguez reported they are holding their first meeting on Friday, June 14th. Hopefully the first of many.

**Open/Closed Meeting Policy Amendment -2nd reading (7:51)** - B. Chapman passed out a revised version (attached) and highlights small changes and additions. She thanked Steve Day for creating clearer wording.

Motion: *I move the BoT adopt the proposed amendment to the open meetings/closed session policy.*

B. Chapman motions.

B. Rodriguez seconds.

All in favor with none opposing or abstaining.

Russ will make the Word Doc of the Policy book available.

**Memorandum on Nominating Committees and Ministers (7:59)** - Thom passed out the Memorandum (attached) and then summarized the opening. He highlighted a change in the UUA regarding being an ex-officio member of all committees.

BoT reviewed Board Policy 1.37 (page 6) -- the recited charter for Nominating Committee is in Appendix A. BoT discussed adding a policy so the Nominating committee would consult and collaborate with T. Belote (without him being a member). BoT can outline these tasks for the Nominating Committee.

BoT believes it's best to address this in the Policy Book and not through Thom's contract.

Governance Committee will look into updating Policy. R. Bowen will charge Nominating Committee to work with staff during nominations.

**Discussion on North Carolinians Against Gun Violence (8:14)** - R. Bowen told BoT about a program that takes guns and destroys them. This could be done at different types of venues, including churches. The organization had a church setup but they backed out. Thom gave information about the Gun give-back program in response by the faith-based groups in Chapel Hill.

During the Give-Back there is an off-duty police officer present. The officer takes an unloaded gun from the donors trunk. The gun is then destroyed by a volunteer. NC law prohibits the police from taking and destroying guns which is why a church and volunteers are needed.

A question is asked about why this program wants to do it at a church. The answer is unknown. This program has been held in several states. Each member shared thoughts and concerns. There was an overall positive response about the removal of guns from the community, but there were numerous security concerns and questions that could not be answered. BoT members welcomed Steve Warshaw's insights at the August BoT, but also felt strongly about having a representative from the NCAGV come to the August meeting to answer any questions and address concerns.

Russ will contact Steve Warshaw and NCAGV about coming to the August meeting to answer questions.

**Discussion on Accepting Gifts with Restrictions (8:36)** - R. Bowen asked if the BoT should have a policy about restricted or unrestricted gift with the capital campaign.

Endowment feels they are not allowed to spend money on the operating campaign. They wanted to give to the building project, but after meeting with Barb and Bonnie they decided that gifts could be used in a broader context. It was pointed out that the capital campaign is not operating expenses.

BoT review the gift acceptance policy (page 13)- Thom read and highlighted that it doesn't say we shouldn't accept restrictions.

**Process Evaluation (8:46)** - D. Shier led the evaluation.

Chalice Extinguishing/Closing (8:51) - D. Shier read passage by Robert Weston. J. Warnasch extinguished chalice.

