



January 23, 2018 | 6:30pm • Room 150

Ken Hubbell, Chair Presiding

Board of Stewards Meeting

Stewards Present:

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

Ex-Officio Members Present:

Rev. Dr. Russ Peterman - 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 Art Busbey.

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

Approval of December 19 Board Meeting Minutes – A motion to approve the minutes (pending a name change from Cheryl McDonald to Cheryl Alexander) was made by Keith Miller. Walter Echols seconded the motion, and all approved.

Assignments for calls to new members – Lindsay Klatzkin will call Jonathan Howell and the Arena family. Kate Williams volunteered to call the Knight family. Susan Hill will call the Reeder family, and Cathy Taylor will call Matthew DeGrasse.

Welcoming Youth Minister Jamie Plunkett – Ken introduced Jamie and welcomed him to UCC.

Minister's Report – Russ Peterman stated he has been at UCC almost two months and is having a wonderful time. He continues to be very impressed with the staff and their professionalism. The ministers spent the day together today planning Lent, and they also spent some time teambuilding and planning for the future. He continues to be impressed with the way the entire staff enjoys working with each other and works well together.

He complimented the staff on helping the WDS children evacuate the building during a recent suspected gas leak. They calmly helped the children move over to the Children's Closet, and an amazing job was done by all.

Russ reported he is very pleased to have Jamie Plunkett on staff. He is a wonderful addition and has jumped in with both feet.

Report from Elders – Chad Cline reported the Elders have not met since the last board meeting. He is putting together a task force to look at the shepherding program and how it might need to be reshaped. This is being led by Sandra Soria, and they will have a report on this in February or March. The Elders are also planning on providing dinner one evening for RITI.

Report from Deacons – David Stoner reported the Deacons haven't met since the last board meeting. He reported that ushering at the 11:00 service is going great, but they still need more help at the 9:00 service. Ellen Lewis gave a security presentation at their last meeting, and he is going to recommend to the next chair that the deacons receive a yearly update on this.

CLG Report – CLG Chair, Tony Allred, reported they had their first CLG meeting of the year last Sunday. He then gave the following report:

1. Monty Phillips will act as secretary of the CLG committee this year. Thank you so much Monty for all that you do for the church.
2. The CLG will reach out to the church staff members to get more demographic information on nominees received. The CLG is looking for as much information about the nominees as can be attained. The level of past participation, activities, leadership, and contributions to the church will be gathered.
3. The committee will send by mail a notification of potential nomination to each member we receive a nomination for. Vanessa will help assist us in preparing the appropriate language for the nomination letter to make it clear that the person is not selected but that they will be contacted regarding a nomination. The letter will also indicate the position for which the member is nominated. The letter will indicate the number of available positions for the year. The letter will indicate the responsibility of the position they are nominated for. The letter will indicate that the member is required to participate in Assembly Meetings and the dates of said meeting for the year will be clearly marked. A copy of the nomination form (the script) will be included with the letter with instructions that when a member of the CLG contacts them they will be inquiring for information included on the form (script).
4. All discussions regarding nominee selection will be closed session. Notes of the discussions will not be kept. Any additional demographics information gathered on a member will be turned over to the church for future use.
5. After the selection process a follow-up conversation will take place with all nominees to inform the member of the CLG decision to proceed or not proceed with the members nomination. In other words, if we are not able to select someone for any reason, such as having too many nominations and not enough open positions, the person that interviewed the nominee will reach out to them and let them know.
6. The most recent at large members will come to a consensus and nominate one of their own for Vice Chair of the CLG for 2017.
7. The CLG does not feel that the By Laws 11.2 paragraph (a) needs further amendment at this time. The current definitions appear to have enough information to guide the leadership and personnel regarding qualifications and titles. Unless further information is provided in addition to that presented this issue is not currently being reviewed by the CLG.

11.2 Ministry Staff. (a) Eligibility. Ministry Staff shall be ordained and in good standing in the Christian Church (Disciples of Christ). Those who are ordained or licensed shall have the title "Associate Minister"; those who are not ordained or licensed shall have the title "Director." Loss of standing, whether voluntary or involuntary, will disqualify an individual from serving as Ministry Staff.

8. The CLG will propose a change to the bylaws section 2.5(d) from 14 days to 7 days.
(d) Notice of Membership Meetings. The Board Secretary shall cause a notice of the date, time and place of each meeting of the Membership, along with a general description of the matters to be discussed and voted upon at that meeting, to be posted as provided in Section 12.1 at least 14 days before the date of the meeting.

