

University Christian Church

Board of Stewards Meeting

May 21, 2013

UNAPPROVED MINUTES

Stewards Present:

Michelle Allred	Mike Morton
Allan Barr	Ernie O'Donnell
Elaine Becker	Frank Perry
Brian Gibson	Bill Proenza
Tom Jones	Fred Spradley
Sandi Kennedy	Doug Welch
Carol Jane Lawrence	Scott Wheatley
Steve Midgley	

Ex-Officio Members Present:

Rev. Larry Thomas, Senior Minister
Rev. Ellen Lewis, Associate Minister

A meeting of the Board of Stewards of University Christian Church was called to order at 6:35 p.m. by the Chair, Steve Midgley. Michelle Allred 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 April 16 Board meeting were reviewed. Mike Morton made a motion that the minutes be approved. Allan Barr seconded the motion. The minutes were approved.

Updates and Reports

Auditor's Report – Jay Shellum of Rylander, Clay & Opitz, LLP presented the audit report from their review of the financial statements and stated that UCC has very strong board/management oversight with no internal control deficiencies, a very rare occurrence in his

experience. Overall, Mr. Shellum indicated that UCC is in a good financial position with increased value from the previous year largely due to endowment contributions.

Sr. Minister Report – Rev. Thomas stated that Jessica Vacketta has agreed to accept the position at UCC as Associate Minister. Her duties will include primarily Adult Education, with some assistance to Outreach such as planning mission trips, and with College. She begins officially on June 2 but will need to conclude some of her youth commitments. We also did not renew Mark Weathers internship. As many of you know, long time custodian Robert Williams will retire at the end of May. Two new custodians have been hired to fill vacancies.

The Vision Steering Committee met last Sunday. They discussed the need to change the vision statement to a more abbreviated, post-modern description of who we are. A plan should be implemented and measured to allow members to begin a conversation and discuss our beliefs. The committee does not see a need at this time for a capital building campaign but did discuss several dreams for the future.

Report from Deacons – Chair Frank Perry stated that the Deacons next quarterly meeting is in June. A Deacon orientation will be organized by the new Chair.

Report from Elders – Chair Mike Morton reported that the Elders viewed another Ted talk and discussed how to be more visible to the congregation. An Elder Orientation will be led by the new Chair, Shirley Branham, on June 2. Elders do not meet in May since there is an Assembly meeting.

Finance Report - Jeanne Duke made the following report for the Finance Committee.

Consolidated Balance Sheet as of April 30, 2013 (Finance Detail 1)

- Comparative cash balances are summarized as follows:

	4/30/2013	3/31/2013	4/30/2012	12/31/2012 (Audited)
Operating	\$605,000	\$609,000	\$400,000	\$433,000
Restricted	442,000	412,000	361,000	625,000
Capital	403,000	404,000	309,000	389,000
Endowment	69,000	12,000	6,000	6,000
Consolidated	\$1,519,000	\$1,437,000	\$1,077,000	\$1,453,000

The values for end of April 2013 represent no significant changes from March 2013.

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

- The sum of pledges, non-pledge contributions, and offerings (PCO) at the end of April 2013 are about \$24,000 behind forecast. Increased unrestricted income from other sources, most notably parking lot income and WDS, raised net income to only \$1,477 under forecast YTD. Expenses overall for April were \$1,347 over budget. YTD savings in personnel and administrative costs resulted in YTD positive net income of \$253,246 and \$27,377 favorable to forecast, a \$100,000 improvement in net income YTD over April 2012.

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

- UCC spent the following in April 2012: \$2,250 on the elevator project.

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

- UCC's Endowment increased from \$10.7 million in March 2012 to \$12.7 million in March 2013, or about 18.5%, of which about 6% was from market performance and the remainder from new gifts. During the first quarter of 2013 we distributed \$111,855, spent \$7,724 for ad valorem taxes on mineral interests, received new gifts totaling \$448,895, and had mineral interest income of \$31,112, resulting in a net positive cash flow to the endowment of \$360,428.

Budget Amendments (Finance Detail 5 & 6)

- Unified Budget (Fund 1) Budget Amendments:
 - Increased allocation from General Outreach Designated for Future Reserves: \$1,000 for Page Scholarships; and \$1,317 for Habitat for Humanity, which covers the difference between budgeted expense of \$5,000 and the expected reserve balance at the end of 2013 of \$715.
 - Reserve transfer *increases* include: \$5,000 for Page Scholarships of which \$4,000 is from endowment income and \$1,000 from new gifts to the reserve; and \$2,000 for Children's Closet.
 - Endowment expense increases include: \$4,290 for increased ad valorem taxes.
- Capital Fund (Fund 3) Budget Amendments
 - Millwork for Rooms 313 & 211, \$4,500; furniture for Room 211, \$6,200; and replacement video production equipment, \$4,500.