**Attachment #1**

# The Community Church of Chapel Hill

## Unitarian Universalist

June 11, 2019

7 pm - 9 pm; Straley Room

Board Member of the Month: Doug

<b>Item</b>	<b>Responsible Person</b>	<b>Time</b>
<u>Chalice Lighting/Opening Reading</u>	Doug	7:00 - 7:02
<u>Mission Statement Reading</u>	Russ	7:02 - 7: 04
Inspired by the wisdom of diverse religious traditions and our own history of ethical engagement, we strive to nurture spiritual growth, support and care for each other, and effect change through our love for the world.		
<u>Check-in</u>	All	7:04 - 7:15
<u>Consent Agenda</u>	Russ	7:15 - 7:17
<ul style="list-style-type: none"><li>• Approval of Agenda</li><li>• Approval of May Minutes</li><li>• Approval of Congregational Meeting Minutes</li><li>• Minister's Monthly Report</li></ul>		
<u>August Meeting Notes</u>	Russ	7:17 - 7:20
<u>Nomination of Bill Poteat as assistant treasurer</u>	Andrew	7:20 - 7:25
<u>2020 Stewardship Campaign</u>	Barb	7:25 - 7:35
<u>Endowment Committee Report</u>	Barb	7:35 - 7:40
<u>Mark Ewert / Planned Giving Committee</u>	Barb	7:40 - 7:45
<u>Human Resources/Finance Task Force on compensation</u>	Bianca	7:45 - 7:50
<u>Open/Closed Meeting Policy Amendment - 2nd reading</u>	Bianca	7:50 - 8:00
<u>Memorandum on Nominating Committees and Ministers</u>	Thom	8:00 - 8:20
<u>Discussion on North Carolinians Against Gun Violence</u>	Russ	8:20 - 8:35
<u>Discussion on accepting gifts with restrictions</u>	Russ	8:35 - 8:50
<u>Process Evaluation</u>	Doug	8:50 - 8:58
<u>Chalice Extinguishing/Closing Reading</u>	Doug	8:58 - 9:00

Motion by Andrew Wright:

I move to appoint William Poteat as the assistant treasurer to the Board of Trustees.

Motion by Barb Chapman:

I move to re-appoint Mary Beth Powell and Bill Rote to serve as the Stewardship committee for 2019 - 2020.

## **Attachment #2**

### **May Minister's Report**

**Rev. Thom Belote**

**June 11, 2019**

### **Since Last Report (May 14, 2019)**

- Delivered homily and assisted with worship leadership at Coming of Age service on 5/19.
- Attended Coming of Age dinner and evening ritual on 5/19.
- Preached and led worship on 5/26.
- Delivered homily at Rising Up service on 6/2.
- Held Preaching Practicum mini-retreat at which class participants preached drafts of their sermons and received feedback.
- Attended meeting of Worship Ministry on 6/4.
- Attended meeting of Committee on Ministry on 5/21.
- Attended meetings of Sanctuary & Immigrant Support Ministry on 5/20 and 6/3.
- Served an overnight shift in the Manse as a Sanctuary host.
- Held regular staff meetings.
- Co-led Exploring Membership classes with Rachel Rose on 5/26 and 6/2.
- 8 new adult members since last report: Judy Cohan, Larry & Cheryl Diegel, Daniel Jones & Natalie Potter-Junes, Barbara Bibb, and Diego Riveros & Julie Bridenstine. In addition, 6 youth members joined the church at the end of Coming of Age.
- Attended end of year social gathering for the Covenant Group I co-led with Joyce Allen in 2018-2019.
- Attended end of year social gathering for members of the Caring Ministry.
- Attended "Bluegrass Battleship" Auction event at home of Cathy Cole and Steve Garfinkel.
- Attended "Tiki Night" Auction event at the home of Andrew & Demia Wright.
- Attended faith-based environmentalism organizing event at St. Thomas More organized by our ECO Committee and similar committees from St. Thomas More and Binkley Baptist.
- Met with Mary Beth Powell to debrief Annual Pledge Drive and Day of Service.
- Co-led a Budget Town Hall on 5/19 with Andrew Wright. Attended by 40+ congregants.

I will be out of town on vacation from Wednesday, June 5 to Monday, June 10. I will not be checking email during this time. I will return to work for two days, June 11 and June 12, and then will be on vacation and study leave from June 13-July 31 with exceptions for the following days:

June 29	Memorial service for church member Ruth Boyce
July 27	Wedding for church members Paul McCarthy and Angela Molfese
July 28	Preaching Sunday service [tentative]

I am available by phone in case of pastoral or congregational emergencies. Please try not to contact me for routine church business until August 1.

