

University Christian Church

Board of Stewards Meeting

April 18, 2017

UNAPPROVED

Stewards Present:

Mary Nell Andrus	Mary Ruth Jones
Lee Brookshire	Stuart McDonald
Art Busbey	Keith Miller
Jeanne Duke	Monty Phillips
Avis Herndon	Judy Stempel
Don Houk	Cathy Taylor
Ken Hubbell	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 – Ken Hubbell made a motion to approve the minutes of March 21. Art Busbey seconded the motion and the minutes were approved.

Proposed Bylaw Changes - The Board is asked to approve a motion from the CLG for changes to the Bylaws. Judy Stempel seconded motion. No further discussion. All approved.

Approval of Nominees for Elder, Deacon, Board of Stewards and Officers – Motion was brought by the CLG to approve the nominees for Board of Elders, Board of Deacons, Board of Stewards and Officers. Seconded by Mary Ruth Jones. Motion carries.

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 Lee Brookshire.

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

Children's Closet Update: Children's Closet Advisory Board - Don Houk gave an overview of the Children's Closet. The advisory board, with Heidi Reeder as Chair, is interested in recruiting more volunteers of all ages and having some more intergenerational activities. The Children's Closet is run like a business. Don shared that they do not solicit donations from the church. Average cost of a uniform is \$13.50. Major donors of over \$100,000 originally were J.W. Skolaut and Jerry & Cheryl Conatser. Donors in 2017 gave \$45,000. This year they went to the community and were successful in acquiring

additional donations totaling \$62,500 from six donors. These donations while generous are not permanent sources of income. The two foundations that donated money reported that they have never seen a faith-based program that is as efficient as ours.

Total gifts in 2016 were \$139,000. They have a balance in reserve of \$95K. Policy now is to give 20 uniforms per month. We have adopted Rosemont Elementary School. Schools were provided uniforms following Bag It Night. In FWISD, the Closet has served 72 out of 84 schools. Also the Closet supplies homeless kids with uniforms. 50% of the uniforms are given in Sept. Additional projects cost \$160K per year. There is no other church in the city that does as much for the FWISD as the Children's' Closet.

The school district has developed a new plan to overhaul five "Academy" schools, which are currently located in lower income areas where only 65% of students are progressing as they should. New principals have been hired as well as 200 new teachers at a higher wage for working at these campuses. The students will go to school all day and receive three meals a day. This is a three year project to bring the students up to average. The school district will give uniforms to all the students but he does not know if the uniforms will be the same as the other Fort Worth schools. Parents and kids will decide. If they choose to have a logo, the uniform would be more expensive. FWISD said they don't see volunteer organization run as well as this one especially since all the funds go to the students. The school district has not said whether they will pay for the uniforms or if we will be asked to do it. Richard Rainwater gave \$1M for this project.

Detailed finance report, uniform distributions for 2016 and donor information was provided to the Board. Cathy Taylor expressed gratitude to Don and Gerry for all they have done.

Proposed Bylaw Revisions – Dave Martin, CLG Chair, and Tony Allred as Vice Chair, gave thanks to the committee for all their work and to Thelia for her help. After compiling the list of nominees, they turned their attention to bylaw changes that became apparent during the process. The proposed changes are as follows:

1. Proposal to change deadline for CLG nominees to be submitted to Board Secretary from April 1 to April 7.
2. Proposal to change date for BOS selection of next CLG class from September 15 to on or before the September meeting of the BOS since the regular September meeting is usually after September 15.
3. Continuing Elders. No Continuing Elders were selected this year because all documentation was not submitted. The proposed change is to only require one person to nominate a Continuing Elder with a written statement establishing that the nominee is qualified to serve as an Elder and they understand the duties and responsibilities.
4. Some Elders have expressed that they are no longer able to fulfill the duties of the position. The proposal is that instead of resigning their position they be offered a title of Elder Emeritus/Emerita to honor their service and permit them to participate at whatever level in which they feel comfortable. Jeanne suggested there are folks who would want to do this. We could say thanks to them and perhaps present them with a pin. Ken said other congregations have used the term emeritus.

Scott Wheatley said any time you can simplify the wording in the bylaws, it would be beneficial.

The bylaws would be submitted at the Assembly meeting. Judy Stempel said items are very thoughtful and easily understood.

The Board is asked to approve a motion from the CLG for these changes. Judy Stempel seconded motion. No further discussion. All approved. Scott mentioned that anyone can submit recommendations to make changes to the bylaws. The proposed changes will now go to the Assembly and must have two readings. The first will be in May and second will be in October for final approval.

