

University Christian Church

Board of Stewards Meeting

September 19, 2017

Stewards Present:

Mary Nell Andrus, Chad Cline, Jeanne Duke, Walter Echols, Avis Herndon, Susan Hill, Ken Hubbell, Lindsay Klatzkin, Bill Landreth, Keith Miller, Judy Stempel, David Stoner, Cathy Taylor, Kate Williams

Ex-Officio Members Present:

Rev. Dr. Chuck Rolan – 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 Walter Echols.

Welcome - Ken Hubbell welcomed board members and stated he is looking forward to the Assembly and Congregational meetings this Sunday to hear the recommendation from the Senior Minister Search Committee. The Assembly will meet first at 6:00 p.m. After the Assembly vote, the congregational meeting will begin and will conclude with the congregational vote. We need at least 200 members present to make quorum for the congregational vote.

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

Approval of August 15 Board Meeting Minutes - A motion to approve the minutes was made by Walter Echols. Bill Landreth seconded the motion and all approved.

Assignments for Calls to New Members - Lindsay Klatzkin and Avis Herndon will call new member, Kyle Killion.

Senior Minister's Report - Chuck Rolan stated that it remains an honor to serve at UCC and he is very hopeful for our future.

Report from Elders – Chad Cline announced that Sandra Soria was elected Chair-Elect at the August Elders meeting. Martha Farr was also elected as Secretary. They heard a presentation on Room In The Inn and toured the areas where RITI takes place. The next meeting is September 26, and they will discuss in small groups ways they can prepare for the arrival of our new Senior Minister. Chad also announced that some elders are assisting in some pastoral care situations that have been brought to the elders by the staff.

Report from Deacons – David Stoner announced the Deacons had a great turn-out at Bag It Night and he is continuing to encourage Deacons to attend events and help out as needed. David also stated they are continuing to work on finding the right balance for ushering attendance during both worship services.

Finance Report – Mike Morton gave the following report:

Monthly Reports as of August 31, 2017

Consolidated Balance Sheet – (Page 4) As of August 2017 operating cash balance is positive at \$535K and down comparatively to August 2016 by (\$174K). UCC Equity is positive at \$347K which is down \$134K from last year. The cash balance is impacted comparatively to last year due to a couple of large variances – TCU lease income of \$104K was posted by August last year and also a one-time estate gift of \$100K was received.

	8/31/2017	7/31/2017	8/31/2016	12/31/2016 (Audited)
Operating	\$535,000	\$531,000	\$709,000	\$825,000
Restricted	\$527,000	\$623,000	\$526,000	791,000
Capital	\$245,000	\$251,000	\$453,000	487,000
Endowment	\$10,000	\$3,000	\$105,000	4,000
Consolidated	\$1,317,000	\$1,408,000	\$1,793,000	\$2,107,000

Unified Budget Report - (Page 5-6) Pledges, Contributions & Offering (PCO Income) is behind budget YTD by \$129K. In August 2016 PCO income was behind budget \$72K. When comparing YTD totals between 2016 and 2017, PCO income variance is (\$26K). A letter from the senior minister was recently sent in celebration of the 100th anniversary of UCC's charter encouraging the congregation to make a gift above their pledge.

The large income total for Restrictions Satisfied is due to transfers for the Legacy event (as approved last month), mission trips and children's closet purchases being posted this month.

B&G budget is slightly over budget for the month due to a larger electricity bill than the monthly budgeted allocation, unscheduled HVAC and door repairs.

Net overall operating income is (\$45K) negative variance to budget.

Capital Budget Report – (Page 7-8)

New LED lighting was installed in the hallway on 2nd floor, small office supplies and a kiosk for online payments were amongst the purchases made this month. Capital Fund balance remaining for projects is \$220K. Also attached is an updated capital project list reflecting YTD actual on capital projects.

COMMITTEE REPORTS:

Endowment – The Endowment Committee chair, Kristi Hoban and Bobby Hawley are hosting 3 small group informational gatherings at their homes during October to provide further information to those dinner event attendees who requested further information on UCC's Legacy Society. It is also soon time to place a nameplate order for additional Legacy gifts that have come in between the event and now. All Saints and Pentecost are perfect times of the year to update our Legacy Wall with new names.

Personnel – See attached Personnel update with staff changes (Page 9)

Building & Grounds –

Roof Replacement – Roof project is complete.

Building and Grounds approved the motion to authorize the Kitchen Committee to purchase equipment from the Liberty Event Center either through direct negotiations with their management or through auction scheduled for September 16. A budget of \$100,000 total is to be allocated with a cap of 40% of the reported Original Costs of the equipment as provided by the Center.

B&G brings the recommendation to the Finance Committee.

After much discussion, the Finance Committee approved the following motion:

On behalf of University Christian Church, the Finance Committee authorizes Tim Taylor and Charles Moore (the "Representatives") to purchase equipment currently located in the Liberty Event Center in Cleburne at the auction scheduled for September 16, 2017. The Representatives are authorized a total budget of \$50,000 (including equipment costs and all fees of the auction) with a maximum of 40% of the reported original cost of any individual item as provided by Liberty Event Center.

Finance's decision was ultimately driven by certain time constraints in the by-laws, specifically:

- The Finance Committee has certain transactional and annual approval limits as authorized by the Board and Assembly each year. For 2017, the transactional approval limit for items such as this that have no net impact on the operating budget was set at \$50,000.; and
- While the Board of Stewards has a \$100,000 transactional limit, 5 days' notice is required before they can vote on any item that has not been discussed at a previous Board meeting. The kitchen renovation project has not; therefore, if we had passed the B&G motion and the Board been advised tonight, they would not have been able to vote until Sunday.

