

# University Christian Church

## Board of Stewards Meeting

August 16, 2016

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### UNAPPROVED

#### Stewards Present:

Mary Nell Andrus	Martha Lunday
Lee Brookshire	Stuart McDonald
Art Busbey	Keith Miller
Jeanne Duke	Monty Phillips
Walter Echols	Judy Stempel
Ken Hubbell	Carol Wilkerson
Mary Ruth Jones	

#### Ex-Officio Members Present:

Rev. Dr. Chuck Rolen – Interim Senior Minister  
Rev. Cyndy Twedell – Senior Associate Minister  
Michelle Ingram – Director of Operations

#### Motions Made and Actions Taken

**Approval of Minutes** - Mary Ruth Jones made a motion to approve the June 21 minutes with amendment. Walter Echols seconded the motion and the minutes were approved.

**Designation approval – Dee Kelly bequest** – The motion to approve designation to Dee J. Kelly Endowment Fund was proposed by the Endowment Committee.

**New Investment Committee Chair approval** –The motion was presented by the Endowment Committee to approve Urbin McKeever as the chair of the Investment Committee. Martha Lunday seconded. All in favor.

**Approval of BOS At Large Nominee to CLG** –Stephanie Stoner was nominated by the subcommittee. Seconded by Art Busbey. All in favor.

**Housing Allowance approval** –The Personnel Committee brought the motion to approve the Housing Allowances of Chuck Rolen and Kera Watts in Executive Session, motion was seconded by Ken Hubbell. All in favor.

A meeting of the Board of Stewards of University Christian Church was called to order at 6:31 p.m. The opening prayer was given by Judy Stempel.

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

**Approval of Minutes** - The minutes of the June 21 meeting were reviewed. Mary Ruth Jones made a motion to approve the minutes with the amendment omitting the adjournment time. Walter Echols seconded the motion and the minutes were approved.

**Assignments for Calls to New Members** – Board members volunteered to contact the new members to welcome them to UCC.

**Minister Report** – Rev. Dr. Chuck Rolen was welcomed as the new Interim Senior Minister. He stated that it is a pleasure to be here and that he is still finding his way around the building. He said it is an honor and a privilege to be here. Jeanne Duke encouraged Board members to wear their nametags when in the building to help Chuck learn our names.

**Elder Report** - Stuart McDonald reported that the retreat on June 25 with Bryan Feille was a success. The first Elder meeting will be on June 23 with Chuck speaking to them. Every Elder is praying for and shepherding ten members.

**Deacon's Report** –Lee Nelson was not able to attend this meeting to give a report. Cyndy reported that Lee had the inspiration for a Friend's Sunday which will be next Sunday, August 28. Tables will be set up for information on different ministries of the church. The next newcomers class will be Sept. 11, 18, 25. All board members are welcome to attend.

#### **Report from Goals Subcommittees**

**Communications:** Carol Wilkerson reported that she had met with Michelle Ingram to touch base regarding ways in which the committee can be of help. The initial goals of the committee have changed somewhat with recent staff changes. Michelle assured us that when the staff is ready for more help/input from the committee they will let us know.

**Fellowship:** The new coffee fellowship began on Dr. Rolen's first day in the pulpit. Flavored coffee and punch are available. People join Chuck to the gallery for fellowship time after each service. Jeanne reported that by the end of September, it should be in full swing. William Butler has been coming with fresh cream to help facilitate the feeling of the "new" coffee.

**Stewardship:** The subcommittee has not met since the beginning of summer, due to vacation schedules. Bobby Hawley, chair of the stewardship campaign, reported that the theme is "Go and Do the Same" from Luke 10:37. The campaign will involve a letter campaign, personal testimonies, as well as stewardship moments during church and Sunday School time. Kickoff will be Sept. 11 and concluding on Oct. 9. We will dedicate pledges on Oct. 16. Hopefully, we will not need much follow up after that time. Board members are encouraged to get their pledge cards in early. Stressing 100% of participation by various leaders in the church.

**Finance Report** – Michelle Ingram gave the following report.

**Consolidated Balance Sheet** – As of July 2016 operating cash balance is positive at \$702K and up comparatively to July 2015 by \$46K. UCC Equity is also positive at \$424K which is up \$32K from last year.

	7/31/2016	6/30/2016	7/31/2015	12/31/2015 (Audited)
Operating	\$702,000	\$720,000	\$656,000	\$777,000
Restricted	519,000	524,000	458,000	688,000
Capital	459,000	512,000	463,000	513,000
Endowment	103,000	1,000	2,000	257,000
Consolidated	\$1,783,000	\$1,758,000	\$1,579,000	\$2,235,000

**Unified Budget Report** - Pledges, Contributions & Offering (PCO Income) is behind budget YTD by \$69K. The monthly variance to budget is positive but we have some ground to make up by yearend if we want to reach the goal we set using a three year average income total.

