

University Christian Church

Board of Stewards Meeting

April 19, 2016

Stewards Present :

Mark Alland	Walter Echols
Phyllis Allen	Heather Harris
Mary Nell Andrus	Don Houk
Lee Brookshire	Martha Lunday
William Butler	Cathy Taylor
Carolyn Critz	Carol Wilkerson
Jeanne Duke	Sean Strange

Ex-Officio Members Present:

Rev. Cyndy Twedell – Senior Associate Minister
Michelle Ingram – Director of Operations

Motions Made and Actions Taken

Approval of March 15 Minutes. Phyllis Allen made a motion to approve the minutes. Martha Lunday seconded the motion and the minutes were approved

Approval of Support for Kera Watts' Ministerial Commission - Motion was made by Carolyn Critz. Second by Walter Echols. All approved.

Interim Minister - The Board members were in agreement to the Interim Minister being called on August 1.

Approval of Administrative Committee Members & Chairs – Motion made by Mark Alland. Second by Carol Wilkerson. All approved.

Approval of Nominees for Elders, Deacons & Board of Stewards – Don Houk made a motion to approve. William Butler seconded the motion. All approved.

Approval of Search Committee for Associate Minister - Sandra Soria., Chair, Rev. Cyndy Twedell, Dr. Jay Fierke, Brady Ford, Walt Hatter, Lisa Tillman, and Lindsay Klatzkin. A motion was made by Carolyn Critz and seconded by Walter Echols. All in favor.

A meeting of the Board of Stewards of University Christian Church was called to order at 6:32 p.m. The opening prayer was given by Heather Harris.

Ministerial Commission – Kera Watts asks for support from her church to be commissioned as a minister. It is important for her and as she continues in her work. Carolyn Critz made a motion to approve the request. A second was made by Walter Echols. Cyndy expressed that Kera is currently functioning as a minister in all ways. All approved. We wish her luck in this endeavor.

Report from Interim Search Committee – Zena McAdams. The last two months the committee has been working on our behalf to find the best candidate for Interim Minister. Members of the committee are Rev. Cyndy Twedell, William Butler, Judy Vick, Charles Sanders and Zena. Rev. Loughridge has also been a huge help. They solicited suggestions from the congregation and other sources. Seven sets of papers have been received and they have reduced the list to three candidates. Staff interviews with the candidates were held last week. Two of the candidates were trained intentional interims and the third was a retired minister. All were very informative. We are happy to announce that we have made a decision but the name cannot be given because the candidate and spouse have not made an onsite visit. The person has accepted the invitation to visit. An interim should be selected by the May Board meeting. They have gotten glowing reports; his interview was stellar and impressive. This candidate is not available until August 1. We were hoping we could have someone here before that date. One person said that we should run; don't walk, to bring him in.

Zena asked for comments from members of committee. Cyndy commented that in the Skype interview, he was comfortable and impressive. The committee feels that he will be able to serve a large congregation such as ours. His sermons were humorous and very strong and he has the ability to bring scripture to life. The fact that he is unwilling to leave his current position until he is finished with the job is admirable.

Carolyn Critz inquired about the ability of the staff to wait until August. The feeling is that this is the right person and they will do what needs to be done. . Between the staff and guest preachers, we are already covered into July. It does mean that we will have to work together as a Board, Elders and staff due to vacations. We will need to stretch. If funerals become an issue, several retired ministers will help. July is usually a slow month. A search committee has been formed for the new Associate Minister position: Sandra Soria, Chair, Rev. Cyndy Twedell, Dr. Jay Fierke, Brady Ford, Walt Hatter, Lisa Tillman and Lindsay Klatzkin.

Mark Alland asked about the time commitment for the interim to be with us and Zena said 15-18 months. If less, that is not a problem. A transition team will be put together to work with the interim when he comes and to help the staff, probably comprised of the search committee and a few others.

Following negotiations and his visit in two weeks, the Board will be notified of the name. After the May Board meeting, a presentation will be made to the Assembly seeking approval.

Jeanne asked if everyone is in consensus about the choice. The Board is in agreement

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

Approval of Minutes - The minutes of the March 15 meeting were reviewed. Phyllis Allen made a motion to approve the minutes. Martha Lunday seconded the motion and the minutes were approved.

Assignments for Calls to New Members – Rev. Twedell discussed the new members and related that they are all excited to become members of UCC. Board members selected new members to contact and welcome to UCC.