Outreach – The Outreach Committee approved a \$12,000 allocation - \$10,000 to Week of Compassion Hurricane Harvey relief effort and \$2,000 for the purchase of gift cards for direct need to the victims of Hurricane Harvey. These funds will be reallocated from

funds that are currently undersigned in the Outreach budget. The net impact to the budget is 0.00.

Stewardship 2018 - Journey to Generosity

Campaign will kick off on October 8 and will continue through October 29. Members will receive their pledge cards in the mail by October 6th.

New Business Items

a) *Budget Amendments – (Page 10-11)

Fund 1

9/1/2017	Hurricane Harvey Relief	Outreach General	\$ (12,000.00)
	Week of Compassion		\$ 10,000.00
	Gift cards		\$ 2,000.00

Net impact: 0

#1 MOTION: The Finance Committee approved the request for the budget amendment as requested from Outreach Committee above for the allocation of undesignated funds in support of Hurricane Harvey.

Fund 3

9/1/2017	Kitchen Project	Capital Fund	\$ 100,000
9/1/2017	Hand bells	Youth Reserve	\$ 10,000
		Youth Reserve	\$ (10,000)

Net impact: \$100K

#2 MOTION: On behalf of University Christian Church, the Finance Committee authorized Tim Taylor and Charles Moore (the "Representatives") to purchase equipment currently located in the Liberty Event Center in Cleburne at the auction scheduled for September 16, 2017. The Representatives are authorized a total budget of \$50,000 (including equipment costs and all fees of the auction) with a maximum of 40% of the reported original cost of any individual item as provided by Liberty Event Center.

#3 MOTION: The Finance Committee approved authorization for Todd Prickett to negotiate the purchase of a used set of hand bells for up to \$10,000. The budget amendment will be presented once the final cost is known.

Mike Morton stated the auction discussed in the report was cancelled, so that motion for \$50,000 is null and void.

Bill Landreth asked about what we received for the 100th anniversary and wondered if it was well supported. Chuck Rolen answered that the date of the 100th anniversary was missed because all were busy looking out and doing the work of the church. Once the date was realized, a letter was quickly drafted and the staff did the best they could with what little time there was to prepare for the anniversary. We are planning to continue to

use the 100th anniversary logo in future communications this year. Chad Cline stated this is an opportunity to celebrate the permanence of our church and longevity and use it to encourage gifts to our endowment and to the future of our church. We should continue to promote this throughout the year and encourage members to continue to give. Jeanne Duke stated we could incorporate the arrival new minister and use that as a celebration. Avis Herndon stated that this is a great opportunity to create an archival committee.

Chuck Rolen announced that we have secured a new organ scholar that we have a new hand bell director, Eric Mullins, to direct the new 3rd hand bell choir.

New Reports:

Ken Hubbell has asked Steve Mosher to look into risk management, and we have a letter from him with his thoughts and ideas. This will be an agenda item for next month.

Ken Hubbell asked Cyndy Twedell to prepare a letter to affirm and bless Carla Aday, a former member of our congregation, as she becomes the Senior Minister of Country Club Christian Church in Kansas City, Missouri. Cyndy read the letter to the Board and also announced a prayer shawl has been made for her. All board members signed the letter.

UCC has received a letter from Rep. Craig Goldman asking if we would like to be recognized for our 100th Anniversary. We will move forward with this.

Kitchen Committee – Cathy Taylor reported that the committee was formed in May, and they have been meeting weekly all summer. She discussed the history of wanting to remodel our kitchen so that we can come together to eat and be in fellowship. Jim Garvin recommended that we try to get equipment from an auction in Cleburne (event center) that was liquidating all their kitchen equipment. All were in favor of taking advantage of this great opportunity. The auction was cancelled, but there still might be an opportunity to purchase the equipment. The committee is still meeting and addressing issues at hand. About \$40,000 has been raised so far. The committee wants to pay for the equipment and supplies with donations and ask the church to pay for the infrastructure.

There were several questions about whether the board has approved the renovations and when we will officially vote on this. Mike Morton stated the kitchen committee still plans to come to the board to present their ideas. Ken Hubbell stated he will communicate that the board would like recommendations from the kitchen committee before they move forward with any plans.

Hospitality committee – Stacy McCoy is still working on making sure all doors are manned on Sunday mornings with greeters and is asking Sunday school classes to “adopt a door”. She is still working out logistics to make sure all doors are covered.

Action Items

Discussion of Core Values Worksheet – Chuck Rolen gave a history of the core values worksheet. The core values will be used as a lens with which to look at requests from

members to see if these requests fit with what is important to us and with what we care about as a congregation.

Jeanne Duke stated they have used this in the adaptive staff model process and that it is helping the staff refocus and to look at their ministries through these lenses.

Chad Cline stated he would like to see the Board move forward with this and to make it more of an actionable item. He would like to see us craft a document to say how we will put the core values to use.

Judy Stempel made a motion to move forward with using the core values worksheet to create an action plan. Avis Herndon seconded the motion and all approved.

Chad Cline, Avis Herndon, and Jeanne Duke will work on the action plan.

CLG Nominating Report – Kate Williams announced that her committee is recommending Errol Henry as the Board of Stewards nominee to the CLG. This comes as a motion and was seconded by the committee. All approved.

Line of Credit 2-year renewal - Chad Cline made a motion to approve the renewal of the \$500,000 line of credit from Frost Bank. Bill Landreth seconded the motion and all approved.

Housing Allowance approval - Chad Cline made a motion to approve the housing allowance for Todd Prickett. Judy Stempel seconded the motion and all approved.

There being no further business, Chuck Rolen closed the meeting in prayer, and the meeting was adjourned at 8:03 p.m.

Respectfully Submitted,

Mary Nell Andrus
Board Secretary