

University Christian Church

Board of Stewards Meeting

March 19, 2014

UNAPPROVED MINUTES

Stewards Present:

Mark Alland	Susan Hill
Phyllis Allen	Tom Jones
Michelle Allred	Sandi Kennedy
Shirley Branham	Carol Jane Lawrence
William Butler	Chad Mooney
Carolyn Critz	Ernie O'Donnell
Brian Gibson	Sean Strange
Heather Harris	Scott Wheatley

Ex-Officio Member Present:

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

A meeting of the Board of Stewards of University Christian Church was called to order at 6:40 p.m. by the Chair, Scott Wheatley. Phyllis Allen opened with a prayer and moment of discernment.

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

Approval of Minutes - The minutes of the February board meeting were reviewed. Heather Harris moved to approve the minutes. Sean Strange seconded the motion and the minutes were unanimously approved.

Assignments for Calls to New Members – Board members volunteered to reach out to new members: Carol Jane Lawrence will contact Bruce and Cynthia Hiser; Sandi Kennedy will call Jonathan Peinado and Megan Murphy.

Sr. Minister Report – Rev. Thomas thanked the Board for his time away in Boulder, Colorado and for the vacation time with his family during spring break.

Rev. Lewis reported to the Board that beginning April 6, St. Andrews Episcopal Church will begin worshipping in the chapel at 11:15 a.m. They are a small group worshipping together with Father Edwin Barnett and are grateful we will consider letting them meet here. Rev. Lewis feels this is an opportunity to offer hospitality and is not an inconvenience to us. We have signed the standard user agreement. One exception is regarding alcohol because they use wine at their Eucharist.

Report from Deacons – Chair Chad Mooney reported that things are going smoothly. He is looking forward to meeting the new deacons. Rev. Thomas reminded him that we will need deacons and elders for Easter and other services during Holy Week.

Report from Elders – Chair Shirley Branham reported that they had over fifty Elders at the last meeting. They had a lively discussion to conclude the book they have been studying. Sandra Soria, Chair of the Adult Faith Development Committee and the Elders are sponsoring a prayer vigil. They are asking members to commit to pray for one hour.

Finance Report – Jeanne Duke made the following report.

Unified Operating Report, Year-to-Date February 28, 2014 (Finance Detail 1 & 2)

The YTD sum of pledges, non-pledge contributions, and offerings is about \$36,000 less than budgeted and about \$15,000 less than the same time last year. This includes, however, payment in February of a \$15,000 pledge that should have arrived in December 2013. In addition, WDS income YTD is slightly over \$12,000 less than forecast, resulting in a YTD income of \$47,000 less than planned. Expenses were less than budgeted by more than \$13,000, resulting in a net income for the month of more than \$16,000 and net YTD loss of more than \$23,000.

Income Comparison Report – (Finance Detail 3)

Michelle Ingram prepared an Income Comparison Report for January and February covering the period beginning 2007 through 2014. These are the values we used to make to 7-year average when developing the budget and to calculate how we distribute our estimated annual income month-by-month. Please note the following for prior years:

- In 2007, UCC's leadership obtained contributions above the amount initially pledged to prevent staff reductions at that time. Over January and February that year, they raised over \$56,000 more than any year since. This value distorts the 7-year average by about \$8,000 a year for January and February and has done so since 2007.
- The change in pledges and non-pledge contributions for the sum of January and February since 2007 was a decline of over 15% for pledges and almost 76% for non-pledge contributions.

- To correct for the non-representative values for 2007, Michelle recalculated the decline using 2008 values, resulting in declines of more than 11% in pledge income and more than 37% in non-pledge contribution income.
- Comparing year-end actual income from 2007 through 2013 results in a decline of less than 1% in pledge income but more than 42% in non-pledge contributions.
- Again, to reduce the effect of the 2007 values, a comparison of 2006 to 2013 year end income results in declines of a bit more than 1% in pledge income and a little over 28 percent in contribution income.

Considering the \$15,000 received in February for a pledge usually paid in December, the calculated decline in pledge income over both the 6-year and 7-year periods, therefore, was actually worse than calculated.

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

The only substantial change from January 2014 was the \$12,000 payment to Randol Bass, composer of the Boar's Head music.

Internal Control Revisions for December 2013 Part II (Internal Controls 1-6)

By email last week, the Finance Committee approved additional changes to the Internal Controls document in preparation for the audit so that the document accurately reflects the procedures for handling mail that might contain cash.

Status of Selection of Administrative Committees and Chairs – The committee has divided up the five administrative committees. They have discussed the needs of each and will begin making calls to fill the positions.

Shirley - Personnel

Mark - Finance

Brian - Endowment & Communications

Carolyn – Building and Grounds

New Business Action Items

Proposed UCC Trip to France in 2015 – Larry Ivey proposes a trip to France in May 2015. It will be a chance to visit northern France. Church & The Arts will promote the trip. To avoid trips being scheduled in the same year, proposed excursions promoted by a UCC committee will be approved by the Board. Staff would be responsible for calendaring the trip. This trip was discussed by the staff and does not conflict with other trips. Mark suggested having "trip guidelines" so it is not re-learned each year. Insurance - youth has extra umbrella insurance. General liability usually extends to trips. Ellen will check

with our carrier for coverage. Planners may need to get waivers or individuals can get optional coverage. There will be 15 minimum, 25 maximum. Mark Alland made a motion to approve. Phyllis Allen seconded. All approved.

The meeting was called into Executive Session to discuss a Personnel and Finance Matter at 7:25 p.m.

The meeting was adjourned at 10:10 p.m.

Respectfully submitted,

Susan Hill
Board Secretary

Thelia Chaffin
Assistant to Senior Minister