Senior Minister Report – Rev. Twedell reported that Youth Sunday is May 1. The theme is *Peace*. Sermons for the summer will be by the ministerial staff and guests. Pentecost Sunday is May 15. We will wear red, have a liturgical dance and readings in different languages. TBA Assembly is May 15. It will be at Red's Roadhouse in Kennedale where Galileo Church meets. Mary Jane Alland will be installed as our Area Moderator. Register on line. The cost of \$15 covers the meeting and dinner. Great worship service and dinner afterwards. Mary Jane asked for a facilitator of a small group to discuss where we are going as a church. Our server will be reworked the end of this week so responses to your emails to us may not be timely received. Please call if you need us. This coming Sunday, the youth will be leading us in a Blue Sunday, Alliance for Children, inviting us to be aware of child abuse. The children's musical, *Rescue in the Night*, is at 12:30 p.m. on Sunday. Please buy a book for the children of Rosemont. The theme is Star Wars and each child will have a book for their very own. July we will have Summer Sabbath. Russ will be out much of May with reserve duty. Summer interns are coming and will be here through August.

Elder Report - Cathy Taylor read a note from Margaret Puckett.

Deacon's Report – Lee Nelson was unable to attend the meeting.

Finance Report – Michelle Ingram gave the following report.

Consolidated Balance Sheet – (Page 3) As of March 2016 operating cash balance is positive at \$893,570 and up comparatively to March 2015 by \$112K. UCC Equity is also positive at \$660K which is higher than last year by \$49K.

	3/31/2016	2/29/2016	3/31/2015	12/31/2015 (unaudited)
Operating	\$894,000	\$801,000	\$781,000	\$777,000
Restricted	510,000	549,000	562,000	688,000
Capital	512,000	493,000	470,000	513,000
Endowment	0	1,000	1,000	257,000
Consolidated	\$1,916,000	\$1,844,000	\$1,814,000	\$2,235,000

Unified Budget Report - (Page 4-5) Pledges, Contributions & Offering (PCO Income) is behind budget by \$4K. This is behind March 2015 by \$20K.

On the expense side, Administration General is over budget by a net \$16K this month. This is related to the associated fees for the Compensation Study that was completed in March at the Board's request.

Net overall operating income is \$40K positive variance to budget.

Capital Budget Report – (Page 6) New radios, updating the bench located in the 1st Fl. Hallway, completion of handicap doors, upgrades to WDS welcome area, new water heater, office desk and chairs, Zono toy sterilizer and server upgrade were among the purchases made this month from our Capital Fund. A transfer of \$21K from WDS was posted to cover the cost of the new toy sterilizer. Income available for capital projects is \$488K.

Restricted Reserves Report – (Page 7-8)

Notable items:

Boar's Head: \$34K merchandise & dinner sales and offering & ticket receipts, 2016 Performances
Youth General: \$25K transfer for Youth Alumnae Scholarship Endowment
Student Account: \$10K camp payments for students
WDS Fundraising: \$33K Spring Party fundraiser
Children's Closet: \$6K donations and \$10K transfer for purchases
Page Scholarship: \$6K donation, returned scholarship from 2015 and 1st QTR endowment income
Week of Compassion: \$6K contributions
Easter Offering: \$2K contributions
Pre-paid Pledges: \$142K prepaid pledges transferred to Operations

WDS School Year Report – (Page 9)

Discovery Time income continues to be ahead of budget. WDS approved just over \$16K in scholarships during this school year. The scholarships are provided for by their annual fundraising efforts. YTD income is \$3,700 ahead of budget. On the expense side, salaries are currently over budget YTD \$18K. There have been numerous mid-year staff changes and maternity leaves that attribute to overages in the budget. Net overall operating income is \$12K negative variance to budget.

***Budget Amendments – (Page 10-11)**

Fund 1 –

Moving expenditures for new Music Director – Senior Minister Advised Fund - \$12,407

Board Retreat – Senior Minister Advised Fund - \$2,427

YTD Net Impact: \$27

Fund 3 –

1st Floor water heater – addition to budget \$6,727

Zono toy sterilizer – WDS Fundraising Reserve \$20,577

Motor for chiller – addition to budget \$4,204

YTD Net Impact: \$29,546

Jeanne Duke presented the Boar's Head expense/income report. Expense season begins Oct.-Feb. Income is received from December-January. Last year we had \$15K income. Expenses were more this

year because of the anniversary dinner. Report shows extra income and expenses. Overage paid out of reserves. No net cost to the church.

Base Pay Compensation Study – Update

The Chair of the Board of Stewards requested an updated compensation study be completed early in 2016. Michelle Ingram contracted with Whitney Smith Company HR consultants. The study was completed the end of March.

