

**United Church of Chapel Hill
Church Council Meeting, November 24, 2020
Meeting Minutes**

X	Gaylen Brubaker, Moderator	X	Susan Renwick, MES
X	Melanie Joiner, Assistant Moderator		
X	Doug Bruce, Treasurer	X	Anne Stoddard, Trustees
X	Karen Demby, Clerk		
			Megan Hughes, Youth & Young Adults
X	Cameron Barr, Senior Pastor		
		X	Angel Collie, At Large
X	Linda Sellars, Adult Education		Helen Hoenig, At Large
		X	Jeremy O'Connor, At Large
	Linden Thayer, Children's	X	Robin Smith, At Large
X	Peter Schay, Deacons		Others Attending
		X	Ian McPherson, Associate Pastor
	Lee Sorensen, Fellowship	X	David Mateo, Associate Pastor
X	Ingrid Schmidt, BJOS		

CALL TO ORDER

Gaylen Brubaker, Moderator

OPENING PRAYER

Rev. Cameron Barr, Senior Pastor

CHECK-IN

Jeremy O'Connor asked people to share stories about non-traditional menu items or activities from past Thanksgiving celebrations. Smoked turkey, sauerkraut, turkey 'on the que', green bean casserole with (real cream of mushroom soup), cold cherry soup, cheesecake, bortsch, and venison were mentioned.

APPROVAL OF MINUTES

Karen Demby, Clerk, presented minutes from the October 27th Council meeting and the November 2nd Congregational meeting.

Anne Stoddard moved to approve minutes from the October 27th Council meeting. A second was provided by Peter Schay and the minutes were unanimously approved.

Susan Renwick moved to approve minutes from the November 2nd Congregational meeting. A second was provided by Peter Schay and the minutes were unanimously approved.

2020 FINANCIAL UPDATE/BUDGET

Doug Bruce, Treasurer, provided current budget status.

Dashboard/Revenues. The YTD total revenues are \$5K ahead of last year but \$18K below budget so far this year. **Pledged offerings** exceed budget by \$17,000 YTD, a difference that is narrowing every month. Significant contributions (\$190K) are needed in November and December to reach the \$890K budgeted amount. Historically, this has not been a problem. **Unpledged offerings** are \$25K under YTD budget. A year-end value significantly below the total budget of \$89,000 is anticipated, though we received \$3K this month. **Other income** (total budget \$35K) is more than \$12K under budget. This shortage is anticipated to increase by year-end.

Dashboard/Expenses. YTD expenses are almost \$95K below budget. Some items were recorded in October that we were waiting to spend: BJOS, \$7300 and Church Council, 3K for Our Church's Wider Mission.

Comparison to budget YTD. Both pledged and unpledged contributions for November and December will be critical due to high budgeted amounts during this period. The net result is that our budgeted deficit of \$68K is actually a surplus of \$10K. There is a variance of \$78K at this point, but this variance is decreasing.

Balance sheet. There is a prepaid pledged balance of \$50K but \$28K of this amount is for 2021.

Summary. Due to suspension of in-person worship, we can still predict a surplus by year's end. This surplus might be very small. There are key indicators to watch over the next several months: pledge driver results, completion of 2020 pledges, full forgiveness of the PPP loan, amount of non-pledge contributions for the remainder of the year.

Doug has also volunteered to provide one-on-one Q&A session with any Council member who wishes to know more about our financial processes since getting together in a group might prove challenging at this point in time. A group session can be organized at a later time for Council members. Also, a Financial 101 session could be planned for members of the Congregation at large if desired.

Gaylen Brubaker suggests that consideration of a special gift to the Southern Conference be considered by the Trustees who should return a suggestion about the amount and timing of such a gift.

Susan Renwick, Chair of MES reports that 97 pledges totaling \$407K have been received. "Step-Up" pledges of \$30K are included in that amount.

IMPLICATIONS OF BY-LAWS CHANGES

Gaylen Brubaker summarized the implications of by-laws changes in relation to committees. The bylaws now state that the policies and operating guidelines for committees that are connected to Boards are to be determined by those Boards. Therefore, he suggests that it might make sense develop guidelines for membership, scope of work, and possible length of terms in the near future. **Melanie Joiner, Assistant Moderator**, presented the redline version of the changes in the Personnel Policy document and asked for questions and discussion. This document had been shared with Council prior to the meeting.

Jeremy O'Connor moved to accept the revised version of the Personnel Policy that was distributed to Council be accepted with editorial changes, including changing references to reflect one Senior Pastor. A second was provided by Melanie Joiner and the motion was unanimously approved.

STAFFING AND PROGRAMMING UPDATE

Pastor Barr reported on progress with web development. Key elements of the project include web design, a design for a new graphic identity for the church, and obtaining new, high quality digital images. The web presence will be welcoming and reflect our church's multiple identities and be in both English and Spanish. There will be a church committee which will include Jeremy O'Connor and Dick Hill which will bring a concrete proposal to Council that will include an RFP process and an estimate of the cost. (Current estimates of that cost are \$30-\$40K). In keeping with our church's commitment to Historically underutilized businesses (e.g. minority-owned) will be given special consideration.

BOARD AND COMMITTEE UPDATES

Gaylen Brubaker reminded Council that fundraising approval is under Council's purview per Article III, section 3(d)(6) of the bylaws, "The Church Council shall be responsible for approving all special offerings and special

requests for support and coordinating such requests with the Trustees and other Boards". Following this guideline would enable us to have fundraising activities that do not compete with one another. Conducting more than one fundraising activity at a time, especially if one is a major 'ask' could result in a reduced overall offering for these activities.

Ingrid Schmidt, Co-Chair of RJMC suggested that as boards and committees use the Racial Equity Guiding Questions, they might try to use it on a decision they've already made to see how their decision may or may not be different after using the process. She also indicated that members from the RCJM would be willing to attend board meetings to provide some guidance for using the questions in decision making.

UPCOMING SCHEDULE

Next Council meeting, Tuesday, December 22nd, depending on how much urgent business there is to conduct at that time. A final decision will be made by December 15th.

CLOSING PRAYER

Rev David Mateo, Associate Pastor

ADJOURNMENT: Gaylen Brubaker

Respectfully submitted, Karen Demby, Clerk