

University Christian Church

Board of Stewards Meeting

February 19, 2013

UNAPPROVED MINUTES

Stewards Present:

Michelle Allred	Carol Jane Lawrence
Allan Barr	Steve Midgley
Elaine Becker	Mike Morton
Leslie Dell	Frank Perry
Brian Gibson	Bill Proenza
Susan Hill	Doug Welch
Tom Jones	Scott Wheatley
Sandi Kennedy	

Ex-Officio Members Present:

Rev. Larry Thomas, Senior Minister
Rev. Ellen Lewis, Associate Minister
Rev. Cyndy W. Twedell, Associate Minister
Kera Watts, Director of Children's Ministry

A meeting of the Board of Stewards of University Christian Church was called to order at 6:05 p.m. by the Chair, Steve Midgley who led in the opening prayer.

Listening to UCC Members – No member signed in to speak to the Board

Approval of Minutes - The minutes of the January 22 Board meeting were reviewed. Frank Perry asked that the last sentence in the Report from Deacons be deleted. Carol Jane Lawrence made a motion that the minutes be approved as amended. Leslie Dell seconded the motion and the minutes were approved as amended.

Updates and Reports

Sr. Minister Report – Rev. Thomas commented that Minister’s Week is being held at UCC this week and he would keep his report short due to a worship services this evening. He opened the floor for questions. The first question was a request for an update on the new sign up attendance cards. Rev. Thomas reported that although everyone does not fill out the card, we are generating more pastoral care responses.

Report from Deacons – Chair Frank Perry reported Chad Mooney will be the new Chair next year. They have been working together to allow for a smooth transition. The Deacon’s meeting on February 3 was combined with the missionaries who were here. Everyone enjoyed visiting.

Report from Elders – Chair Mike Morton reported that the Elders met in January and finalized their study and meditations on *The Parables of Jesus*.

Finance Report – Jeanne Duke made the following report for the finance committee.

Consolidated Balance Sheet as of January 31, 2013 (Finance Detail 1)

- Comparative cash balances are summarized as follows:

	1/31/2013	12/31/2012 (Unaudited)
Operating	\$482,000	\$423,000
Restricted	518,000	641,000
Capital	380,000	396,000
Endowment	16,000	6,000
Consolidated	\$1,395,000	\$1,466,000

We did not run end of January 2012 reports last year so there are no comparative balance sheet numbers for that period. Total Cash Equity in the Unified Operating Fund (Fund 1) increased from \$226,993 at end of December 2012 to \$357,000 at the end of January 2013. The Endowment is now about \$11.9 million.

Unified Operating Report, Year-to-Date December 2013 (Finance Detail 2 & 3)

- We budgeted a \$53,979 increase in pledges for 2013 over 2012. In January 2013, we received \$313,564. Of this, \$15,000 was an inadvertent overpayment of a family’s 2013 pledge that we subsequently refunded in early February, leaving us with \$298,564 of pledge income, or \$47,792 more than in January 2012, a year-to-year increase of 20%. With non-pledge contributions also behind plan, that leaves us \$43,800 behind after January 2013 in Unrestricted Income before WDS as well as \$40,000 under plan for total income. As for expenses, we saved funds in January on the budgeted but not-yet-hired Ministry Assistants, resulting in an overall positive net

income for January of about \$143,000, just under \$2,000 better than estimated when the overpayment and refund are subtracted.

- Because we had no January reports from last year, we calculated the January 2012 budget for the month from the February 2012 report. Last year, we budgeted \$281,428 and received \$250,772, a deficit of \$30,656. This year's January budgeted pledge income of \$333,636 for the month is \$52,208 greater than the budgeted number for the same period last year and nearly all of the increase in pledges we budgeted for the entire year. Moreover, the number is \$82,864 more than January 2012 actual income. If this happens again next year, we might want to explore changing how we project January income.

Capital Fund (Fund 3) Activity Report (Finance Detail 4)

- Remarkable changes from last month include an additional \$5,478 for the WDS Community Garden. Also notice we received an additional \$3,930 in our share of Game Day parking.

Budget Amendments

- The Committee approved an additional \$4,052.55 transfer from the WDS Bazaar Reserve to the WDS Community Garden project for 2013.

Endowment Fund (Fund 4) Activity Report (Endowment Detail 1-7)

- Fundriver now provides the reports regarding the values of individual endowment funds and calculates the distributions from the Endowment on a fund-by-fund basis. This is a 1-time report and will not be provided in the future.
- The Excel-Fundriver Reconciliation Report, Endowment Detail 1-2, shows that the calculations performed in the Excel spreadsheet conform within rounding error to those performed by Fundriver.
- The new "5-Quarter Average" report, Endowment Detail 3, provides end of quarter market values and approximate quarterly rates of return on our Christian Church Foundation investments.
- The Manager and Investment Pool Reconciliation Report, Endowment Detail 4, demonstrates flows into and out of our pooled investments for the quarter. Of particular interest are the following details:
 - "Investment Fees" are positive and reflect the "Cost Recovery Add-back" or refund of a portion of management fees from Christian Church Foundation.
 - "Distribution" is the income from the Endowment to Fund 1, Fund 2, or Fund 3 accounts.
 - "Expenses" reflect cost of Fundriver setup.
 - "Gifts" are simply that, new gifts added to the Endowment.
 - "Income to Principal" is our mineral interest income.