Mike Morton has agreed to serve as Chair of the Disciples Crossing Capital Campaign for funds raised at UCC. He will have an article in the June Journal and there is a link in three places on the website, through the youth page, outreach and giving sites. Outreach is donating \$10,000 towards the \$100,000 goal for UCC. At the end of August, amounts collected will be sent to Disciples Crossing and any amounts collected thereafter will be forwarded quarterly. Beth Morris has visited the Genesis class. Other Sunday School classes will be contacted as well. It was suggested that it would be a good time to have youth returning from camp to express what the camp means to them.

Old Business Action Items

Approval of Administrative Committees and Chairs – The list of the nominees for the Administrative Committees and their Chairs was reviewed. Scott Wheatley made a motion to approve the nominees. Fred Spradley seconded the motion and all voted in favor of the slated committee members and chairs.

Approval of Ministry Division Leaders – The list of Ministry Division Leaders submitted by the ministers was reviewed. Allan Barr made a motion to approve the recommendations. Frank Perry seconded the motion and all approved.

New Business Action Items

Proposed Choir Director Search Committee Members and Proposed Job Description for Choir Director – Kyla Rosenberger advised the Board that the Search Committee for the new Choir Director is comprised of Charles Sanders (former minister and current Chancel Choir member), Rick Hill (Chancel Choir leader), Barry Bloodworth (Worship Committee and 9 a.m. service attendee), Curtis Wilson (former TCU Music Department faculty, Pam Miller (parent of musical youth and former Music Committee member, Lynita Yarbrough (parent of musical youth and a Deacon), and herself. The Search Committee will have an organizational meeting on May 29. Their goal is to approve a job description and profile, advertise for applicants, review resumes, respond to all applicants and to choose three finalists for auditions with the Chancel Choir by January 14. Kyla's goal is to have another planning meeting in June. As she will be on sabbatical and vacation during the months of July-October, there will be a need to have firm plans in place for November and December actions. Kyla will be chair of the committee but will appoint a secretary to delegate tasks to the other members to help them stay on track with the timetable.

In preparing the timetable, they will have some critical deadlines, i.e. when will UCC begin advertising, when will they begin and end the acceptance of resumes, and when will the auditions be held and personal interviews of the finalists be conducted. Tentatively, the Music Department is reserving Thursday rehearsals for finalists' auditions on January 16, 23 and 30, 2014 (post Boar's Head).

The Search committee should strive to make a Choirmaster decision and offer by the first week of February, if not sooner. Current interim directors, Eric Mullins and Jackson Yandell, will be asked to cover Sunday mornings and weekly needs through that time, or longer if the new Choirmaster cannot begin immediately.

Discussion ensued regarding whether confidential information collected during the search process should be destroyed or preserved for a period of time in case of a possible discrimination claim or other legal matters that might arise. It was decided that the documents should be turned over to Ellen Lewis for safekeeping.

Scott Wheatley was asked to provide an update on the status of the contract negotiations with Randol Bass who has been asked to arrange and compose original pieces for the Boar's Head production. In conducting due diligence on behalf of the church, it was discovered that the Boar's Head works originally composed by Mr. Bass were completed and delivered to the church in December 1977, just days before the 1978 Copyright Act took effect on January 1, 1978. Thus, the 1909 Copyright Act should apply to these works with a presumption that University Christian Church owns the copyrights, not Mr. Bass. With this in mind, and with the ultimate goal still being to reach an amicable agreement with Mr. Bass and to have the Boar's Head works updated, Scott stated that an offer had been made on behalf of the church to have any and all copyrights that Mr. Bass *may* have in the Boar's Head works assigned to University Christian Church, and that the church would simultaneously agree to grant Mr. Bass a royalty-free license to use and publish the following three selected works: 1. *Fanfare and Processional*; 2. *Rondo*; and 3. *Let All Mortal Flesh Keep Silent*. Scott stated that we are still waiting on a response from Alan Waldrop, the attorney for Mr. Bass. While there are no guarantees in negotiations of this sort, Scott expects that we will be able to reach an agreement with Mr. Bass that will allow the new music to be performed at the Boar's Head Festival in January 2014.

Approval of Candidacy for Ordination of Heather Rae Baumann – Vera Rowell stated that Cheryl Alexander is slated to become the new Chair of the Ordination Council. Vera was present today to request that UCC approve Heather Rae Baumann as a candidate for ordination through the Christian Church (Disciples of Christ) in the Southwest Region. Mentors, Bobby Hawley and Karen Parker are convinced she would serve the church well. Doug Welch seconded the motion and all voted in favor.

There being no further business to discuss, Rev. Thomas closed the meeting with a prayer and the meeting was adjourned at 8 p.m.

Respectfully submitted,

Leslie Dell
Board Secretary

Thelia Chaffin
Assistant to Senior Minister