



November 21, 2017 | 6:00pm • Room 150

*Ken Hubbell, Chair Presiding*

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## Board of Stewards Meeting

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### **Stewards Present:**

Mary Nell Andrus, Art Busbey, Chad Cline, Jeanne Duke, Susan Hill, Ken Hubbell, Mary Ruth Jones, Bill Landreth, Martha Lunday, Keith Miller, Bill Pardue, Cathy Taylor, Kate Williams

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

Rev. Cyndy Twedell-Sr. Associate Minister

A meeting of the Board of Stewards of University Christian Church was called to order at 6:32 p.m. by the Chair, Ken Hubbell. The opening prayer was given by Susan Hill.

**Listening to UCC Members** – No UCC Members signed in to speak.

**Approval of October 17 Board Meeting Minutes** – A motion to approve the minutes was made by Bill Landreth. Keith Miller seconded the motion, and all approved.

**Approval of November 1 Special Called Meeting Minutes** – Pending the inclusion of the new Youth Minister's (Jamie Plunkett) name, Art Busbey made a motion to approve the minutes. Chad Cline seconded the motion, and all approved.

**Assignments for calls to new members** – Martha Lunday volunteered to call Sherron Abernathy

**Report from Elders** – Chad Cline reported the next Elder meeting will be on December 5 instead of December 28. Ryan Wilkerson has requested to be sponsored by UCC for his ordination. This is a two-part process (outlined in the attached Policy and Procedures for Mentoring, Sponsoring, and Recommending Candidates for Ordination to Christian Ministry). Chad will set up some Elder mentors for Ryan and we will plan to take action as a board at our next meeting.

**Report from Deacons** – Deacon Chair, David Stoner, was not in attendance, but he reported through email that he has reminded all deacons to make a stewardship pledge and that Stacy McCoy will be addressing the deacons at their meeting in December.

**Minister's Report** – Rev. Cyndy Twedell reported that excitement is evident around the church and in the community. As a board, we can help by making everyone feel welcome who comes to welcome Russ. We will have first time visitors as well as those returning to UCC. The board should be sure to invite friends or send a link to Russ' sermon to someone who may not have been in church in a while. Our hope is that the building will be overflowing, and it is our job to help welcome all who are here.

Cathy Taylor suggested that board members attend both services on Dec. 3, if possible, to be a welcoming presence.

Cyndy reminded everyone to be sure to wear your nametags and to look for those who might be lost around the building. She also announced that in an effort to support our communications department, all who make requests of the communications group should copy the minister associated with that committee. This will help to keep everyone informed of all the work going on and let us keep watch of items which affect the budget.

We have been doing amazing work in our church. Families are being loved and cared for, and what we are doing together is bringing light and love into the world.

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

### Monthly Reports as of October 31, 2017

**Consolidated Balance Sheet** – (Page 5) As of October 2017 operating cash balance is positive at \$677K and down comparatively to October 2016 by (\$55K). UCC Equity is positive at \$607K which is down (\$4K) from last year.

	10/31/2017	9/30/2017	10/31/2016	12/31/2016 (Audited)
Operating	\$677,000	\$644,000	\$731,000	\$825,000
Restricted	\$590,000	\$584,000	\$584,000	791,000
Capital	\$303,000	\$291,000	\$515,000	487,000
Endowment	\$6	\$0	\$5,000	4,000
Consolidated	\$1,576,000	\$1,519,000	\$1,835,000	\$2,107,000

**Unified Budget Report** - (Page 6-7) Pledges, Contributions & Offering (PCO Income) is behind budget YTD by (\$86K). This is improvement of \$18K over September. Pledge statements were sent in October as well as the Stewardship campaign was held. Both contribute to the receipt of pledge payments and contributions. For comparison, YTD PCO Income in October 2016 was (\$76K) behind budget which is very similar to that of 2017 results.

Please note that our YTD actuals comparative to Oct. 2017 is within \$8,100 of each other. Our income is relatively flat to last year. Both years were budgeted based on an average of 3 years of actuals which creates the larger variances to budget. We ended 2016 with a negative variance to PCO budget of (\$102K). We ended in the black by \$59K despite a negative PCO variance due to positive variances in spending including Personnel. It is likely 2017 will finish similarly although December is likely to be very positive with so many returning members and visitors coming to meet Russ Peterman.

A children's closet transfer from reserve was made to cover additional spending. The net expenditures for closet are as budgeted \$50K.

