

# University Christian Church

Tuesday, October 28, 2015, 6:30 p.m. Walker Fellowship Hall  
Sandi Kennedy, Chair

---

## Assembly Meeting Minutes

---

### UNAPPROVED MINUTES

A regular meeting of the members of the Assembly of University Christian Church was called to order by the Chair of the Board of Stewards, Sandi Kennedy, at 6:38 p.m. The opening prayer was given by Sarah Jane McDonald.

**Approval of Minutes** – A quorum was not present. Therefore, the minutes of the May 17 Assembly meeting could not be approved. The minutes will be approved at the next regularly scheduled Assembly meeting in January, 2015.

**Youth Stewardship Video** – Drew Ruiz showed the video produced by the youth for the stewardship program. The video was well received and participants were thanked for a job well done.

**Stewardship Report** – William Butler reported that the stewardship campaign has been a successful campaign to date. Callers were thanked for their service. The Committee members went to Sunday School classes to educate members about the importance of stewardship. He would like to see 100% participation from the Sunday School classes, Assembly members and other core groups. Pledging is up 3% to date and he would like to see a 10% increase in the total amount pledged. At this time we have not heard from 230 pledging units. A QR code was included in the mailers and bulletins. Members may also pledge on line or by calling the business office.

**Finance Report** – The Chair announced that Arthur Townsend is the new Chair of the Finance Committee. He will be working with Michelle Ingram who made this month's report.

### Consolidated Balance Sheet (Funds 1-4) YTD September 2014

A. Comparative cash balances as of September 30, 2014 are summarized as follows:

	9/30/2014	8/31/2014	9/30/2013	12/31/2013 (Audited)
Operating	\$388,000	\$470,000	\$246,000	\$425,000
Restricted	509,000	504,000	623,000	704,000
Capital	491,000	348,000	362,000	350,000
Endowment	13,000	81,000	30,000	15,000
Consolidated	\$1,401,000	\$1,404,000	\$1,261,000	\$1,494,000

As of September 2014, Operating cash balance is positive and still up comparatively to September 2013 by \$142K. UCC Equity is also positive at \$145K which is higher than last year by \$118K. Our Capital cash balance increased significantly from last month due to the receipt of the increased amount of the TCU parking lease income. Cash flow survived the summer without borrowing against our line of credit.

#### **Unified Operating Income/Expense Statement (Fund 1) YTD September 2014**

- B. In May the Assembly approved revisions to our 2014 Budget that reduced our income to more realistic projections based on 2014 Stewardship results and used a 3 year income average rather than what had been used – a 7 year average. Year-to-date Pledges, Contributions & Offering (PCO Income) combined are ahead of budget by \$11,600. The sale of football season parking passes raised \$33,900 for UCC Operations and \$33,900 split between Youth and Music Youth. This income is in addition to the funds raised from Game Day Parking that directly benefits Youth Ministry, Music Youth Ministry and Youth Student accounts. On the expense side our net overall income YTD is \$63,800 mostly attributed to Personnel and Administration being ahead of budget.

#### **Capital Budget Report (Fund 3) YTD September 2014**

- C. Notable purchases since May:
- Replacement plaques for memorial garden and front door area
  - Roof repairs
  - TV/DVD combo, minor audio & computer supplies
  - New carpeting for rental house
  - Handbell tables and racks
  -

The TCU parking lease was renegotiated with TCU this summer with the help of Scott Wheatley. The lease agreement is now a five year term; provides for TCU use Mon-Fri, \$100K with an annual escalator of 4%. It still includes that TCU will cover maintenance such as striping/resurfacing, some landscaping and lighting. In addition there are provisions that UCC will have access to the parking lots three hours prior to kick off on weekday and weeknight football games so we can accommodate our season parking pass holders.

In addition to receipt of the TCU parking lease income of \$100,000, 3<sup>rd</sup> QTR Endowment earnings were also posted for a total Capital Endowment income YTD of \$143,901 and annual rental income of \$19,680 was also received for 2612 University Dr.

Current Capital balance available for budgeted expenses is \$467,992.

#### **Restricted Reserve Report (Fund 1&2) YTD September 2014**

- D. Notable activity this QTR:
- New gifts to Senior Minister Donor Advised Fund (\$14K)
  - New gifts to Youth General (\$5K)
  - Game Day parking receipts (\$21K)
  - WDS fundraising transfer for tuition scholarships (\$13K)

- New gifts to Children's Closet (\$7K)
- Page Scholarship awards transfer (\$9,500)
- Additional payment of Disciples Crossing pledges (\$3K)

### **WDS 2014-2015 Budget Report**

- E. In September, the Finance Committee and Board of Stewards approved a new 2014-2015 WDS Budget. Tuition is lower this year due to the breakdown in specific class enrollment. This is the final year of a 3 year tuition increase cycle. The next tuition increase is expected in Fall 2015 of approximately 6%. Staff salaries are lower due to a fewer number of school days. WDS ended their 2013-14 school year behind estimated budget by \$26K, however, still ended with a positive income of \$70K which directly supports UCC Ministries & Outreach.

