

University Christian Church

Board of Stewards Meeting

June 16, 2015

UNAPPROVED

Stewards Present:

Phyllis Allen	Heather Harris
Lee Brookshire	Martha Lunday
William Butler	Monty Phillips
Carolyn Critz	Kalen Ruiz
Jeanne Duke	Sean Strange
Walter Echols	Cathy Taylor
Greg Farr	Margaret Puckett

Ex-Officio Member Present:

Rev. Cyndy Twedell – Associate Minister
Rev. Ellen Lewis – Associate Minister

Motions Made and Actions Taken

- Approval of May 12, 2015 Minutes. Motion made by William Butler, seconded by Phyllis Allen. All approved.
- Appointment of Committee to Select Board Nominee to CLG. Volunteers were Martha Lunday, Walter Echols, and William Butler.
- Approval of Personnel Committee Members, Kay Higgins and Adam Hazlett. Motion made by Jeanne Duke, seconded by Greg Farr. All approved.

A meeting of the Board of Stewards of University Christian Church was called to order at 6:31 p.m. with a prayer by the Chair, Monty Phillips, following an Orientation of the new Board members which began at 5:30 p.m.

Listening to UCC Members – No UCC member signed in to speak to the Board. Monty asked whether this item should remain on the agenda. After a short discussion, it was agreed that the Board feels it is important to be receptive to the congregation and this item should remain on the agenda each month.

Greg Farr praised the business office for the recent audit report and he noted that UCC has had a clean audit over the past four years. Major praise is to be given to Michelle Ingram and the business office staff.

Approval of Minutes - The minutes of the May 12 board meeting were reviewed. William Butler made a motion to approve the minutes. Phyllis Allen seconded the motion. All approved.

Board Member Introductions – Board members and guests introduced themselves and the new board members were welcomed.

UCC Governance Structure Review - An explanation of how the Assembly members, Administrative Committees and Ministerial Committees are selected as set forth in the bylaws was given at the Orientation. Monty Phillips reviewed the handout at this meeting and pointed out a key fact that Deacons comprise more than one-half of the members of the Assembly and their attendance is instrumental in obtaining a quorum at the Assembly meetings.

Assignments for Calls to New Members – Rev. Cyndy Twedell reviewed the new members and expressed gratitude for the Board making calls to them each month

Minister's Report – In the absence of Rev. Thomas who was on a well-earned vacation, Rev. Ellen Lewis reported that the General Assembly will be July 18-22. A number of the ministers will be attending the meeting in Columbus, Ohio this year. All clergy are voting members. Congregation members may be approved by the Board to be delegates with voting privileges. The ministers are preparing for summer activities such as camps, and planning for programs that will begin in August.

Rev. Twedell reported that the Episcopalian congregation meeting here asked to participate in the various collections supported by our Outreach Ministry. Also, Fort Worth Friends (Quakers) are interested in a meeting room at 11 a.m. on Sundays.

Cyndy Twedell said RITI is starting up again. The Logos class is leading a collection during July of kits for men and women who are transitioning from homelessness and are in need of certain items.

Several mission and youth groups will also be in the building using our facilities at times over the summer.

Report from Deacons – Greg Farr, Chair of the Deacons, reported that the Deacon orientation and meeting was held on Sunday, June 14. He issued a thank you to Thelia for planning lunch and for putting together a handbook with helpful information for the new Deacons and to Mike Morton for usher training. A highlight is having so many of the youth as deacons. Forty-eight of the sixty deacons were in attendance. Gregg stressed to all the Deacons the importance of attending the Assembly meetings.

Report from Elders – Margaret Puckett, Chair of the Elders, reported that the Elders first meeting and orientation of new Elders will be on June 23. She is looking forward to the new year.

William Butler asked for an update on the new programming opportunity recently discussed. Rev. Lewis stated that the Committee continues to meet while it gathers information, including making visits to other contemporary worship services. Monty will attempt to have Scott Wheatley attend the August meeting to give a status report on the findings of the committee.

Finance Report – Michelle Ingram said she will give an abbreviated finance report. A complete report is in the packet for the Board members to review.