Personnel Committee approved the increase time for the web & social media coordinator from part time to full time. This position was made part time last year but it didn't work well so the adjustment was made and implemented in October.

In B&G, the monthly journal entry for insurance was not posted in September so posted twice in October. Additionally, repairs to the Rogers St. doors and the chiller contributed to the monthly variance to budget.

Net overall operating income is \$28K positive variance to budget, an improvement of \$51K from September.

#### **Capital Budget Report – (Page 8)**

Additional contributions of \$25,000 were received in support of the kitchen renovation project. A check in the amount of \$256,500 was received from insurance this month representing the replacement cost of the roof. All of the receipts and expenses were completed with the final supplemental billing finally settling in November. Here's a snapshot of the final transactions for UCC's new roof:

##### ***Supplemental roof billing:***

*Insurance Paid: \$56,968.09*

*Eubanks Billed: \$56,512.04*

*Credit to UCC: \$456.05*

##### ***Roof Final Summary:***

*Total Funds received: \$929,798.41*

*Total Funds paid: \$986,814.94*

*UCC Expense: \$57,016.53*

Overall, the project went very well. Eubanks did a terrific job and took very good care of us! Officially DONE!

New donor wall nameplates and a DSLR camera & lens were amongst the purchases made this month. Capital Fund balance remaining for projects is \$279K.

#### **Endowment – 3<sup>rd</sup> QTR Endowment Reports (Page 9-12)**

Market performance during 3<sup>rd</sup> QTR was up 3.78% bringing the current Endowment value to \$14,538,000 (up from \$14,142,000 last QTR). We distributed \$131,430 earned income for Ministry spending, invested \$14,705 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%. 4<sup>th</sup> QTR distribution for 2017 spending at the annual rate of 4.25% is estimated to be \$131,742.

### **COMMITTEE REPORTS:**

New Endowment Funds approved by Endowment Committee:

1. Sandra & Ronald Kennedy Endowment Fund – General Endowment
2. Jack & Jackie Shrode Endowment Fund - \$25,000, proposed restriction: Chancel Choir
3. Walter & Pat Echols Endowment Fund - \$5,000, proposed restriction: Children's Closet (General Endowment if Children's Closet ever ceased to exist)

*Note: The Echols made a contribution to Capital towards an awning project for the Rogers St. entrance. Those funds have not been able to be utilized due to issues with the city on the project. Donors decided to utilize the funds to establish a new named Endowment fund. Funds will be transferred from Fund 3 to Fund 4.*

New name plates were installed on the donor wall on November 5.

**Diane Robinson Cooper**

**McCoy Family Endowment**

**Rev. Charles P. & Carolyn Y. Dowell**

**Donald Durward Reynolds**

**Richard Edward and Grace Butler Adams**

**Sandra and Ronald Kennedy**

**Personnel** – Health insurance renewal we received from United Healthcare is up approx. 25%. Our brokers at Gus Bates has submitted our updated census data and our claims report out to bid. We are expecting to receive options within the next two weeks. Open enrollment for employees will be held first week of Dec.

We all celebrate the call of our new Youth Minister, Jamie Plunkett! First Sunday will be January 14. Additionally we welcome Janice Blazina as our new weekend receptionist who begins training this week.

We welcome to the staff, Attmond Chandler, Custodian and Janice Blazina, weekend receptionist!

**Building & Grounds** –

Painting and clean up around our front reception area and hallways around the church have begun as we prepare to welcome returning members and guests to the building in December.

Preparation on a draft Capital Budget is underway.

**Outreach** – no report

**Stewardship 2018 - Journey to Generosity (Page 13-14)**

Below is a current snapshot of where we are regarding our Stewardship Campaign. Special thanks to Mike Morton for stepping up and filling in as our Stewardship Chair. This year presented a challenge in finding someone to serve in that role so thankfully we had Mike's leadership along the way during the October campaign. And thank you to our Stewardship speakers, Mike & Kellie Morton, Brian & Lauren King, William & Anjie Butler and Bill & Stacy McCoy. This year's theme as you know is *Journey to Generosity* which speaks volumes as to where we are, where we've been and where we're going! It truly is a journey and the generosity seen day to day not only in financial gifts but also the gifting of time, energy and leadership at every turn is inspiring. University Christian Church is truly blessed.