### **Budget Amendments Approved YTD September 2014**

#### **F. Unified Operating Budget (Fund 1)**

- \$250 - South Central Alliance reserve – Canned food drive
  - \$3,430 - Disciples Crossing Capital Campaign – pledge receipts
  - \$1,634 - Senior Minister Donor Advised Fund – Minister's staff retreat
  - \$1,500 - Page Scholarship Reserve – Additional Scholarship Awards
  - (\$507) - WDS Budget Amendment Jul thru Dec 2014
  - \$5,000 - Senior Minister Donor Advised Fund – All Saints Musicians
- Transaction total - \$11,307

<b>Net impact to Budget – (\$507) (income)</b>
--

#### **Capital Budget (Fund 3)**

In August 2014, the Board of Stewards approved a Capital Budget Amendment:

- Planned Giving Display – Endowment Bequests Donor Wall - \$30,000

<b>Net impact to Budget - \$30,000</b>
--

### **2015 Budget (DRAFT) – Notable items to report:**

- PCO Income unchanged until Stewardship Campaign is complete
- Reduced season game day parking income to reflect actuals
- Adjusted WDS Budget from school year to calendar fiscal year
- Forecasted Endowment income at a 4.5% distribution rate (same as 2014)
- Forecasted General Endowment distribution at 60%/30%/10% (Operations/Capital/Outreach)
- Personnel budget reflects reduction in staff positions from 2014, legacy benefit costs, 14% increase to healthcare, one new part time Admin position, 5% cost of living increase for eligible staff and pay adjustments to six positions that are currently paid under the minimum standard
- Increase in credit card fees from auto payments and online registrations
- Reduction in electricity expense in B&G
- Addition of income & expense for planned Music/Church & the Arts trips in 2015

- Minor adjustments up and down in Ministry Area departments
- Adjustment of 10% to Outreach based on new unrestricted income amounts

**Stewardship Report – Week 4 Comparison Results at a glance:**

	2015 - Week 4	2014 - Week 4	Difference
# of Pledges	430	418	12
Total Dollar	\$1,731,876	\$1,568,659	\$163,217
# Of New Pledges	33	17	16 - \$39,467
# of Increased Pledges	162	131	31 - \$26,513
Overall Increase	\$99,928	\$64,271	\$35,657

- Theme - Who We Are: Gods Hands and Feet
- Graphic logo was generously provided and designed by UCC member Scott Baker (Scott Baker Designs)
- Stewardship mailer was sent on September 30.
- Campaign Kickoff was on October 5.
- The Stewardship Committee prepared an educational presentation and during the month of October has presented it to numerous Sunday school classrooms.
- Rev. Thomas delivered Stewardship sermons on October 12 and 19.
- A Stewardship moment highlighting Children's Closet was presented during Worship on October 5 and one highlighting College Ministry on October 26.
- The Calling Campaign began on October 13 and concluded on October 20. We had 55 volunteer callers this year and completed 1000-1100 calls! We received numerous membership updates and very important prayer requests and pastoral updates on many of our members. The calls were all well received.

**Some positive comments recorded from the Calling Campaign:**

*"enjoys Larry very much!"*

*"UCC means so much to me and my family! It's a wonderful place"*

*"appreciated support for father's funeral"*

*"proud to be a member"*

*"celebrated 63<sup>rd</sup> year of being a UCC member recently"*

*"more than happy to give to UCC"*

*"parents gave 1<sup>st</sup> organ to UCC back in the 30's. Life long relationship with UCC since age 1!"*

*"very happy with Church, likes Larry and all our hard-working staff & clergy and the choir"*

*"very appreciative of Larry and his ministry"*

*"takes money to run the Church and we're happy to help"*

*"appreciate the call"*

*"thank YOU, we appreciate the church being there for us"*

*"appreciates what all the ministers & staff do. Appreciates the Pastoral email updates"*

*"I want to do my part"*

*"staff doing great job with handbell choirs"*

*"appreciated support when mother died recently"*

*"loves the church"*

### **UCC Legacy Society – Planned Giving Display Project**

Plans for a donor wall have been well underway with the Endowment Committee for the last couple of years. This donor wall will highlight and acknowledge all of our current named Endowment Funds, in addition to any past, present & future planned estate gifts. The location chosen for the planned giving display is on the first floor by the stairwell on the left where there is currently a bulletin board. Re-finishing of the wall and new lighting is also planned to really create a beautiful focal point of honor for our donors. The vendor chosen for this project is 1157 Design Concepts, founded in 1948 in Ohio. More than 2,500 major colleges, medical centers, hospitals and other not-for-profit organizations throughout the US and Canada have utilized their team of experts in designing their giving displays, including our neighbor TCU. The Endowment Committee looked at numerous vendors and had two submit a conceptual rendering and cost estimate to be considered. The Committee felt the design from 1157 to be the best representation of UCC. Wording on the design still needs to be finalized by the Endowment Committee.

