

# University Christian Church

## Board of Stewards Meeting

### August 15, 2017

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#### UNAPPROVED

#### **Stewards Present:**

Mary Nell Andrus, Art Busbey, Chad Cline, Jeanne Duke, Walter Echols, Susan Hill, Ken Hubbell, Mary Ruth Jones, Lindsay Klatzkin, Martha Lunday, Keith Miller, Bill Pardue, Judy Stempel, David Stoner, Cathy Taylor, Kate Williams

#### **Ex-Officio Members Present:**

Rev. Dr. Chuck Rolen – Interim Senior Minister

A meeting of the Board of Stewards of University Christian Church was called to order at 6:33 p.m. by the Chair, Ken Hubbell. The opening prayer was given by Jeanne Duke.

#### **Welcome**

Ken Hubbell welcomed board members and announced that he had just attended a hospitality meeting. There is lots of excitement and creativity about making our church more hospitable, and we should be receiving a report from this committee by December. He also stated that the kitchen committee has also been busy and that we should be hearing their ideas soon.

**Listening to UCC Members** - No members signed in to speak to the Board

**Approval of June 20 Board Meeting Minutes** - A motion to approve the minutes was made by Chad Cline. Mary Ruth Jones seconded the motion and all approved.

**Assignments for Calls to New Members** – Martha Lunday will call George Achziger. Mary Ruth Jones volunteered to call Sarah Davis, and Art Busbey will call Joseph Hartley

**Minister's Report** – Chuck Rolen stated that he has about 90 days remaining in his time with UCC and that it remains a pleasure to serve in our church. There have been several significant changes during his tenure.

The communications department has had a total restructure. We are now getting a clearer and more defined message and brand out to our members and the community. Our hospitality committee is doing intense investigation on how to be more welcoming and how to provide more relevant educational programs. They are also studying signage and traffic flow in the church.

We are also looking at other stewardship options instead of just a pledge drive model. The pledge drive model is successful, but we need to look beyond this model and be able to explain to members what we are trying to accomplish and how they can participate.

There is amazing work going on at UCC. We are looking at strategic planning and are asking our directors to present at the assembly meeting about our strategic plans. The Men's Ministry has also been rejuvenated, and they recently completed a service project through Meals on Wheels. They are also planning another service project to be completed at the church and will be repairing some fencing.

Summer is often difficult financially. We are hopeful to see an uptick in giving as we approach the start of our new senior minister.

Chuck announced he is beginning to make plans to transition out of his position and help the church to move forward with new leadership.

Ken Hubbell announced that he had invited ministry chairs to his house to discuss the new budgetary process. They will state their mission for their ministry and their goals for the year. The budget should reflect these goals. We should get this information back by the end of September.

**Report from Elders-** Chad Cline announced that the Elders met on June 27 and the commissioning and installation of new elders and recognized those rolling off. They visited the Children's Closet and had a prayer of blessing over that ministry. The next meeting is August 22.

**Report from Deacons** – David Stoner thanked everyone who was involved in selecting the new class of deacons. There is lots of excitement, and they had a great turn out at their last meeting at which Shannon Moore gave a talk on spiritual gifts. David asked to be notified as events are happening so that the Deacons could assist with these events if they need volunteers.

Art Busbey stated there is a need more deacons at 9:00 service.

**Finance Report** – Mike Morton gave the following report.

## Monthly Reports as of July 31, 2017

**Consolidated Balance Sheet – (Page 4)** As of July 2017 operating cash balance is positive at \$531K and down comparatively to July 2016 by (\$171K). UCC Equity is positive at \$356K which is up \$68K from last year.

	7/31/2017	6/30/2017	7/31/2016	12/31/2016 (Audited)
Operating	\$531,000	\$606,000	\$702,000	\$825,000
Restricted	\$623,000	\$638,000	\$519,000	791,000
Capital	\$251,000	\$733,000	\$459,000	487,000
Endowment	\$3,000	\$0	\$103,000	4,000
Consolidated	\$1,408,000	\$1,997,000	\$1,783,000	\$2,107,000

**Unified Budget Report - (Page 5-6)** Pledges, Contributions & Offering (PCO Income) is behind budget YTD by \$103K. In May 2016 PCO income was behind budget \$69K. When comparing YTD totals between 2016 and 2017, PCO variance is \$4,600. Totals are comparable to last year.

Administration General is over budget this month due to the timing of the budget/expenses for staff Shelby training and the numerous search and call expenses with 3 committees and staff vacancy adverts have exceeded the allocated budgeted amount. These items are hard to predict in Oct/Nov of the previous year.

B&G budget has numerous AC repairs this month and again the higher monthly allocation for building insurance.

The Page Scholarship awarded 10 lucky recipients a school scholarship in July for a total this year of \$17K.

Net overall operating income is (\$34K) negative variance to budget.