9. We will meet next on Sunday February 4th in room 202. I will ask Vanessa to put us on the calendar.

Executive Minister Search Committee Report – Carol Wilkerson, chair of the search committee, reported they have met a couple of times and have sent an updated profile to the regional office. They have polished up and posted the job description, and they have already received several names for consideration. They are following up with all names they receive and hope to have a minister in place by June.

Report on Men's Ministry – Mark Alland gave the attached report.

Finance Report – Mike Morton gave the following report:

Monthly Reports as of December 31, 2017

Consolidated Balance Sheet – (Page 3) As of December 2017 operating cash balance is positive at \$783K and down comparatively to December 2016 by (\$42K). UCC Equity is positive at \$756K which is up \$85K from last year.

	12/31/2017	11/30/2017	12/31/2016 (Audited)
Operating	\$783,000	\$569,000	\$825,000
Restricted	\$1,000,000	\$650,000	791,000
Capital	\$323,000	\$280,000	487,000
Endowment	\$34,000	\$21,000	4,000
Consolidated	\$2,140,000	\$1,520,000	\$2,107,000

Unified Budget Report - (Page 4-5) Pledges, Contributions & Offering (PCO Income) is behind budget YTD by (\$39K). This is an improvement of \$50K over November's position. PCO end of year actuals ended the year slightly better than last year by \$69K. Both years were budgeted based on an average of 3 years of actuals.

Special Christmas red envelope offering totaled \$48K, \$18K better than budgeted and \$18K higher than last year's gifts. Additionally, a restricted gift to operations for \$20,436 was received and posted under restricted income which contributes to the overall positive end of year results. UCC is blessed with generous members.

Personnel variance ended ahead of budget at \$118K due to numerous vacancies throughout the year. This definitely contributes to the positive new operating income.

An adjustment of \$31,307 was posted at year end for the 10% to Outreach based on current YTD actuals of unrestricted income. These funds posted to Outreach General Reserve in Fund 2. If additional expenses get posted for Outreach, this number could go up or down accordingly.

YTD actuals over/under are positive \$85K! Additional expenditures of \$30K-\$40K are expected. Financials are not final until they are audited in March.

Preliminary Net overall operating income is \$127K positive variance to budget.

Capital Budget Report – (Page 6)

An additional contribution was received in support of the kitchen renovation project as well as a contribution for a security camera. 4th QTR Endowment earnings were posted.

New radios were purchased this month. Capital Fund balance remaining for projects is \$298K.

Restricted Reserves Report – (Page 7-8)

See attached detail.

COMMITTEE REPORTS:

Endowment – no report

Personnel – Staff updates:

UCC welcomed a few new employees in the past month:

Meredith Waites – evening/weekend receptionist.

Carlos Freeman – evening Custodian.

Jamie Plunkett – new Associate Minister for Youth.

We thank Rev. Tom Reeder for serving as an advisor for Youth since September.

We also announced sad news that Patty Poling will be moving to a new State. A job promotion for Patty's husband has taken their family off to new adventures in New Jersey. Personnel are discussing how to proceed with Patty's position.

We also said goodbye to Ronnie Mutcherson, Custodian, during December.

Building & Grounds – All projects were completed in 2017 with the exception of a catering fridge for soul food kitchen and the kitchen remodel project. These projects will carry over to 2018.

To recap 2017 accomplishments, not in any order:

LED Lighting 2nd Fl Hallway

Set of Handbells

Hallway cleanup/paint/signs

Sound booth furniture upgrades in sanctuary

Sanctuary LED Theatrical lighting

HVAC set points overhaul

HVAC software replacement

Roof replacement

Pipe and draping for Walker Hall

Lighting equipment

BOS Lobby signage

New cameras

Children's Closet ordering inventory site

New camcorder for live streaming

ShelbyNext kiosk hardware and giving launch

Annual IT replacements

Donor wall

New radios

Wow!

Outreach – Outreach Finance will meet on Feb. 1 to allocate the 2018 Outreach budget.