- The new “12-Quarter Average” report of Endowment Detail 5 provides historical data. We no longer require this calculation in Fundriver, however, because the calculation is on a fund-by-fund rather than pooled basis. This report likely will not be provided in the future.
- Finally, Endowment Detail 6-7 shows the calculations of projected spending (distribution) for the end of the first quarter of 2013 on a fund-by-fund basis. This is a custom report developed by Fundriver for UCC with the following columns:
 - “Estimated Distribution” is the value for distribution calculated by Fundriver.
 - “Reinvestment Amount” is income re-invested rather than distributed. Funds with reinvestment (and reason) include:
 - Gibson Fund: less than \$5,000, the minimum value of fund for distribution.
 - Youngdale Fund: donor restriction includes only 90% distribution, so remaining 10% must be reinvested
 - “90% of Income Totals: Suspended” is the list of funds that the Board suspends from distributions because value fell below 85% of original gift.
 - “Suspended Totals: As Distributed” is the list of gifts held by foundations or trusts that use outside managers.

Revisions to the Gift Acceptance & Endowment Policy – (Summary and the following 11 pages)

Proposed revisions include the following: **First Reading**

- Significant revisions to section 3.2, Gift Acceptance, to permit ministry divisions and administrative committees to accept gifts of tangible personal property. The revisions also clarify gifts that staff may accept on behalf of UCC without reporting. **Section 3.2 Revisions, pages 1-5 plus 2 pages of deletes.** The changes accomplish the following:
 - Clarifies that only the BOS may accept any motorized vehicle or any item of tangible personal property with an approximate value over \$25,000.
 - Authorizes Church & the Arts Ministry Division to accept art into the Gallery Collection up to an approximate value of \$25,000 and requires the Committee to report to the board any pieces accepted with approximate value of \$5,000 or more.
 - Authorizes similar power to the Music Committee for gifts of musical instruments for the same amounts and with the same reporting requirements.
 - Authorizes similar power to Building & Grounds Administrative Committee for all equipment, furnishings, or fixtures other than those listed above for the same amounts with the same reporting requirements.
 - Permits staff, ministry divisions, and others to accept supplies or food without the need to report the gift.
 - Permits all other ministry divisions and administrative committees to accept items for use in their ministry up to \$5,000 without reporting.
- Deletes Shelton Fund as an advised fund in section 3.3, Advised Funds, and includes Mary Louise Page Scholarship Fund as an advised Fund. **GAEP Draft page 8.**

- Adds “Operations” as an acceptable restriction for gift to the endowment fund in section 5, Endowment Funds. ***GAEP Draft page 15.***
- Adds section 5.2, Endowment Fund Expenses, including the cost of taxes on our mineral leases and Fundriver. The policy also provides a means for the Endowment Committee to budget its expenses, in collaboration with the Finance Committee, in the Unified Operating Budget (Fund 1). ***GAEP Draft page 17.***
- Modifies section 5.3, Distribution of Income from Endowed Funds, to clarify that UCC uses the fund-by-fund method to calculate distributions by averaging market value of each individual fund over the lesser of 12 quarters or number of quarters in existence. ***GAEP Draft page 18.***

New Business Action Items

Outreach Committee Mission Statement – Ken Hubbell, Outreach Committee Chair, presented the Mission Statement of the Outreach Committee, adopted on January 16, 2013, for the Board’s review.

Our mission as University Christian Church’s Outreach Ministry is to engage our congregation in demonstrating the love of God in Jesus Christ by our actions in ways that offer help, hope and reconciliation to individuals and families within and beyond our community. In our ministry we commit ourselves to building caring partnerships and fostering mutual ministries with the Christian Church (Disciples of Christ), other faith-based communities and human services organizations serving those in need.

The next step is to review UCC’s webpage to see if it fully describes our Outreach Ministry. They will ask (1) Are the programs consistent with our long-term goals; (2) Is UCC’s Outreach Ministry organized to achieve our long-term goals; (3) How do we promote and encourage greater congregational involvement in Outreach Ministry; and (4) How do we provide continuity of leadership and sustain our ministries and programs long-term.

Appoint Board Members to Select Administrative Committees and Chairs – Scott Wheatley commented that the Board is responsible for the appointment of the committee members and chairs of the five Administrative Committees. Beginning the work now will allow sufficient time to complete the process in a timely manner. Brian Gibson, Sandi Kennedy, Susan Hill, Mike Morton and Michelle Allred agreed to serve.

Rev. Twedell said that Board members are always welcome to stop by the Newcomers Class to introduce themselves and meet the prospective new members. In regard to new members, it was suggested that it would be a good idea for the Board members to contact them. Brian Gibson suggested preparing cards similar to the ones used in the stewardship campaign which would include the contact information and a place to indicate the results of their calls. If these

cards were available at each Board meeting, members could pick up a card for making their calls.

There being no further business to discuss, Rev. Thomas closed the meeting with a prayer and the meeting adjourned the meeting at 7:15 p.m.

Respectfully submitted,

Leslie Dell
Board Secretary

Thelia Chaffin
Assistant to Senior Minister