These motions were brought by the CLG and seconded by Judy Stempel. Motion carries.

Cathy Taylor suggested a change to Articles 11.1 (d) and 11.2(d) Search and Call. The wording is unclear. She will work with Dave to make this change. Art. 11.2d also.

Keith Miller mentioned term limits for Chairs of the various committees are too short. This causes too much turnover of board officers and admin committee chairs. Institutional knowledge is lost. Dave and Tony will look at any suggestions and bring to May BOS meeting.

WDS Director Search Committee Update - Keith Miller reported that they have received seven applications and the committee will begin reviewing them soon

Senior Minister Search Committee Update - Jeanne reported for Danyelle Ackall that the search is right on pace with the published timeline. The church profile and job listing went to the regional office two weeks ago. It was posted last week. Since most ministers are focused on Easter, they have not received any candidate profiles yet.

Patty Polling is working on the marketing materials. She anticipates that the PDF packet will be ready for the Board to review in a week to ten days. If there are no major changes, the PDF marketing packet will be posted on the UCC website with a link for interested candidates to apply. At that time, an email will go out to the congregation announcing the committee's progress and asking that member referrals visit the website. In anticipation, Patty has updated the website with a feedback form for general comments and referrals from members. The committee will meet again on April 30.

Approval of Minutes - The minutes of the meeting on March 21 were reviewed. Ken Hubbell made a motion to approve the minutes. Art Busbey 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 – The Legacy Society is dedicated to encouraging folks to have the awareness and opportunity to include the church in their end of life planning. Rev. Chuck Rolen shared that we should be making this an option. Chuck has asked all of the BOS to encourage folks to attend this event. It will be a fellowship meal and we will dedicate the endowment wall. There will be activities for children. We will have music and a catered meal served at the table. Price for dinner is \$25 with a maximum charge of \$75/family. It will be a wonderful night of honoring those who have generously given to the endowment. A special video will be very emotional.

Chuck shared that the send off for Russ was great. We celebrated Russ and his family. Now Tyler and Whitney will be increasing their hours for the summer and everything is on track. Chuck stressed that we are not just replacing Russ, we will be working with the *Growing Young* initiative and hope to find

the minister who will be relevant, informed and on board with that initiative. Chuck will be working with the men's ministry events for the time being.

Chuck reported that we had some protestors at the church on Easter Sunday. The police were called and the situation was handled without much incident. This raises the concern of security for the church. Chuck suggests we look at forming a security risk management team. For the time being, greeters and ushers will be instructed to escort incoming church members to alternate doors if a similar situation arises in the future.

Jeanne shared that Reverend Murtha will be here for a training next Monday evening April 24 from 6-8 pm in Room 207. All BOS members are invited and encouraged to attend.

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

Elders Report – Stuart McDonald reported that the Elders met last month and had a presentation by Todd Prickett. It was a great presentation and an opportunity to hear more about the music program. The concept of Elder emeritus was discussed; more information on this can be found in the CLG report.

Finance Report – Mike Morton gave the following report.

Monthly Reports as of March 31, 2017

Consolidated Balance Sheet – (Page 4) As of March 2017 operating cash balance is positive at \$897K and up comparatively to March 2016 by \$4K. UCC Equity is also positive at \$719K which is up \$58K from last year.

	3/31/2017	2/28/2017	3/31/2016	12/31/2016 (Unaudited)
Operating	\$897,000	\$939,000	\$894,000	\$825,000
Restricted	\$659,000	\$630,000	510,000	791,000
Capital	\$1,061,000	\$1,028,000	512,000	487,000
Endowment	\$26,000	\$14,000	0	4,000
Consolidated	\$2,643,000	\$2,610,000	\$1,916,000	\$2,107,000

Unified Budget Report - (Page 5-6) Pledges, Contributions & Offering (PCO Income) is behind budget YTD by \$15K.

Renewals for seasonal reserved football parking have begun. YTD income is \$12,300.

Minor budget timing variances on Administration General (postage lease, staff training) and Youth (camp registrations) expenses.

Net overall operating income is \$27K positive variance to budget.

Text & mobile giving – We will launch text giving and mobile app giving in time for Easter! Stay tuned for details!

Audit wrapped up successfully on March 27th. Full report to come next month.

Capital Budget Report – (Page 7)

1st QTR endowment earnings and the youth parking tithe were posted this month. Small security cameras, HVAC inspection, lighting & donor wall installation and payment for the closet inventory/ordering system were amongst the purchases made this month from our Capital Fund. Income available for capital projects is \$362K. (Note: cash balance is higher due to the insurance payment, however, that payment isn't available for spending that amount has been reduced from our overall available balance).