This project has been vetted and approved through the B&G's Committee and the Architectural Design Committee. Because the design includes a rendering of UCC's Chancel Cross, designed by our member, Judy Oelfke Smith, Judy was also consulted on this project. We have received a revised sketch after having incorporated the Architectural Design Committee's suggestions and we feel the project is now ready to move forward. Expected date of completion is early January 2015.

The Endowment Committee is currently working on obtaining a 3D printed replica of the cross to be painted by artist, Gracie Reed. Ms. Reed, of Grace Designs Dallas, has graciously offered her professional services at material cost only for both the faux wall finish and the hand painting of the Chancel Cross which will be mounted onto the display. Ms. Reed felt very blessed this year with her business and wanted to give back and felt honored to be able to do this for UCC!

Rick Hill gave an update on the UCC Legacy Society. The last couple of years, the Endowment Committee, in concert with Building & Grounds, Architectural Design Committee, and others, instituted a plan to develop, and install the legacy display to give recognition to those folks who have in the past provided gifts to the church through wills, living trusts or other kinds of giving. Also to give a place to recognize those giving now and in the future. It will be placed on the wall across from the Reception Desk where the bulletin board is currently. When it is finished, it will be a pretty spectacular thing. Gifts may also be made through life insurance or charitable trusts and to recognize people who have historically given. The endowment has grown to \$14M since the gift from the Cagle Estate. 1157 Designs Concepts has worked with many companies to design donor walls. We will use the chancel cross in the design of the wall which has received approval from Judy Smith. Grace Designs in Dallas will paint the cross free of charge. UCC is the grateful recipient of her work. Why should we have a legacy society - to thank donors and encourage future donations.

A legacy gift is a planned gift. Legacy gifts are made in memory of someone. The cost of the wall will be approximately \$30,000. All UCC named endowment funds will receive a name plate. A \$5000 gift can be paid out over five year period. Research will be conducted into donors in the past to include on the wall. Call Michelle to make an endowment gift. No dollar amount is too small. Every gift is important. Future gifts will be recognized today. This provides a plan for knowledge and awareness if you plan to be a giver. The Assembly wishes to thank the Endowment Committee and the Building & Grounds Committee.

**Approval of CLG At Large Nominees** – Because a quorum was not present, approval of At Large Nominees to the CLG Committee was done via email. Jane Lewis, nominated by the Board of Stewards, Troy Tuomey, nominated by the Elders, and Leslie Dell, nominated by the Deacons, were approved by a majority vote.

**Senior Minister Report** – Rev. Cyndy Twedell reported that due to the illness of Rev. Thomas, she, Russ Boyd, Jessica Vacketta, Ellen Lewis and Kera Watts were here in his place. Rev. Twedell reported that Rev. Thomas did a beautiful service at the funeral this afternoon.

She committed that the ministers have been working on plans for Advent. Staff has put together a wonderful graphic. *Wonder* is the theme. Banners will be put up. Stoles will be ordered for ministers. An ad has been placed in *360 Magazine*. Christmas Eve services will be at noon 5, 8 and 11 p.m. She suggested that each of us choose a second service to serve or be a greeter. Ushers are needed at 9 p.m. service. Kera Watts reported on Trunk or Treat. Three hundred pounds of candy were purchased, plus what people brought. We had more trunks this year, for a total of 30. 718 hot dogs were served. It was hard to estimate the number of families who came to Trunk or Treat. She requested that everyone bring candy next year. Silent movie night is Thursday. Wear a costume and enjoy the production of the original *Phantom of the Opera*. Boar's Head sign up is Saturday 8 a.m.-noon. Thank you for all that you do to make this a joyful place to serve.

Sandi asked everyone at the meeting to sign commitment cards and place them in offering plates.

There being no further business, the meeting was adjourned at 8:03 p.m. following a poem read by Sandi Kennedy and a prayer by Rev. Twedell.

Respectfully submitted,

Susan Hill  
Board Secretary

Thelia Chaffin  
Administrative Assistant to the Senior Minister