

**United Church of Chapel Hill
Church Council Meeting, January 26, 2021
Draft 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		
		X	Megan Hughes, Youth & Young Adults
X	Cameron Barr, Senior Pastor		
		X	Angel Collie, At Large
X	Linda Sellars, Adult Education		Helen Hoenig, At Large
			Jeremy O'Connor, At Large
X	Linden Thayer, Children's	X	Robin Smith, At Large
X	Peter Schay, Deacons		Others Attending
		X	Ian McPherson, Associate Pastor
X	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

Robyn Smith asked everyone to share one word that described the past three weeks and to add some explanation for the word. These were: rollercoaster; Whew!; a journey; relief (after Jan 6); challenging (IFC/UCCH/Washington); daunting/grateful; ecstatic; unPresided (not a misspelling); nap; cautiously hopeful; rubber band; FULL (work, feelings); emotional; prayer; uncle!. There were a number of people who sought to find a synonym for rollercoaster to use but were not able to. They made a different choice.

APPROVAL OF MINUTES

Karen Demby, Clerk, presented minutes from the November 24, 2020 Council meeting.

Peter Schay moved to approve the minutes. A second was provided by Susan Renwick and the minutes were unanimously approved.

On behalf of the UCCH archivists, Dianne Bertsch and Cindy Johnson, Karen Demby asked Board chairs to help them maintain the accuracy of the archives. The archivists have not been able to confirm if they are collecting all of the board minutes. A suggestion: boards should communicate with archivists (archive@unitedchurch.org) at least once per month to either deliver approved minutes or let them know that no minutes are forthcoming for the period. To underscore the importance of the archives, Linda Sellars pointed out that the archives are a great resource and board minutes provide accountability. Doug Bruce added that auditors review minutes as part of the process of showing how well money is being spent. Ingrid Schmidt inquired if committee minutes were needed as well. Karen encouraged Board members to communicate with the archivists to find out what would be appropriate to share and in what form.

2020 FINANCIAL UPDATE/BUDGET

Doug Bruce, Treasurer, provided current budget status for YTD 2020.

Revenues and Expenses

- YTD total **revenues** were \$62k less than previous year and \$88k less than budget. Pledged offerings were \$52k less than budgeted amount for the year and unpledged offerings were more than \$17,000 under budget YTD. Other income is \$21k below budget, consisting mostly of building use donations and reimbursements from the pre-school.
- Year to date **expenses** were \$106,000 below budget. Major areas of savings include the following:
 - Board of Trustees - \$15k – Postage, office supplies, printing
 - Building and Grounds - \$15k – Building maintenance, Utilities, janitorial supplies
 - Personnel - \$27k – due to changes in administrative staffing primarily
 - BJOS - \$9k – UCCH Programs, ONA, Earth Ministries, New Initiatives
 - Children and Youth combined - \$15k – curriculum, special programs, scholarships, trips
 - Music - \$8k - Substitutes, Continuing ed. , printed music, organ music

Comparison to Budget YTD- The net result is that our budgeted deficit of \$15k for the year is an actual small surplus of \$2k. This variance of \$17k, is a good result considering the impacts of the pandemic.

Other notables

- Prepaid pledges for 2021 are over \$126k.
- We received forgiveness on the entire balance of the PPP loan of \$138,000

A proposed **church finances workshop** planned for this spring, will probably consist of a ~45-minute Q&A to help the Council members understand the funds available and to ask any budgeting questions they have. Another session will be scheduled for the congregation (May) to help prepare for a possible discussion about these issues at the June congregational meeting. This may be conducted by Kati Ruark.

Gaylen Brubaker commented that the church committed to **paying hourly staff through February** and proposed we extend that commitment. Doug and Anne suggested that we extend the commitment through June and Council can assess our ability to commit for a longer period.

Anne Stoddard, Chair, Trustees, noted that a **donation to Southern Conference** has been discussed by Trustees, though no decision has been made. A couple of questions arose, one concerning the pattern of historical giving by the church to the conference and if there is a rule of thumb about an appropriate amount for gifts of this kind. Duane Gilbert is searching for the historical information. Once the amount is determined, the line item to which it will be charged will be discussed by Council.

Preparation for building reopening – plans are being made to draft funds from the last capital campaign to cover capital items for this year to make the building ‘fully functional’, e.g. attend to thermostats, replace worn carpet, etc.

STAFFING AND PROGRAMMING UPDATE

Cameron Barr provided the following updates:

- Associate Pastor Ian McPherson has been increased $\frac{3}{4}$ time to full-time employee in 2021. His new position description is almost complete and will be distributed to Council at the February meeting.
- The Deacons and Pastors are discussing scheduling and optimal use of space for in-person worship and programs for Sundays. There will be two services, fellowship, and other activities to consider.
- The Pre-School will re-open on February 1, 2021. Preparations have been made to make this as safe as possible. There is increased airflow to the classrooms and best practices will be employed for cleaning.

In addition, it is anticipated that there will be a fair number of outside activities for the children. The Pre-School is utilizing guidance based on conversations with other preschools within their association.

- There is still a strong desire and commitment to improve the UCCH web. We still need to identify sources of funds and to commission a team to work on this.
- Return to worship. There was some discussion about the desire of congregants to come to church to worship in person. Ingrid Schmidt has heard people express missing the 'togetherness.' There have been some activities to promote the feeling of togetherness, e.g. coffee on the lawn and a food drive. Cameron contrasted these activities with the return to worship which would entail a much larger group of people gathering inside the building. Cameron does consult with other church leaders in the area to consider relevant factors to guide reopening, such as vaccination, infection rates and public health recommendations. Also, the work burden on staff for dual in-person and digital worship would need to be considered.

The mention of the food drive sparked a suggestion by Ingrid Schmidt that during the food drive we could also ask the congregation to donate toiletry items for the inmates at the Orange County Correctional Facility. She presented a motion that the Council would ask the congregation to donate toiletry items for prisoners during the next food drive and on any Friday. The motion was seconded by Peter Schay and unanimously approved.

Gates Vrooman will deliver the toiletries to the prison after the food drive and Natalie and Gary Boorman who coordinate the Black Lives Matter vigil will collect and deliver the items that arrive on Fridays.

It was not clear that a motion and vote was needed to ask the congregation to donate items. The Trustees were asked to draft a document to provide guidance about when Council approval is needed for church activities.

BOARD AND COMMITTEE UPDATES

Melanie Joiner presented a draft proposal for a Nominating Process for Council Officers. Key to this process is selecting a nominating committee. After some discussion, a few minor edits were suggested for clarity and Meghan Hughes moved that we approve the process in concept. Peter Schay seconded the motion, and the concept was approved unanimously. Karen Demby and Angel Collie volunteered to serve as the 2 council members for the committee and Karen Demby will chair.

UPCOMING SCHEDULE

Next Council meeting, Tuesday, February 23rd

CLOSING PRAYER

Rev Ian McPherson, Associate Pastor

ADJOURNMENT: Gaylen Brubaker

Respectfully submitted, Karen Demby, Clerk