Consolidated Balance Sheet (Pg. 2)

As of May 2015 operating cash balance is positive and still up comparatively to May 2014 by \$136K. UCC Equity is also positive at \$602K which is higher than last year by \$215K. Also, note Weekday School received deferred income for fall tuition and activity fees during the month of May.

Comparative cash balances as of May 31, 2015 are summarized as follows:

	5/31/2015	5/31/2014	4/30/2015	12/31/2014 (Audited)
Operating	\$900,000	\$764,000	\$873,000	\$441,000
Restricted	488,000	483,000	552,000	778,000
Capital	449,000	326,000	458,000	419,000
Endowment	29,000	94,000	28,000	74,000
Consolidated	\$1,866,000	\$1,667,000	\$1,911,000	\$1,712,000

Unified Operating Income/Expense Statement (Fund 1) (Pg. 3-4)

Pledges, Contributions & Offering (PCO Income) are currently ahead of budget by \$66K. In May last year, PCO Income was barely ahead of budget by \$1700 after budget adjustments were made. The matching Easter donation of \$30K definitely contributed to the positive variance.

There are approximately 30 season parking spots left available. There currently is not a waiting list for these spots; however, they are likely to fill. Total proceeds to date for Operations are \$33K, up from \$28K this time last year and \$40K split between Youth and Music Youth ministry.

Budget variances in program participant income and Church & the Arts expense is due to the timing of budget allocations and receipts of payments/expenses.

Net overall income is \$156K positive variance to budget.

Capital Fund Reports (Fund 3) (Pg. 5)

Replacement computer & new conference room furniture, security door repairs & sanctuary video project expenses were among the purchases made this month from our Capital Fund. Income available for capital projects is \$425K.

Budget Amendments (Pg. 6)

Capital Budget Amendments for May –

- Dr. Joan Campbell event –\$1,139 from Senior Minister Advised Fund
- A day with Clays event (Men’s Ministry) - \$1,170 from Senior Minister Advised Fund

Appoint Committee to Select Board Nominee to CLG – The Chair asked for volunteers to be on the committee to select the nominee from the Board to be a member of the CLG. Those volunteers are Martha Lunday, William Butler and Walter Echols.

Approval of Personnel Committee Members – Following a reading of the current members on the committee, a motion was made by Jeanne Duke to approve Kay Higgins and Adam Haslett for the Personnel Committee. Greg Farr seconded the motion and all approved.

Fall Initiative – The Fall Kick-Off will be much like last year. We will bring in food trucks, a bounce house and other games on August 23. Children’s Closet will take advantage of the timing to enhance their ministry and to do some promotion for its program.

Stewardship 2015 – Monty Phillips met with Rev. Larry Thomas to discuss the stewardship campaign for 2015. John Andrus is willing to chair again if the campaign is scaled down. After a decline in the amounts pledged, the campaign must be re-evaluated. It was suggested that we should focus on highlighting certain programs in the church. For the past three years all coordination for stewardship campaigns has been done by Michelle Ingram. We have gotten updated information and pastoral concerns during the stewardship calling but the reason for the decline in pledges must be reviewed. We hope to have a better definition of the program for the campaign by August to be able to make the decision on how to proceed. William Butler asked if there are best practices available for our review. Those programs available are not similar to our church.

Kiosk giving may be implemented very soon. It was agreed that we should not rely on just one way of giving and we should do whatever is necessary to appeal to the broadest group.

Monty has prepared a homework assignment with two initiatives. Item A is in preparation of implementing an emergency transition plan upon the unforeseen loss of key personnel. The goal is collection of information at this time and having a transition plan for key staff by the end of 2015. Margaret Puckett suggested that the individual names be removed from the handout so that it reads “Key Personnel” as there may also be other positions to be considered.

Item B – Streamlining stewardship and budgeting with a goal of collection of ideas at the August Board meeting.

There being no further business, the meeting was adjourned by a prayer led by Rev. Thomas at 7:50 p.m. and then the Clergy and Board moved into executive session to discuss a potential legal matter.

Respectfully submitted,

Sean Strange
Board Secretary

Thelia Chaffin
Assistant to Senior Minister