Restricted Reserve Report – (Page 8-9)

Fund 2 is where we record restricted giving to the Church, fundraising activities for Youth and WDS and small group/Sunday school class funds. Restricted giving is when a donor gives a gift to support a specific ministry as opposed to an unrestricted donation that supports ministry, personnel and facility operating costs. We transfer these restricted gifts at the time of spending to Fund 1.

Boar's Head Activity for 2017 performances:

Reserve Activity:

March 1 Reserve Balance:	\$42,264
Tamu Press Credit for books	\$2,589
Ticket Sales:	\$16,590
Donation	\$100
Memorials:	\$1,315
Endowment Income:	\$884
Offering:	\$9,320
T-shirts:	\$370
Sales Tax from Jan 2016 merch:	<u>(\$126)</u>
Total:	\$73,306
February 2017 GL Reserve Balance:	\$73,306
March Reserve Transfer:	<u>(\$16,444)</u>
Reserve Balance March	\$56,862

See report for additional activity highlights.

WDS School Year Report – (Page 10)

Discovery time income is ahead of budget \$10K while tuition is behind by \$13K. On the expense side, YTD report reflects that WDS salary is over budget by \$56K. Staff will plan on reviewing details of those expenses to determine if budget timing is a factor or if transition is a factor.

WDS just completed their 4th annual Spring Party fundraiser!

2017 WDS Spring Ad	1,600
2017 WDS Spring Auction	9,430
2017 WDS Spring Ticket Sales	13,675
2017 WDS Spring Donations	<u>23,875</u>

Total Income YTD	48,580
Spring Party Supplies	888
Printing & Copying	1,814
Entertainment	21,009
Auction	<u>2,757</u>
Total Expense YTD	<u>26,468</u>
Net profit YTD	22,112

Note: There are additional income and expense items to post in April.

COMMITTEE REPORTS:

Endowment – No report

Personnel –

Jackie Avila recently joined the UCC staff team as a full time Graphic Designer. She graduated from California State University with a degree in design & illustration. Jackie lives in Benbrook but originates from Manchester! She also worked for 12 years at the Star Telegram as a Senior Design Editor and most recently at Active Impressions handling t-shirt designs.

Building & Grounds –

Lighting project – Custom lights have been ordered and should arrive at the end of this week. New furniture for control booth will be ordered soon to be installed after Easter.

Project timeline:

Controller install – Early may (after legacy dinner)

Electrical – Mid may

New dimmer installation – Late may

New light hang and finalization – Late may/Early June

Roof Replacement – Our roof sustained significant additional damage with a recent storm in late March. We have accelerated the project start date to avoid any additional out of pocket costs with repairing the new damage.

Rogers St. Doors – Main repair was recently completed. Some final touches are being made. Doors will be refinished in early May.

Outreach –

New Business Items

- a) ***Budget Amendments** –
N/A

Approval of Administrative Committee Members and Chairs - Scott Wheatley recommended that committees have a Chair and Vice Chair for them to learn before taking office. No motion – Board looked at those recommendations that were presented.

Approval of Nominees for Elder, Deacon, Board of Stewards and Officers – List of names are in the packet. Motion was brought by the CLG to approve the nominees for Board of Elders, Board of Deacons, Board of Stewards and Officers. Seconded by Mary Ruth Jones. Motion carries.

The Board entered into Executive session at 8:18 p.m. to discuss a personnel matter and concluded at 9:21 p.m.

Respectfully submitted,

Carol Wilkerson
Board Secretary

Thelia Chaffin
Assistant to Senior Minister

2017-18 Nominees

Board Officers:

Chair: Ken Hubbell

Vice Chair: Cathy Taylor

Secretary: Mary Nell Andrus

Board of Stewards:

Susan Hill

Lindsay Klatzkin

Bill Landreth

Bill Pardue

Kate Williams

Assembly Elders:

Linda Bennett

Heather Harris

Tim Lee

Pat Muckleroy

Debbie Powell

Bill Proenza

Nancy Strickland

Bill Walker

Deacons:

Jennifer Alland

Katie Brooks

Rick Carson

Kelsey Cobbs

Warner Fox

Josh Jackson

Yeahwa Lee

Kerby McCracken

Kitt Sechrist

Don Smith, Jr.

Patricia Smith

Eric Vanderwerken

Deacons:

Jennifer Alland

Katie Brooks

Rick Carson

Kelsey Cobbs

Warner Fox

Josh Jackson

Yeahwa Lee

Kerby McCracken

Kitt Sechrist

Don Smith, Jr.

Patricia Smith

Eric Vanderwerken

