

# University Christian Church

Tuesday, May 17, 2014, 6:30 p.m. Fellowship Hall  
Scott Wheatley, 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, Scott Wheatley, at 6:40 p.m. The opening prayer was given by Brian Gibson.

**Approval of Minutes** – Coni Hennersdorf made a motion to approve the minutes from the January 28 meeting and the Special Called meeting on March 30. Sean Strange seconded the motion and the minutes of both meetings were approved.

**Staff Service Awards** – Staff service awards were given to Ann Bowling, Lynn Cross and Janet Pummill by Rev. Larry Thomas.

**Finance Report** - Jeanne Duke, Chair of the Finance Committee, made the following report.

### **Consolidated Balance Sheet as of April 30, 2014 (Finance Detail 1)**

Comparative cash balances are summarized as follows:

	<b>4/30/2014</b>	<b>3/31/2014</b>	<b>4/30/2013</b>	<b>12/31/2013 (Audited)</b>
Operating	\$684,000	\$461,000	\$605,000	\$426,000
Restricted	476,000	603,000	442,000	702,000
Capital	329,000	334,000	403,000	350,000
Endowment	58,000	18,000	69,000	15,000
<b>Consolidated</b>	<b>\$1,548,000</b>	<b>\$1,416,000</b>	<b>\$1,518,000</b>	<b>\$1,494,000</b>

UCC Equity is currently at about \$413,000. This means that we will likely cover any summer cash flow problems and the proposed revised 2014 budget deficit without borrowing against our line of credit.

### **Unified Operating Report, Year-to-Date April 2014 (Finance Detail 2 - 4)**

The Finance Committee & the Board of Stewards recommend the following changes to the Unified Operating Budget for 2014:

- Net Income revisions of (\$116,965):
  - Reduce expected annual pledges to the actual results of the Stewardship Campaign reduced by 7%, which is \$2,047,567. This is a net change of \$67,433 less than the pledge forecast the Assembly approved in January. The tables on *Finance Detail 4* shows how the projected income by month for the revised budget. The monthly amounts also account for accelerated pledges, or pledges paid earlier than normal in the year. The effect is to increase the values for March and April, when UCC received the accelerated pledges, and to reduce the anticipated income for December.
  - Reduce expected Non-pledge Contribution income from the 7-year average of \$330,000 to the 3-year average of \$276,300. This is a net change of \$53,700 less than the forecast approved by the Assembly in January.
  - Revise the Offering income estimate to the 3-year average of \$38,700, or \$3,045 more than the forecast approved by the Assembly in January.
  - Adjust income from the BHYLEF reserve to match actual expenses for 2014, which were \$1,123 more than originally planned.
- Net expense revisions of (\$114,563):
  - Reduce Personnel expenses by \$81,735, which reflects the annualized effect of the recent personnel reduction.
  - Reduce the amount budgeted for Senior Minister's continuing education by \$4,500
  - Reduce the Advertising budget by \$10,000
  - Reduce annualized expenses for Search by \$7,643
  - Increase expenses for BHYLEF to reflect actual costs for 2014 by \$1,123. These costs are paid fully from the BHYLEF reserve and, therefore, do not affect the net operating income/loss.
- Net projected loss is (\$7,981), or \$2,402 more than the net loss of (\$5,579) approved by the Assembly in January.

The proposed revisions exceed the delegated amendment authority granted by the Assembly to both the Finance Committee and the Board of Stewards. Therefore, it requires approval by the Assembly.

As for a review of Unified Operating Income/Expense activity for April 2014 using the revised income and expense budget, our unrestricted income through the end of April was only \$11,000 less than forecast due to a deficit of \$12,600 from WDS. On the expense side, we received a refund for taxes paid on energy costs, resulting in lower than expected Building & Grounds expenses for the month. In

addition, we accelerated a payment to TACC. This will have no effect on the net operating budget for the year. Net operating income YTD as of April 30, 2013 using the revised budget is \$248,077, or \$47,391 better than forecast.

#### **Reserve (Fund 2) Activity Report, Year-to-Date April 2014 (Finance Detail 5 & 6)**

Notable activity in the Reserve Accounts since December 2013 include the following:

- Gifts of \$6,400 into the Senior Minister's Advised Fund. The \$1,035 expense from the fund paid for musicians during Ministers Week (Budget Amendment approved in March 2014).
- Income of \$62,476 into the WDS Fundraising Reserve. In comparison, WDS raised only \$25,418 into this fund during the entirety of 2013.
- Use of the Outreach General Reserve to pay \$29,000 of budgeted Outreach Division expenses.
- Use of \$37,660 from Children's Closet Reserve to pay budgeted expenses.
- Income of \$10,317 for Week of Compassion Offering.
- Continued collection of pledges for Disciples Crossing Campaign of \$3,205.
- Advance pledge income for 2015 of \$27,000.

#### **Capital (Fund 3) Activity Report, Year-to-Date April 2014 (Finance Detail 7).**

UCC received \$47,000 of endowment income into the Capital Fund in March 2014 as well as \$250 in Miscellaneous Income and \$881 of Trust Income in April 2014. As for expenses, so far this year UCC bought recycling containers and washer and spent about \$5,800 more for the sanctuary sound system and a microphone.