We have continued to have numerous staff vacancies which has added to the positive budget variance overall under Personnel. Vacancies in July include a Senior Minister, Associate Minister, Assistant Minister and Communications Manager. In August that list grew two more positions, Ministry Assistant and Housekeeper/Custodian. Many of these positions are expected to be filled within 4-6 weeks!

Page Scholarship awards were issued to the recipients during July. Six \$2K and two \$500 awards were given this year. Awaiting a response from one final candidate for a \$2K award. Total awards to date \$13K!

Net overall operating income is \$46K positive variance to budget.

**Capital Budget Report** –Cantey St. doors, handicap doors, chiller repairs, new banquet, long & round tables, & server replacement supplies were amongst the purchases made this month from our Capital Fund. Income available for capital projects is \$433K.

**2<sup>nd</sup> QTR Endowment Reports** – Market performance during 2<sup>nd</sup> QTR was up 2.38% bringing the current Endowment value to \$13,011,000 (up from \$12,850,000 last QTR). We distributed \$138,580 earned income for Ministry spending, invested \$29,920 in new gifts this quarter. As for expenses, we paid \$1,000 for quarterly fees for Fundriver and \$493 for publishing the Annual Report. Currently there are no funds noted below our threshold of 85%. 3<sup>rd</sup> QTR distribution for spending is estimated to be \$138,702.



**Stewardship** – The Campaign this year will kick off on September 11 and conclude around mid-October. The Stewardship Committee will be Bobby Hawley, Chair, Chad Cline, Harry Parker, Kristie Gibson, Brian Gibson, Sandi Kennedy, Carolyn Critz and Charles Sanders. This year we will use materials produced by Bruce Barkhauer for the Center for Faith & Giving of the Christian Church. Theme is “Go and Do the Same”, scripture Luke 10:37.

**Designation approval – Dee Kelly bequest** – The Endowment Committee makes a recommendation to the Board of Stewards to approve designating Dee Kelly’s Estate gift of \$100,000 to the Dee J. Kelly Endowment Fund which benefits the music program of University Christian Church. The motion was seconded by Judy Stempel. All approved.

**New Investment Committee Chair** – The Endowment Committee makes a recommendation to the Board of Stewards to approve Urbin McKeever as the new Investment Committee Chair. The Investment Chair serves as a voting member of the Endowment Committee. Urbin has agreed to serve a two year term. The motion was seconded by Martha Lunday. All approved.

**Parlor Remodel Project approval** – James Chaffin reported that they have been working on a budget to renovate the area near the Chapel, including the library, hallway, bathrooms and kitchen. The project will include removing all the hallway carpet and replacing this with new wood flooring which will match the other flooring in the church. Also, there will be new lighting and they will paint the walls. Bathrooms will be renovated, including becoming ADA compliant, with new paint and tile. In the kitchen, the plan is to paint the cabinets, install new hardware, new lighting, and possibly a new refrigerator. The unneeded dishwasher will be removed. The kitchen will have new flooring to match the hallway flooring. It will be made into a catering kitchen. In the Library, the shelves have been removed. There will be new flooring. A custom cabinet will be built which will hold a TV with AV equipment. Mirrors will be added, so it will be possible to use as a bridal room. Also, there will be new lighting, replacing the existing chandeliers. The windows will be left as is and plantation shutters will be added. The plan is that the library may be used for receptions as well as small banquets and lectures. It will accommodate approximately 40 people. The idea is to have a place for smaller gatherings. These changes will bring this area of the building up to ADA compliant standards. There are some church members who have committed to make donations to help with the project.

The project is recommended to the Board of Stewards for approval by the Finance Committee subject to these conditions:

1. Design details to be reviewed with contractor and re-quoted based on final plan.
2. Resolve ADA bathroom issues
3. Final clause reworded in contract.

Lee Brookshire seconded the motion and all voted in favor of the project.

**Approval of BOS At Large Nominee to CLG** – Mary Nell Andrus reported that Stephanie Stoner has been nominated to serve as the BOS At Large Nominee on the CLG. The subcommittee of the BOS brought the motion. It was seconded by Art Busbey, and all were in favor.

**Executive Session** - The Board went into Executive Session at 7:44 p.m. to discuss a personnel matter. Ken Hubble seconded the motion which was brought by the Personnel Committee. All approved.

The Executive session ended at 8:11 p.m.

**Housing Allowance approval** – A motion was made to approve the housing allowance for Chuck Rolen and Kera Watts. Motion to approve the housing allowance was made by Mary Ruth Jones, seconded by Judy Stempel. All approved.

Michelle Ingram stated that Susan Henry had resigned and they are working to fill that vacancy. Cyndy Bodden and Willette Powell have also resigned. There are currently seven vacancies on staff.

Cyndy Twedell reported that the Associate Minister's Search Committee has been meeting. They currently are looking at eight candidates, hoping to narrow down to four candidates to interview soon.

Kickoff Sunday is this coming Sunday.

There being no further business, the closing prayer was given by Chuck Rolen and the meeting adjourned at 8:18 p.m.

Respectfully submitted,

Carol Wilkerson  
Board Secretary

Thelia Chaffin  
Assistant to Senior Minister