### Campaign Status – Week 6

	CURRENT 2018	2017 STATUS	2016 STATUS	2015 STATUS
# Pledges Week 5	344	429	446	494
Total Dollar (after 7% shrinkage)	\$1,437,748	\$1,681,315	\$1,619,050	\$1,775,921
# New Pledges	22 - \$72,770	48 - \$128,655	25 - \$81,830	44 - \$87,685
# Increased Pledges	103 - \$65,732	132 - \$79,566	181 - \$106,689	188 - \$110,179
Overall Increase/Decrease	\$42,605	\$119,952	\$127,869	\$122,879
# Pledges not responded yet	215 - \$585,764	182 - \$412,761	199 - \$633,685	177 - \$420,191
Final Pledge #		552	579	628
Annual Pledge Budget (3yr average)	-	\$2,087,748	\$2,115,789	\$2,062,615
Annual Pledge Actual	-	-	\$1,962,203	\$2,116,885

### Comments:

- We have worked on a volunteer calling list to participate in a mini-calling campaign with a target date early in December. We will seek some volunteers to come to the church to make some calls to our members who haven't renewed their pledges yet. We would love for you all to consider helping with those calls as well. There is still quite a bit of work left to pull all of that together, more detail to follow.
- Ken Hubbell sent a reminder out to Committee, Elder & Deacon Chairs so they might reach out to their committee members to encourage them to pledge.
- Reminders to pledge were sent for Choir and Sunday school classes.
- An email update was sent this week to the congregation.
- It is important to note that in 2016 and 2017, the decision was made to budget based on a 3-year average of Pledges, Contributions & Offering (PCO) actuals, rather than stewardship results. I noted on the above report a final pledge #, as you can see between 2015-2017, the decline was 76 pledges. Each year when the list of pledgers not received were reviewed for follow up, there was not ever any obvious reason for the decline or lack of response despite numerous efforts of contact. The 3-year average budget is based on a little faith based on a couple of trends we see – 1. When pledge income decreases, contributions increase and 2. Often pledgers we don't receive continue to give. Sometimes they correct this when the pledge campaign rolls around the next year (we've had numerous this year as well) as they realize they forgot to pledge. 😊
- Over the past 4 years, we always end up with 90+ pledgers not responded. Three years previous to that (2011-2013) the total was 45-60.
- Week by week comparisons are usually a little misleading which is why I included 3 years of comparisons and more specifically included final campaign/budget numbers at the bottom. There are so many variables of timing and campaign strategy that impact those week to week results.

**Committee Participation as of Nov. 17:**

**BOS** –17/18

**B&G** – 2/8

**Endowment** –5/7

**Finance** – 7/7 – 100%!! Go Finance!

**Personnel** –5/8

**Deacons** - (12 youth) 10/42

**Active Elders** - 20/25

**Assembly** – 49/91

Pledge cards can be found in the pews or at the front desk. They can also pledge online here: [www.universitychristian.org](http://www.universitychristian.org) (click the Stewardship 2018 tab). Members are welcome to email Michelle Ingram directly to renew or call the business office as well.

**New Business Items**

a) **\*Endowment Distribution Rate:** Please see **Page 15** for details.

**MOTION:** The Endowment Committee and the Finance Committee brings a recommendation to the BOS to approve increasing the annual Endowment distribution rate for 2018 from 4.25% to 4.5%.

**\*General Endowment Allocation Rate:**

**MOTION:** The Finance Committee brings a recommendation to the Board of Stewards to approve adjusting the General Endowment allocation percentage rate from 60% Operations/30% Capital/10% Outreach to 65% Operations/25% Capital/10% Outreach in 2018.

The BOS tabled this motion until next month for further policy discussion.

b) **\*Budget Amendments – (Page 16)**

**Fund 3**

11/1/2017	LED lights for 2 <sup>nd</sup> & 3 <sup>rd</sup> fl halls	Capital	\$5,174
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**Net impact: \$5,174K**

*Note: This project was completed in August and paid from the misc. capital budget. There are a couple of other small minor purchases anticipated between now and the end of the year so wanted to amend for this project to clear some space for the other.*

The Finance Committee approved the request for the budget amendment as requested above for the installation of new LED lights for halls on 2<sup>nd</sup> and 3<sup>rd</sup> fl.

**Investment Committee Report/Investment Policy and Procedure Changes** – Urban McKeever presented proposed changes to the UCC Investment Policies (see attached report with changes in red)

A motion comes from the Investment Committee to make recommended changes to the Investment Policies. Jeanne Duke seconded the motion and all approved.