#### **Budget Amendments Approved, Year-to-Date May 2014 (Finance Detail 8 & 9)**

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

- \$1,035 from the Senior Minister's Advised Fund to pay for string musicians during 2014 Ministers Week

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

- \$12,500 to cover the remaining commission due Randol Bass for revisions to the BHYLF music, paid from the Boar's Head Reserve. This is a technical correction only. The amount was inadvertently left of the budget.
- \$3,000 to reflect the addition funds required above the estimate at the beginning of the year to purchase our new recycling containers.

#### **Endowment (Fund 4) Activity Report, Year-to-Date March 2014 (Endowment Detail 1 - 3).**

The 5-quarter average shows a net 7.2% increase as of March 31, 2014 compared to the same date 2013, from about \$12,759,000 to about \$13,682,000. In addition, our 4-quarter investment return was about 9.7%. We distributed \$121,418, invested \$13,867 in new gifts, and received \$38,084 in mineral income in the first quarter of 2014. As for expenses, we paid \$2,000 for 2 quarters of fees for Fundriver and \$4,288 in ad valorem taxes on our mineral interests. The planned distribution table shows that UCC has no funds that are less than 95% of their original value. In addition, the only fund not yet in

distribution status is the Brian & Kristie Gibson Adult Education Fund, which will begin distribution per UCC's policy once it equals \$5,000.

### **Other Committee Business**

In April 2014, the Finance Committee accepted the report of the Audit Committee, showing that UCC's 2013 audit was our third "clean" audit in as many years. The audit team from Rylander, Clay & Opitz particularly noted their appreciation for our decision to implement Fundriver to administer our Endowment Fund.

Brian Gibson made a motion to amend the proposed amended budget to include recognizing the satisfaction of the donor restrictions on the Fund 2 Search General Reserve, totaling \$13,154, the effect of which will increase the Restrictions Satisfied budget line by the same amount, and change the proposed amended budget net deficit of \$7,981 to an amended budget net surplus of \$5,173. Walter Echols seconded the motion. Following the call for vote on the amendment, all approved. The motion passed.

**Endowment Report** - Troy Tuomey, outgoing Chair of the Endowment Committee, suggested the Assembly members read the end of year report in the Journal about the impact of endowment contributions. Gaile Aston passed away in 2013 naming Children's Closet as a beneficiary. Rick Hill will be the new chair of the Endowment Committee. The committee has been working on a recognition wall. They plan to have a design that blends properly with the look of UCC. It will be located at the front entrance near the Reception Desk to prominently display those individuals who make a contribution to the endowment fund.

**Proposed Bylaw Revision for Student Delegates (2<sup>nd</sup> Reading)** – Anne Darr presented the proposed Bylaw revision of Section 3.2 of the UCC Bylaws entitled *Student Delegate Selection* for the second reading. The first reading was during the January Assembly meeting. Heather Harris made a motion to approve the proposal. Heather Junker seconded the motion. The motion was approved.

**Approval of Ministry Division Leaders** – Phyllis Allen made a motion to approve the Ministry Division Leaders for 2014-2015. Leslie Dell seconded the motion and all approved the motion.

**Approval of Board of Stewards and Officers, Replacement of Board of Stewards Member and CLG Member** – The recommendations of the CLG for 2014-2015 Board of Stewards members and officers were presented for approval. Bridget Thomas made a motion to accept the nominations. Leslie Dell seconded the motion and all approved. Judy Clinkscales made a motion to approve the nomination of Jake Yarbrough to replace Tom Jones who resigned from the Board of Stewards and Mary Jane Alland to fill the remainder of Judy Jones term on the CLG. Meg Lehman seconded the motion and all approved.

**Senior Minister Report** – Rev. Thomas stated that we have made some discerned decisions recently. He gave thanks to the BOS and the Personnel Committee as well as to Scott Wheatley for moving us through a difficult challenge. The Ministerial Staff is planning a retreat on Thursday, May 29-30. There have been three funerals this week. In addition, ministers have had a full agenda, making adjustments to having two less ministers and the program staff cuts. We are evaluating programs to determine whether we should release some events to make room for new events. Your attendance is encouraging for the summer. We have had some serious challenges over the past three years. Our time, our talent

and our financial resources are important. Leaders will be visiting Sunday School classes to find out what we want for the church. Discerning vision is as much what you want and what you are willing to do. Our goal is to engage more people in the life of the church. Our interns this summer are Kirsten Myers and Brenda Maples. Kirsten is from Indiana, majoring in religion and philosophy. Brenda is a student at TCU, majoring in religion and anthropology.

**Thank You to Outgoing Members** – Scott Wheatley thanked the outgoing board and committee chairs. Sandi Kennedy said thanks to Scott citing him as a caring, loving, thoughtful leader and presented him with a small gift of appreciation.

Communion by intinction was served to all in attendance by Shirley Branham, Eldon Irving, Sandi Kennedy and Scott Wheatley. Scott said prayer. Sean made motion to adjourn, Walter seconded. All approved.

There being no further business, Sean Strange made a motion to adjourn. Walter Echols seconded the motion. All approved and the meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Susan Hill  
Board Secretary

Thelia Chaffin  
Administrative Assistant to the Senior Minister