

University Christian Church

Board of Stewards Meeting

February 21, 2017

UNAPPROVED

Stewards Present:

Mary Nell Andrus	Martha Lunday
Lee Brookshire	Stuart McDonald
Art Busbey	Keith Miller
Jeanne Duke	Monty Phillips
Avis Herndon	Judy Stempel
Don Houk	Cathy Taylor
Ken Hubbell	Carol Wilkerson
Mary Ruth Jones	

Ex-Officio Members Present:

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

Motions Made and Actions Taken

Approval of Minutes – Stuart McDonald made a motion to approve the minutes. Art Busbey seconded the motion and the minutes were approved.

Approval of WDS Director Search Committee - Names of the members for the WDS Director Search Committee were submitted: Alice Phillips, chair, Elizabeth Jones, Carol Elliott, Alan Garcia and Keith Miller. Mary Ruth Jones moved to approve the Search Committee, seconded by Art Busbey. All approved.

Appoint BOS Nominations Committee to Select 2017-18 Administrative Committee Members and Chairs - The following were chosen to select members and chairs for these committees:

Finance: Don Houk and Jeanne Duke
Building & Grounds: Avis Herndon and Mary Nell Andrus
Endowment: Cathy Taylor and Ken Hubbell
Personnel: Mary Ruth Jones and Monty Phillips

A meeting of the Board of Stewards of University Christian Church was called to order at 5:36 p.m. The opening prayer was given by Ken Hubbell.

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

Approval of Minutes - The minutes of the meeting on January 24 were reviewed. Stuart McDonald made a motion to approve the minutes. Art Busbey seconded the motion and the minutes were approved.

The minutes of the February 11 Board Retreat were reviewed. Avis Herndon made a motion to approve the minutes. Lee Brookshire seconded the motion and the minutes from the retreat were approved.

Assignments for Calls to New Members – No new members were included in this months report.

Minister's Report — Rev. Chuck Rolen shared the Core Values Worksheet with the Board. He reiterated the core value presentation he made at the Board retreat. Worksheet attached. These values should be the lenses through which we look at all that we do as a church.

Chuck mentioned how much people enjoyed being at UCC for Ministers week and how we are often looked to for the ways in which to do things.

Elders Report – Stuart McDonald reported that the Elders will meet next week for the first time in several months due to the holidays and the Assembly meeting in January. Rev. Shannon Moore will speak. Also Danyelle Ackall and Lee Nelson, co-chairs of the Senior Minister Search Committee, will give an update on the work of the committee.

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

Finance Report – Mike Morton gave the following report.

Consolidated Balance Sheet – (Page 4) As of January 2017 operating cash balance is positive at \$926K and up comparatively to January 2016 by \$114K. UCC Equity is also positive at \$766K which is up \$116K from last year. Please note, the December 31st amounts are unaudited year end totals. They are subject to final journal entries and audit adjustments.

4th QTR Endowment performance has been updated. More detail to follow with the Endowment report.

	1/31/2017	1/31/2016	12/31/2016 (Unaudited)
Operating	\$926,000	\$812,000	\$826,000
Restricted	620,000	578,000	790,000
Capital	478,000	509,000	487,000
Endowment	4,000	1,000	4,000
Consolidated	\$2,028,000	\$1,900,000	\$2,107,000

Unified Budget Report - (Page 5-6) Pledges, Contributions & Offering (PCO Income) is ahead of budget YTD by \$14K.

Boar's Head Amendment, coming next month – Many of Boar's Head expenses are received in the Fall (2016) each year, so we prepay those expenditures received prior to Dec. 31 and post them into the current Boar's Head performance year (2017). Posting all of the expenses in the current year makes reporting more simple and accurate. Because those expenses are prepaid during the budgeting preparation (Oct/Nov/Dec) cycle and new expenses are still being received during January and February,

the budget each year for Boar's Head is hard to predict. So, we opt to adjust the budget in March each year. We will adjust each line item of expense to match the actuals. Then we will adjust the income total as well and post the transfer from Boar's Head reserve to cover those expenses. The difference between what is currently in the budget and what we need to post will be what you see for a budget amendment at next month's Finance meeting. At the time of this report the estimate is \$5,100. There isn't any impact to the 2017 budget at all. It is covered by the Boar's Head reserve transfer. Because the Finance Committee will not meet in March, we are providing an explanation to clarify the process of how we handle Boar's Head budget amendment each year.

Net overall operating income is \$68K positive variance to budget.

Capital Budget Report – (Page 7)

Other than \$1,400 of Trust income, there was no capital budget activity for January. Income available for capital projects is \$452K.

COMMITTEE REPORTS:

Endowment – (Page 8-11)

4th QTR Endowment Reports – Market performance during 4th QTR was up 1.29% bringing the current Endowment value to \$13,536,000 (up from \$13,513,000 last QTR). We distributed \$139,090 earned income for Ministry spending, invested \$23,002 in new gifts this quarter. As for expenses, we paid \$1,000 for quarterly fees for Fundriver. Currently there are no funds noted below our threshold of 85%. 1st QTR distribution for 2017 spending at the new reduced rate of 4.25% is estimated to be \$131,302.

Donor Wall Update: Legacy Society Dinner – Plans for a dinner and unveiling of the donor wall are underway. On May 4 we will host a dinner to launch the Legacy Society and unveil the donor wall display.