### **Attachment #3**

[FY 2020 Budget](#)

### **Attachment #4**

## **Board Policy Book – The Community Church of Chapel Hill Unitarian Universalist**

### 1.3.5 Open Meetings & Closed Sessions

Date adopted:	January 14, 2014
Date Last Amended:	June 11, 2019

All meetings of the Board of Trustees shall be open to anyone who wishes to observe, except that discussions of the following issues may, by a majority vote of voting members present, take place in closed sessions:

- Personnel matters;
- Any matter concerning specific individuals in the congregation;
- Negotiations;
- Litigation, potential litigation, or claims;
- Safety procedures; and
- Awards

Those who may attend closed sessions include voting members of the Board, non-voting members of the Board, minister/chief of staff, and, at the discretion of the Board, individuals providing information or clarification regarding matters under consideration. If a vote is required, the Board will return to open session.

A record (minutes) will be kept of all the matters to come before the Board and of the votes taken. The record of open meetings will be made available to the congregation for review. For closed sessions, a record of those matters taken up during a closed session will be maintained by the minister/chief of staff in a confidential file which will be available to voting and non-voting members of the Board.

## **Attachment #5**

### **MEMORANDUM**

**To: Board of Trustees**

**From: Rev. Thom Belote**

**RE: Nominating Committees and Ministers**

**June 4, 2019**

### **Background**

On August 2, 2017, I wrote a memorandum to the Board of Trustees concerning the best practices of Nominating Committees. In the previous year we had four Board members (nearly half the board) resign or withdraw, leaving the existing Board scrambling to appoint Board members. In the preceding years, the Nominating Committee had not contacted the minister, the DRE, or the Membership Director as part of their work in assembling a slate of candidates. In the late summer of 2017, the Nominating Committee was charged with nominating five candidates for the Board of Trustees. In my memo to the Board I asked them to charge the Nominating Committee with consulting with the Board, Staff, and Minister in order to deepen the pool of prospective Board members. The Nominating Committee followed the charge they were given.

### **Present Day**

The Letter of Agreement (contract) I signed with the church in 2014 included the following paragraph, which followed the recommendations of the Unitarian Universalist Association.

The Minister will be an ex officio member, without vote, of all ministry teams and councils; except that the Minister shall not be a member of the Nominating Committee or of the Ministerial Search Committee. The Minister shall be available to provide guidance to ministry teams as needed and requested.

However, since 2014 the Unitarian Universalist Association has changed this recommendation. Here is current recommended language.

The Minister will be an ex officio member, without vote, of all committees, task forces, or teams except a Ministerial Search Committee formed following the announcement of the Minister's retirement or departure. The Minister will confer, as needed, with each committee on how best to work together to serve the Mission of the Congregation. Attendance by the Minister at committee meetings is welcome, but not routinely expected.

Further, the UUA includes the following explanatory footnote for this change,

This agreement also envisions the minister consulting with the Nominating Committee/ Leadership Development Committee. The Minister (and staff through the Minister) often know newer members better and can therefore make helpful suggestions for new leadership to the Nominating Committee. Ministers are also often aware of personal details about individuals that



may affect a person's readiness for congregational leadership. Having the Minister advise the Nominating Committee is not meant to dilute congregational authority, but to broaden collaborative leadership and trust between Congregational leaders and the Minister.

Rev. James Kubal-Komoto, outgoing Regional Lead for the Pacific West Region of the UUA (and incoming Developmental Minister of the UU Fellowship of Raleigh) offers the following commentary on this change,

“A while back, I took a look at many of the conflicts PWR regional staff were helping congregations resolve. In many of them, a dysfunctional nominating committee had nominated an inappropriate board member who played a major part in the conflict. All of us spend a lot of time dealing with problems that might have been avoided if nominating committees had done a better job, time and energy that could have been spent in more fruitful ways. I've come to believe that nominating committees, or more broadly leadership recruitment and development practices, are the most overlooked and underappreciated parts of our congregational systems.”

### **For the Board's Consideration**

Should the Board renew its 2017 charge to the Nominating Committee?

Should the Board vote to amend the Minister's Letter of Agreement to include the new language recommended by the UUA?

Respectfully,

Rev. Thom Belote