

University Christian Church

Board of Stewards Meeting

February 18, 2014

UNAPPROVED MINUTES

Stewards Present:

Mark Alland	Tom Jones
Phyllis Allen	Sandi Kennedy
Michelle Allred	Carol Jane Lawrence
Shirley Branham	Ernie O'Donnell
Carolyn Critz	Fred Spradley
Heather Harris	Sean Strange
Susan Hill	Scott Wheatley

Ex-Officio Member Present:

Rev. Larry A. Thomas, Senior Minister

A meeting of the Board of Stewards of University Christian Church was called to order at an announced earlier time of 6:02 p.m. by the Chair, Scott Wheatley, to allow Board members to attend Ministers Week worship service that evening. Chair Wheatley opened with a prayer and moment of discernment.

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

Assignments for Calls to New Members – Board members volunteered to reach out to new members: Carolyn Critz will contact Alicia Kohner; Shirley Branham will call Elizabeth Larson.

Sr. Minister Report – While waiting for a quorum to be met allowing the Board to conduct business, Rev. Thomas began the senior minister report. Ministers Week is going well. We have had more in attendance than in the recent past. TCU brass, TCU strings and the UCC Chancel Choir and bell choir are the scheduled musical performances. Susan Harrell's service will be Thursday afternoon. Ann Thornton also passed away this week.

Rev. Thomas is deeply concerned about church finances and will discuss more in detail later.

He will be attending a continuing education event in Boulder, Colorado February 27-March 3 and will take a short vacation beginning March 9. Daniel Terry will preach on March 2 and Russ Boyd will preach on March 9.

Moments of Truth is the theme for Lent this year.

Rev. Ted Kitchens of Christ Chapel will participate in a wedding in which Rev. Thomas is officiating on March 15 at the special request of the bride. The Board was in agreement with the request.

Report from Deacons – Chair Chad Mooney was unable to attend the meeting and had no update at this time.

Report from Elders – Chair Shirley Branham stated that she, Jessica Vacketta and Sandra Soria are working together on a pray-where-you-are prayer vigil on Good Friday.

Finance Report – Jeanne Duke made the following report.

Consolidated Balance Sheet as of January 31, 2014 (Finance Detail 1)

- Comparative cash balances are summarized as follows:

	1/31/2014	12/31/2013	1/31/2013	12/31/2013 (Unaudited)
Operating	\$367,000	\$426,000	\$482,000	\$426,000
Restricted	553,000	702,000	518,000	702,000
Capital	313,000	350,000	380,000	350,000
Endowment	28,000	15,000	16,000	15,000
Consolidated	\$1,262,000	\$1,493,000	\$1,395,000	\$1,493,000

- UCC Equity was \$177,000 end of 2013, compared to \$156,000 at the end of 2012.

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

The sum of pledges, non-pledge contributions, and offerings is about \$39,000 less than budgeted and \$20,800 less than the same month last year. But it is January, the month with the greatest variance each year. Expenses were about \$9,000 less than planned. Net: only a net of \$41,000 under forecast.

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

Capital funds were expended on approved building improvements during the previous month.

Endowment Fund (Fund 4) Activity Report (Endowment Detail 5-8)

The 5-quarter average shows a net 13.7% increase on December 31, 2013 compared to the same date 2012. We distributed \$118,270, paid \$1,000 in expenses, invested \$3,878 in new gifts, and received \$39,712 in mineral income in the fourth quarter of 2013. For comparison, mineral income in 2012 for the same quarter was \$38,975. The planned distribution table shows that UCC has no funds that are less than 95% of their original value.

Budget Amendment

As of January 1, 2014 UCC still owed \$12,500 on the contract with Mr. Bass for the completion of the BHYLF music revisions. We inadvertently failed to carry that over in the newly formatted Capital Fund (Fund 3) Budget. Finance Committee approved a technical correction for Fund 3 in that amount for 2014.

Appointment of the 2014 Audit Committee

The Finance Committee appointed Jeanne Duke and Mason Kruse from the Finance Committee and Brian Gibson and Michelle Allred from the BOS to serve as this year's Audit Committee.

Internal Control Revisions for December 2013 approved (*Internal Controls 1-6*)

The Internal Controls document required minimal revision for 2014, including the following:

1. Changes in authorization to approve check requests (*Internal Controls 2*)
 - a. UCC deleted Rebecca Terry and added JV to the list of staff members who have authority to approve check vouchers.
2. Modification of credit card holders and limits (*Internal Controls 4*)
 - a. Limit changes
 - i. Michelle Ingram, as the principal on the account, needed to have the amount raised so that UCC would not have to give permission to raise limits as often as we had to do in 2013.
 - ii. Similarly, both JV and Jennifer Cricchio needed their limits increased due to frequent requires for legitimate increases in their credit card limits.
 - b. Personnel changes
 - i. Michael Yandell replaced Mark Weathers on the list of those who hold UCC credit cards.
 - ii. UCC deleted Rebecca Terry from the list of UCC credit card holders.
3. Endowment reporting procedures (*Internal Controls 6*): The document now states that the Director of Accounting uses Fundriver software to produce the quarterly endowment reports for review by the Endowment and Finance Committees as well as the Board of Stewards.

At approximately 6:30 p.m. a quorum was reached.

Approval of Minutes - The minutes of the January 21 board meeting were reviewed. Phyllis Allen moved to approve the minutes. Carol Jane Lawrence seconded and the minutes were unanimously approved.

Susan G. Harrell Endowment to Children's Closet – The Endowment Committee presented a motion to approve an endowment to the Children's Closet in the name of Susan Harrell. The Board approved with gratitude for all Susan has contributed to the church.

New Business Action Items

Appoint Board members to Select Administrative Committee Members and Chairs – The Board appointed Carolyn Critz, Mark Alland, Shirley Branham and Brian Gibson (if he agrees since he was not in attendance at this meeting) to select Administrative Committee members and chairs for the 2014-2015 church year.

Rev. Thomas mentioned the recent custodial staff turnover. We are in the process of filling those positions.

We are down financially and decisions will have to be made perhaps earlier than expected. Ten percent of the congregation has not responded to stewardship contacts. Church attendance in the nation has steadily reduced over the past decade.

Phyllis Allen made a motion that the meeting adjourn. A second was made by Tom Jones. The meeting was adjourned at 7:05 p.m.

Respectfully submitted,

Susan Hill
Board Secretary

Thelia Chaffin
Assistant to Senior Minister