### **Capital Budget Report – (Page 7)**

The 50% completion payment was made to the roofers during July. YTD total out of pocket for UCC is \$48K of an expected estimate of \$62K for the insurance deductible. The roofing project is expected to be completed the week before WDS starts around August 25<sup>th</sup>. The final payment for the sanctuary lighting project was completed in July, along with a couple of stools, monitor stands, video camera & accessories were amongst the purchases made this month. Capital Fund balance remaining for projects is \$228K.

### **Restricted Reserves – (Page 8-9)**

Current Fund 2 reserve balance is \$623K. The youth contributed some of their tithing funds from parking lot fundraising income in support of the Legacy Society special gift that was created for members who have remembered the church in their estate plans or established a named fund. Seasonal football parking income has also been received. There are approximately 8 spaces available for reservation at the time of this report. Lastly, \$17K was transferred to support the scholarship awards for 2017 from the Page Scholarship reserve.

### **WDS School Year review – (Page 10)**

Weekday School ended their fiscal year in the positive, however, it was behind budget to what was estimated. This is due to the salary line being over budget \$57K. The reconciliation of teacher contracts and actual expenses reflects numerous missed items in the original budget estimate. In addition the latter half of the year there was additional salary allocated to cover the Interim period. Other than the salary line, the other expenses were close to being on target. Discovery time and early bird continues to be a popular program to families. Business Office staff will work closely with the new WDS Director help prevent oversights with personnel planning.

I anticipate receiving the WDS Budget for the 2017-2018 school year soon.

## **COMMITTEE REPORTS:**

### **Endowment –**

**Personnel** – See attached Personnel update with staff changes **(Page 11-12)**

### **Building & Grounds –**

Roof Replacement – Roof project is going well and ahead of schedule. Expected to complete by August 25.

Rogers Ave. Doors – Vendor is coming next week to fix the stain color on Rogers Ave. doors. If you look closely, they don't match.

Floors – Building staff continue to work on stripping the tile floors throughout the Church.

Governance Signage – New signage is expected to be installed in the reception area on August 7.

**Outreach** – No report

## **New Business Items**

### **a) \*Budget Amendments – (Page 13)**

#### **Fund 1 - Operating**

8/1/2017	Legacy Dinner event	Senior Minister Advised Fund	\$	7,035.68
8/1/2017	Support by the Youth from parking funds	Senior Minister Advised Fund	\$	4,363.00
	For the Granville Walker sermon book			

**Budget Amendment total is \$11,398.68. No net impact to Budget.**

#### **Fund 3 Capital – (Page 14)**

8/1/2017	Donor wall final expenses	Capital Fund	\$	8,966
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\$8,966 impact to Capital Budget.

**Budget Amendment total is \$8,966.**

**MOTION:** The Finance Committee approves the Budget Amendments as requested above.

Mike reported the lighting in the hallways on the 2<sup>nd</sup> floor in the older part of the building is being replaced with LED panels.

Ken Hubbell asked Board members to please notice the leadership board with pictures of BOS members. The new board turned out great, and he thanked Patty for her nice work. Mike Morton will work on lighting for the board.

**Endowment Report-** Kristi Hoban stated there have been many new accomplishments under David Nolan and thanked him for his service. The endowment committee is looking at ways to help the Legacy Society grow, such as marketing to potential new members and holding receptions in homes for those who indicated they might be interested in contributing. See full report in packet.

**Selection of Leadership Retreat Date** - Ken Hubbell stated that we are looking at February 10 or 17 for the Leadership Retreat. After some discussion, it was decided we will plan on February 17 unless there is a major conflict.

**Selection of BOS at Large Nominee to CLG Committee** - Ken Hubbell asked for three volunteers to form a committee to find a nominee to serve on the CLG. Kate Williams, Chad Cline and Lindsay Klatzkin volunteered. Ken asked for the name to be presented at the September board meeting.

**Personnel Committee Report:** Scott Wheatley reported there is a lot of shifting and changing with staffing. See full report in packet.

Cathy Taylor asked if the Board is going to adopt the core values that we have been talking about? She stated that it would be a good time to formally adopt them. After some discussion, it was decided it will be an official item on the agenda for next month.

Jeanne Duke announced the Adaptive Staff Model meeting/training on August 28 with Rev. Murtha. She will do a remote training for the feedback session in February. Feedback sessions will be done in March so that goal setting can be done for the next cycle. New committees will be needed for Todd Prickett, new youth minister, and new Sr. Minister. Will need trained committees for each of these.

Walter Echols asked for an update on the Senior Minister search committee. Jeanne Duke stated they are in the interview phase and on track with the original calendar. She stated they have been very blessed with quality of candidates and that the congregation will be very excited with whoever they choose.

Judy Stempel asked about progress towards an Executive Minister. Ken Hubbell stated a committee will be formed as soon as the Sr. Minister is named.

The meeting was adjourned and went into executive session at 7:35 to discuss a personnel matter. Chuck Rolen closed the meeting in prayer, and executive session ended at 8:37 p.m.

Respectfully submitted,

Mary Nell Andrus  
Board Secretary