

University Christian Church

Board of Stewards Meeting

March, 21, 2017

UNAPPROVED

Stewards Present:

Lee Brookshire	Ken Hubbell
Art Busbey	Mary Ruth Jones
Jeanne Duke	Martha Lunday
Walter Echols	Stuart McDonald
Avis Herndon	Keith Miller
Don Houk	Carol Wilkerson

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 of February 21. Keith Miller seconded the motion and the minutes were approved.

Software Project for Children's Closet -

1. A vote was taken to approve whether the exception applies here. Avis Herndon made a motion to approve the exception. Martha Lunday seconded. All approved.
2. A second motion was made to authorize the expenditure of an additional \$16,000. The cost is estimated at \$6,000 and an additional \$10,000 to purchase the entire block of time for the services needed. Art Busbey made the motion and Stuart McDonald seconded the motion. All approved.

Reaffirm Ethical Guidelines - Stuart McDonald made a motion to approve the Ethical Guidelines and it was seconded by Art Busbey. All vote in favor of affirming.

A meeting of the Board of Stewards of University Christian Church was called to order at 6:30 p.m. The opening prayer was given by Art Busbey.

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

Approval of Minutes - The minutes of the meeting on February 21 were reviewed. Stuart McDonald made a motion to approve the minutes. Keith Miller seconded the motion and the minutes were approved.

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

Minister's Report — Rev. Chuck Rolen thanked everyone for prayers for his wife following her surgery. He is very grateful that she is recovering well. Rev. Russ Boyd has accepted a position as Senior Minister at Ridglea Christian Church. We are planning a farewell party Sunday night. Officially, his last day will be Sunday, April 9, when there will be a reception after each service. A save the date notice will be going out soon for the Legacy Society celebration on May 4. This will be a wonderful night in the life of the church.

UCC is going to have a faithful future. Music ministry helped with the attendance over the spring break.

Elders Report – Stuart McDonald reported that Shannon Moore spoke at the meeting last month on Spiritual Gifts to help folks understand their strengths and weaknesses. Next month Todd Prickett will be joining the Elders to speak about the music program.

Deacon's Report –Lee Nelson was unable to attend the meeting. Danyelle Ackall mentioned that an usher training will be held on Sunday. Art Busby gave further details regarding the training. Thelia said an email would be sent as a reminder.

Update from Sr. Minister Search Committee - Danyelle Ackall reported that as of Monday 393 responses have been received to the on line survey. 40% of the respondents were over the age of 65. She expects to have a few more before the deadline. The committee hopes to get the job posted next month. They need the goals of the church for the next five years to complete the documentation. Jeanne shared that the profile will be presented to the Board of Stewards for their review before it is posted. The Board will affirm it, but a vote is not necessary. They have gotten really good information about the requirements desired for the senior minister as well as associate ministers.

Danyelle reported that any board member who would like to do more research is welcome to do so. The two churches that still need review are Country Club Christian Church in Missouri and Columbus Christian Church in Ohio. The associate staffs from both churches are worth consideration. Walter asked whether we would want to bring someone in who has never been a senior minister. The answer is that we would look for someone who has been a senior minister for a long time or someone in a multi-staff position. The committee is trying to get an idea about who is out there and will call them to see if they are interested.

Jeanne shared that there will be an opportunity on the website for members to share any comments they would like to give to the committee regarding the next Senior Minister.

Finance Report – Michelle Ingram gave the following report.

Monthly Reports as of February 28, 2017

Consolidated Balance Sheet – (Page 3) As of February 2017 operating cash balance is positive at \$939K and up comparatively to February 2016 by \$138K. UCC Equity is also positive at \$785K which is up \$189K from last year. Please note, the December 31st amounts are unaudited year end totals. They are subject to audit adjustments.

Large capital fund cash balance is due to the first insurance payment for the roof replacement of \$673,298.

	2/28/2017	1/31/2017	2/28/2016	12/31/2016 (Unaudited)
Operating	\$939,000	\$926,000	\$801,000	\$825,000
Restricted	\$630,000	620,000	549,000	791,000
Capital	\$1,028,000	478,000	493,000	487,000
Endowment	\$14,000	4,000	1,000	4,000
Consolidated	\$2,610,000	\$2,028,000	\$1,844,000	\$2,107,000

Unified Budget Report – (Page 4-5) Pledges, Contributions & Offering (PCO Income) is ahead of budget YTD by \$13K.

Boar's Head Amendment – Many 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 simpler and more accurate. Because those expenses are prepaid during the budgeting (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. The difference between what is currently in the budget and what we need to post is \$1,091. There isn't any impact to the 2017 budget at all. It is covered by the Boar's Head reserve transfer.

Audit begins March 20 and should complete around March 29.
Net overall operating income is \$45K positive variance to budget.