BUDGET AMENDMENT AUTHORITY

***Approval of Delegation of Amendment Authority -**

What is it: This approval allows the Finance Committee and Board of Stewards to make changes to the approved budgets throughout the year within limits. This is a motion that gets approved annually by Finance, BOS and Assembly. These totals have remained the same as 2017 with the exception of the BOS limitation of Capital Fund 3 expenditures, which is limited to 5% of the annual budgeted operating expenses so does adjust minimally each year.

MOTION: The Finance Committee recommends to the Board of Stewards for approval the delegation of amendment authority as noted below: The Board of Stewards voted and approved the Delegation of Amendment Authority via email.

OPERATING

Approval permitted by	Budget Impact	Transaction limits	Annual Limits
Finance Committee	Net effect of \$0 - Reserve fund expenses	\$50,000	\$125,000
	Net cost to General Operating Fund	\$10,000	\$ 20,000
Board of Stewards	Net effect of \$0 - Reserve fund expenses	\$100,000	\$250,000
	Net cost to General Operating Fund	\$50,000	\$100,000

CAPITAL

Approval permitted by	Budget Impact	Transaction limits	Annual Limits
Finance Committee	Capital or Reserve fund expenses	\$50,000	\$125,000
BOS	UCC Bylaws 7.6(d)[4]: BOS may approve capital expenditures during a fiscal year up to an aggregate of 5% of total approved operating budget (\$180,958 in 2017)	\$188,537	

Finance Action Items:

Approval of Housing Allowances – All housing allowances were approved at the December BOS meeting.

Approval of Unified Operating Budget for 2018 – (See Proposed 2018 Budget Report in packet) Upon consideration of the budget approved by the Finance Committee, Chad Cline made a motion to increase Non-Pledge Contributions by \$100,000 for a total of \$494,985. Since Mission & Outreach is allocated 10% of all "Unrestricted Income", this revision also resulted in an increase to Outreach of \$10,000 for a total budget to Mission & Outreach of \$534,251. Bill Landreth seconded the motion and all approved.

Judy Stempel made a motion to approve the budget as amended. Mary Ruth Jones seconded the motion and all approved.

Approval of Capital Fund Budget for 2018 – (See proposed 2018 Capital Budget in packet) A motion from comes from the Finance Committee to approve the proposed 2018 Capital Budget. Jeanne Duke seconded the motion, and all approved.

Personnel Update – Russ Peterman reported that Patty Poling’s last day will be February 19th. At the last personnel meeting, they discussed keeping Patty on and allowing her to work remotely. They plan to give this a try for 6 months. She will still join staff meetings through Zoom and will meet with other staff members as needed. Patty has done such a great job of managing our brand, and we thought it was best to not add another unnecessary transition right now. Patty was very excited to accept this offer.

Russ Peterman closed the meeting in prayer, and the meeting was adjourned at 8:28 p.m.

Respectfully Submitted,

Mary Nell Andrus
Board Secretary

Notes on Men's Ministry for Board of Stewards meeting

I volunteered to be Chair in July last year. Tony Allred has been very helpful bringing me up to speed.

Committee Members - John Andrus, Royce Vick, Keith Miller, Gregg Lehman

Mission Statement: Connecting men in fellowship through service, food, and fun.

Goals and initiatives:

- Quarterly mission/service events
- Prepare food for Fat Tuesday pancake supper
- Sponsor two fun events
- Monthly men's lunch - Third Thursday Lunch
- Facilitate 2 educational events
- Encourage multigenerational participation

Activities list

- We held a community work day on July 22 (Meals on wheels customers)
- Held a church workday on August 26 to help repair the parking lot fence
- Held another workday to help Ellen and Louis clean out the crypt
- Supported the Church tailgate party on October 19
- Planned "The Guys" movie night for Oct 26 (cancelled due to power outage)
- Men's Breakfast December 1 - Good turnout, included both men and women (excellent speaker)
- Installed shelf lining in the kitchen cabinets and inventoried the dishes on December 16 (needed to help pass inspection)
- Performed stage build and strike for Boars Head

Upcoming Activities

- Asked to help with the Reel Religion Lunch this Saturday
- Community work day scheduled for Feb 3 (Meals on wheels customers)
- Preparing for the Fat Tuesday pancake supper February 13

We would like to see more participation from youth and college students. We have included Tyler and JV on much of our communication to help get the word out on our activities.

We have an email list of 90+ names for Men's Ministry, with active participants of about 40-50 for the various events.

We are always looking for other ideas for activities and ways to help the church.

Please contact any of the committee members with your ideas.