The former study we have on hand is dated 6 years ago. The compensation study is used to administer salaries consistently and fairly, so it was time to get an updated survey done. The primary market was Dallas/Fort Worth and based on the nonprofit sector with revenues or expenses of \$3.6 million. Numerous surveys were used including Christianity Today and Community Council of Greater Dallas to name just a couple.

The Compensation Study was presented to the Personnel Committee in April. Next month they will discuss their objectives and review current compensation levels for each employee. The cost exceeded the estimate of \$25,000. The study is important because it lets us know where we are in relation to other non-profits and helps for new hires. We will need to decide whether to officially adopt the plan. Board, Finance and Personnel committees will meet together to look at the report and make any decisions. Jeanne and Monty will work to schedule a joint meeting.

Approval of Administrative Committee Members and Chairs – The question was asked why the Personnel Committee has 10 members. Walter said he had discussed this with Monty Phillips and Scott Wheatley prior to turning in the list. Jeanne asked that the Board approve the recommendations with the understanding that she will talk to Monty and Scott about the number of members on the Personnel Committee. Mark Alland made a motion to approve. Carol Wilkerson seconded the motion. All approved.

Approval of Nominees for Elders, Deacons & Board of Stewards – Don Houk made a motion to approve the nominees. William Butler seconded the motion. All approved.

Approval of Search Committee for Associate Minister - Sandra Soria., Chair, Rev. Cyndy Twedell, Dr. Jay Fierke, Brady Ford, Walt Hatter, Lisa Tillman, and Lindsay Klatzkin. A motion was by Carolyn Critz and seconded by Walter Echols. All in favor.

The Chair Monty Phillips had suggested that we should hire a consultant. He wants to table that until the interim comes because the person selected could most likely handle these situations. William agreed with tabling the matter but felt the information might be helpful to the interim and he could make some decisions.

Cathy Taylor asked about status of our three goals committees. Meetings and discussions are in progress and an update will be given next month.

When asked, Michelle gave a status of the endowment wall. She reported that the scanned cross was not approved. The data is being adjusted at no charge. Brian Rosenberger anticipates receiving cross in the next couple of weeks. He will need to manufacture the wall mounts. It will be approved by Brian, sent to Michelle and forwarded to the artist for painting. We need to take time to do it right no matter the time frame.

There being no further business, the meeting adjourned at 8:21 p.m.

Respectfully submitted,

Sean Strange
Board Secretary

Thelia Chaffin
Assistant to Senior Minister

Finance Committee Written Report Summary March 18, 2016

Consolidated Balance Sheet – (Page 4) As of February 2016 operating cash balance is positive at \$800,923 and up comparatively to February 2015 by \$143K. UCC Equity is also positive at \$596K which is higher than last year by \$126K.

	2/29/2016	1/31/2016	2/29/2015	12/31/2015 (unaudited)
Operating	\$801,000	\$812,000	\$658,000	\$777,000
Restricted	549,000	578,000	600,000	688,000
Capital	493,000	509,000	433,000	513,000
Endowment	1,000	1,000	28,000	257,000
Consolidated	\$1,844,000	\$1,900,000	\$1,719,000	\$2,235,000

Unified Budget Report - (Page 5-6) Pledges, Contributions & Offering (PCO Income) is ahead of budget by \$27K. This is ahead of February 2015 by \$15K.

On the expense side, Building & Grounds is under budget by \$10K this month because the February electricity invoices were paid in March.

Net overall operating income is \$85K positive variance to budget!

Capital Budget Report – (Page 7) New handicap doors, gallery lights, 3rd Fl Youth furniture and minor technology supplies were amongst the purchases made this month from our Capital Fund. Income available for capital projects is \$468K.

Old Business – N/A

New Business –

***Budget Amendments – (Page 8-9)**

Fund 1 –

Boar's Head Festival – amendment for 2016 performance costs \$16,020 (Total transfer from reserve \$31,372)

YTD Net Impact: \$27

Fund 3 –

*Handicap doors –addition to budget \$2,459

*Server Upgrade – addition to budget \$8,656

*Annual Office furniture – addition to budget \$7,500

YTD Net Impact: \$18,615

*Handicap doors came in over budget due to the original estimate only including one button. Server upgrade will cost more than originally estimated due pricing at the time of the estimate last summer and that estimate had included banked retainer hours that have since been used. Annual office furniture is being requested because there is currently no budget for this type of

item. A couple of new desks, a lateral file, guest chairs and replacement computer chairs are needed. We haven't needed to buy new office furniture in a long time. We've utilized older, stored pieces, but those pieces have now been used up and/or what's left isn't usable anymore.