Capital Budget Report – (Page 6)

The first insurance payment of \$673,298 towards the roof replacement was received this month. The HVAC inspection, deposit for sanctuary lighting and a minor donor wall expense were amongst the purchases made this month from our Capital Fund. Income available for capital projects is \$329K. (Note: cash balance is higher due to the insurance payment, however, that payment isn't available for spending so I've reduced that amount from our overall available balance).

COMMITTEE REPORTS:

Endowment – The donor wall has been installed and hidden behind a screen until the unveiling event on May 4. The cross has been completed by the artist and recently returned to us at no charge. Watch for special event details coming soon!

Personnel – Staff Updates:

- a) **Youth Ministry** – Rev. Russ Boyd, Associate Minister, answered a call to serve as Senior Minister at Ridglea Christian Church in west Ft. Worth. Walter Echols asked about a search committee to replace Russ. We will focus on thanking Russ for his long service and have a contingent plan through the summer. At next board meeting, Rev. Rolan says we should have a conclusive plan.
- b) **Business Office** –
Monica Gantt, PT Accounting Assistant, resigned her position effective March 24.
Cassie Cowley, FT Admin Assistant, resigned her position effective April 28.
Both were great additions to the staff, we wish them well. They enjoyed working at UCC but at this time they are called to family priorities.
- Monica's PT position will be replaced with a FT Accounting Manager position. Cassie's FT position will be replaced with a FT Assistant.
- c) **IT/Media** –
The PT IT Assistant position was eliminated. Wisdom Badejo had his last day with us on March 15. *We wish him well with school and future endeavors!*
- d) **Communications** –
New FT position, Graphics Designer Lvl 1, is currently being advertised to increase the resources of the Communications office.

Building & Grounds –

Lighting project – deposit has been paid. Custom lights have been ordered. Project is estimated to begin shortly after Easter.

Roof Replacement – insurance payment has been received. Project is estimated to begin late May after WDS is out.

Rogers St. Doors – door frame to be replaced in two weeks and reinforced with metal and continuous hinges.

Power washing – the B&G team have begun the laborious task of power washing the exterior of the building. It will be a work in progress for awhile but we can certainly already see a big difference in areas they've completed.



← top half hasn't been washed.

← bottom has been washed.

Interior lighting – with the help of Mike Morton, the B&G team have been working their way through the building to ensure consistent and correct lighting is installed in hallways/classrooms etc.

Outreach – No report at this time.

New Business Items

a) ***Budget Amendments – (Page 7)**

Fund 1 Operating –

2/29/2016	<i>Adjustment to Budget</i>	Restrictions Satisfied - Boar's head	\$	<i>1,091</i>
	Existing Budget	Restrictions Satisfied - Boar's head	\$	15,353
	total program cost in			
	2017 \$16,444	Fund Reserve total transfer - Boar's Head	\$	(16,444)

Budget Amendment total is \$1,091.

The Finance Committee approved the Budget Amendment for Boar's Head of \$1,091 as presented.

Weekday School Director Search Committee – Jeanne Duke discussed the need to add Kera Watts to the Weekday School Search Committee as an ex-officio member of the search committee to make it clear that the new director reports to her. Walter Echols made a motion to approve the appointment. Ken Hubbell seconded the motion. The motion was approved.

Administrative Committee Members and Chairs - Board members are working on contacting current members and chairs to determine who will be leaving and then will look at finding new members and selecting the necessary chairs.

Don Houk mentioned hiring an independent source to look at the stewardship program. Chuck spoke about a couple of strategies. One possibility is moving toward digital giving. Another is a narrative approach to fundraising. We have to make giving easy, attractive, 24/7. We are also doing some kind of strategic timeline to show how we get the story out. A church this size very often will use a consulting service to assist with the program. This will be up to the finance committee. Jeanne wants to ask the board if this is worth exploring and will be discussed by the finance committee.

Approval of Nominees for Elder, Deacon, Board of Stewards and Officers – Not discussed.

Reaffirm Ethical Guidelines for Congregational Conduct – This is one of the boxes to be checked off for the congregational profile to be used by the Senior Minister Search Committee. Essentially, it agrees that we will be nice to each other, with our minister and with the denomination.

Stuart McDonald made a motion to approve the Ethical Guidelines and it was seconded by Art Busbey. All voted in favor of affirming the Ethical Guidelines for Congregational Conduct. Stuart mentioned that he will bring it before the Elders and Jeanne said the Assembly should approve as well. He said this is wonderful because we are in such a different place than when we discussed this a number of years ago. It is a reasonable thing to put it on the church website.

There being no further business, the meeting adjourned at 7:58 p.m.

Respectfully submitted,

Carol Wilkerson
Board Secretary

Thelia Chaffin
Assistant to Senior Minister