Members who have indicated their intent to include UCC in their Estate plans and our named Endowment benefactors will soon be contacted to confirm spelling and format of their donor wall name plate. Turnaround time for name plates is approx. 4 weeks.

3D Cross Update – The 3D cross was received a few weeks ago. Collins Custom Machining (member Clayton Collins) completed the back spacer and invoiced us only the cost of materials \$475. The artist (Gracie Reed www.gracedesignsdallas.com) picked up the cross a couple of weeks ago and intends to return it to us in early March.



Personnel – No update at this time. Personnel did not meet this month.

Building & Grounds – At their last meeting, Building & Grounds reviewed three bids from lighting vendors regarding the LED theatrical sanctuary lighting project that was approved as part of the 2017 Capital Budget. B&G Committee selected and approved the bid from Barbizon Lighting for \$204,760. This bid does include the electrical work to install the dimmer racks and electrical panel required for the new dimmers. If additional electrical work is needed, it will not be part of the estimated bid. It is not expected at this time to incur any additional electrical costs however, the budget was approved at \$220K so there is a \$15K contingency budget if needed.

A final contract with Eubanks and Zurich Insurance for the roof replacement was secured and signed. All properties were added to the adjustor's estimate. Although the roof at 2618 University will not be replaced at this time, the estimated cost for both the garage and small apartment roof meets the \$5K deductible. It is anticipated our out of pocket cost for this project will be \$62K. Estimated replacement cost is \$992K. Insurance sent a check in February for the cash repair value less the recoverable depreciation. This large payment will be reflected on the balance sheet for February. The first deposit to Eubanks will be paid upon delivery of materials. The anticipated start time for this project will be after Easter and should take approx. 3 months to complete.

Outreach – (Page 12-13) The Outreach Committee met on February 8 and approved the 2017 Outreach Budget which included the following new items:

New allocations:

- a) Texas Interfaith Center - \$1,000 annually for 2 years for health education.
- b) Disciples Crossing - \$9,500 one-time only for bed-bug heater.
- c) Galileo Church - \$7,500 annual for 3 years for ongoing funding

Increased funding:

- a) Children's Closet – increased from \$45K/year to \$50K/year.

New Business Items

- a) ***Budget Amendments** – None
- b) **2017 Major Vendor** – (Page 14) Each year the Finance Committee is presented with a list of vendors that we have spent \$25K and over with. The list also includes any known relationships with these vendors for full disclosure. The total spent is based on fiscal year 2016 and YTD in 2017. We added three additional vendors we know we'll spend more than \$25K within 2017 – Eubanks Roofing, Barbizon Lighting and Infinisource.
- c) The Finance Committee approved the list of vendors over \$25K.
- d) **Audit Committee** – Mike Morton, Brian Gibson, Monty Phillips and Mark Alland.

The Finance Committee approved the above noted members for the Audit Committee.

Senior Minister Search Committee Report - Danyelle Ackall reported that the committee has been working with Patty Polling to develop the survey for the congregation. Lee asked about the Church Information Sheets that were distributed at the Board Retreat. Danyelle shared that those will be collected and compiled for the committee to use as a data base.

There has been a request from the congregation to continue communication from the committee. Danyelle shared that Patty will put a page on the website with updates from the Search committee.

Jeanne mentioned that upon looking at the responses from the surveys from the Board and staff that there was a common theme of the need for a minister with strong skills in the area of preaching. Jeanne asked for clarification from the Board, as to whether this meant strictly preaching or also a strong knowledge in theology. Danyelle shared that the way in which we ask the questions on the survey will have some bearing on the ways in which they are answered. The consensus among the Board was that strong preaching is the number one quality desired in a new minister. Avis expressed a concern regarding hiring someone without strong administrative skills. Danyelle said that if the right person was found with strong preaching skills but they do not possess strong administrative skills, we would need to look at it further. This may well involve a revision to our budget to allow for the administrative leadership we need. Don Houk expressed a concern regarding the administrative workload we place on some of our ministerial staff. Discussion was held regarding the feasibility of hiring an additional minister at a later time who would handle administrative duties. The consensus of the board was that the Search Committee should move forward with strong preaching skills being the number one characteristic, knowing that an additional person may be added to cover administrative duties if needed.

A revised copy of the UCC Staff Organizational chart was distributed.

Approval of WDS Director Search Committee - Jeanne submitted names of the members for the WDS Director Search Committee and asked for approval from the Board: Alice Phillips, chair, Elizabeth Jones, Carol Elliott, Alan Garcia and Keith Miller. Mary Ruth Jones moved to approve the Search Committee, seconded by Art Busbey. All approved.

Reaffirm Ethical Guidelines for Congregational Conduct – This will be done next month.

Appoint BOS Nominations Committee to Select 2017-18 Administrative Committee Members and Chairs - The following were chosen to select members and chairs for these committees:

Finance: Don Houk and Jeanne Duke
Building & Grounds: Avis Herndon and Mary Nell Andrus
Endowment: Cathy Taylor and Ken Hubbell
Personnel: Mary Ruth Jones and Monty Phillips

There being no further business, the meeting adjourned at 6:34 p.m.

Respectfully submitted,

Carol Wilkerson
Board Secretary

Thelia Chaffin
Assistant to Senior Minister