### **Endowment Fund Motions-**

A motion comes from the Finance/Endowment Committees to increase the annual Endowment distribution rate for 2018 from 4.25% to 4.5%.

A question was asked about the hope for future distribution rates. Our goal is to go back to 4.25% in 2019 and to eventually get down to 4%.

Mary Ruth Jones seconded the motion and all approved.

A motion comes from the Finance Committee to approve adjusting the General Endowment allocation percentage rate from 60% Operations/30% Capital/10% Outreach to 65% Operations/25% Capital/10% Outreach in 2018.

There were several questions about the restrictions as set forth in the endowment policy. Our policy states the upper level for operations is 60%, so we need to keep our current allocation. There were further questions asking if our current bands are too restrictive. This motion was tabled until December so that the policy can be reviewed.

Approval of new Endowment funds – Chad Cline made a motion to approve the new endowment funds (see finance report). Bill Landreth seconded the motion and all approved.

**Church Security Report** – Rev. Ellen Lewis reported there are two separate challenges -day to day and Sunday. Monday through Saturday, the building is locked and requires either an access card or someone at the desk to buzz in – access credentials are only for a certain period of time during the day. The exception is funerals and other events. The doors are unlocked one hour prior to event and secured again 30 min after start time of event. She also stated that emergency procedures are widely placed around the building and contain procedures for both fire alarms and red bird (intruder) emergencies. We are expanding the placement of these policies with yellow folders placed all over the building. The yellow folders will have instructions for weather, fire, medical, and intruder emergencies.

One of our greatest security challenges is on Sunday mornings when the building is wide open for most of the day with a lot of people gathered in the same place. We have two police officers here on Sunday mornings – one stationed on the corner of University and Canty and one moving around the whole campus. We are working to update emergency instructions for ushers. These instructions are similar to what is in the yellow folder, but they are tailored to what ushers would need to do to handle an emergency in the sanctuary. These instructions will be presented to both the deacons and elders.

Chad Cline asked about a way to have an instant communication to all members. We might look into a way to provide an instant emergency message or paging system using our building WIFI.

Cathy Taylor mentioned that we, as members, need to be willing to help the custodial staff out as needed with set up for meetings. The meeting schedule often has the staff needing to be in multiple places at one time, and our patience and willingness to help would be greatly appreciated.

**Greeter's Report** – Stacy McCoy, chair of the hospitality committee, stressed the importance of having friendly folks in the pews. She encouraged us to look for visitors around the church in the sanctuary and to invite others to come to church.

Her committee is working on three initiatives:

1)outside door greeters – coverage has been good – trying to cover 6 doors at 8:45 and 10:45 and 2 doors covered at 9:45 – need 30 volunteers each Sunday

2)nametag campaign – everyone wears a nametag each Sunday – she is rotating sign-up sheets around for those who need nametags – important to be able to greet people by name and to recognize visitors

Stacy is working on having an online system for those who need to ask for a nametag.

3) Hospitality training class – after the first of the year – idea is to help all members know how to be a welcoming congregation – also offer a tour of the building so all know how to help visitors find their way around our building.

**100 Year Proclamation** – We received a proclamation celebrating our 100-year anniversary from our state legislature. One copy will be kept in our archives, and one will be framed in a prominent place.

**Search Committee for Executive Minister** – Ken Hubbell announced the members of the committee:

Carol Wilkerson, Chair, Jeanne Duke, Sandi Kennedy, Steve Harris, Troy Tuomey, Walter Hatter, Bill McCoy, Kay Higgins, Harold Muckleroy, Russ Peterman (Ex-Officio), Ken Hubbell (Ex-Officio)

Our hope to have new executive minister on staff by this spring.

Cyndy Twedell announced that with Thanksgiving coming up, she and other staff members are very thankful to serve UCC. She encouraged board members to thank a staff member. The staff has been stretched this year and could use some encouragement.

**Approval of Housing Allowance for Senior Minister** – Chad made a motion to approve the housing allowance. Bill Landreth seconded the motion and all approved.

The meeting was adjourned and went into executive session at 7:39 p.m. to discuss a personnel issue.

Executive session ended at 8:21 p.m. after Chad Cline closed the meeting in prayer.

Respectfully Submitted,

Mary Nell Andrus

Board Secretary