



May 15, 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, Avis Herndon, Susan Hill, Ken Hubbell, Mary Ruth Jones, Lindsay Klatzkin, Martha Lunday, Keith Miller, Judy Stempel, Cathy Taylor, Kate Williams, Bill Landreth

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 Kate Williams.

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

Audit Report – Donna Mays of Rylander, Clay & Opitz, LLP, reviewed the results of the audit which was completed in March. She stated that no adjustments were needed and congratulated Michelle Ingram on always being prepared for audits each year. (See attached audit summary)

Approval of April 17 Board Meeting Minutes – A motion to approve the minutes was made by Mary Ruth Jones. Chad Cline seconded the motion, and all approved.

Report from Adult Education Ministry – Sue Gover, Adult Ministry Chair, presented the attached PowerPoint presentation.

Q1 Endowment Report – Kristi Hoban, Endowment Chair, stated the committee has been working to share information with potential Legacy Society members. They have had several gatherings in homes and recently held a luncheon in April. They are seeing results from these gatherings and will unveil 10 new name plates on the Legacy Wall on Pentecost Sunday. (See Endowment Report in packet)

Assignments for calls to new members – Bill Landreth will call the Connor family. Kate Williams will call Scott Fike, and Susan Hill will call Ron Wooten.

Report from Elders – Chad Cline, Chair of the Elders, stated he appreciates the opportunity to have served as chair. He recently had a transition meeting with the new chair, Sandra Soria. The vice chair will be Cheryl McDonald. At the last Elders meeting, Newell Williams discussed the history of communion and the theology of the order of worship to prepare for the changes coming to our

order of worship. The Elders are working on implementing the new UCC Ride Share and are starting to solicit names of either people who need a ride or can give a ride. They will have a special email address dedicated for this program.

Report from Deacons – David Stoner, Chair of Deacons, was not present at the meeting.

Finance Report – Mike Morton gave the following report:

**University Christian Church
BOS Written Report Summary
May 15, 2018**

Monthly Reports as of April 30, 2018

Consolidated Balance Sheet – (Page 4) As of April 2018 operating cash balance is positive at \$1,032,000 and up comparatively to April 2017 by \$173K. UCC Equity is positive at \$846K which is up \$195K from last year.

	4/30/2018	3/31/2018	4/30/2017	12/31/2017 (Unaudited)
Operating	\$1,032,000	\$1,053,000	\$859,000	\$789,000
Restricted	\$681,000	\$615,000	\$682,000	995,000
Capital	\$277,000	\$288,000	\$695,000	322,000
Endowment	\$5,000	\$2,000	\$27,000	34,000
Consolidated	\$1,995,000	\$1,958,000	\$2,263,000	\$2,140,000

Unified Budget Report - (Page 5-6) Pledges, Contributions & Offering (PCO Income) is behind budget YTD by (\$54K). PCO Income is \$87K ahead of 2017 YTD. Pledge income caught up to budget during April due to a few factors – giving statements received end of March, five Sundays in April and Easter on April 1st.

Easter giving:

2018:

Cash: \$5,440

Checks: \$32,782

TOTAL: \$38,222

Attendance:

Worship: 1706

Livestream: 683

2017:

Cash: \$4,591

Checks: \$16,490

TOTAL: \$21,081

Attendance: no attendance captured (2016 count sheet from ushers said "full house" – 2015 Easter total was 1663).

On the expense side, Children's ministry reflected a credit balance for April due to a posting correction to move camp registrations to correct account.

Net overall operating income is \$53K positive variance to budget.

Capital Budget Report – (Page 7)

Roofing tile removal/replacement for masonry repair work, electric door parts/labor and contract work for kitchen painting were amongst the expenses this month.

Capital Fund balance remaining for projects is \$251K.

COMMITTEE REPORTS:

Endowment – 1st QTR Endowment Reports (Page 8-11) –Market performance during 1st QTR was down (0.78%) bringing the current Endowment value to \$14,782,856 (down from \$14,900,261 last QTR). We distributed \$140,452 earned income for Ministry spending, invested \$144,867 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%. 2nd QTR distribution for 2018 spending at the new rate of 4.5% is estimated to be \$142,400.

The UCC Legacy Society luncheon was held on April 15. There were 17 members in attendance.

New Legacy Society members

After worship on Pentecost Sunday, May 20, ten new name plates will be unveiled and blessed!

Rich and Anne Darr	Planned Gift
Paul & Judy Clinkscapes	Planned Gift
Pat Edwards Record	Planned Gift
Dan and Carol Smith	Outright gift
Walter & Patricia Echols	New named fund
Rev. Charles P. and Carolyn Y. Dowell Music Endowment Fund	New Named Fund
Jack & Jackie Shrode Endowment	New named fund
Charles J. & Sarah M. Fraley	Estate Bequest
Kenneth Don & Betty Boles	Planned Gift
Jimmy & Lanelle Phipps	New named fund

New Endowment Fund

Bert and Marjorie Nunnallee Endowment – General allocation

MOTION: The Endowment Committee recommends to the Board of Stewards approval for a

new Endowment Fund as presented above.

Personnel – Staff Updates: Rev. Renee Hoke answered the call to serve as our new Executive Minister. Rev. Hoke’s first day will be June 10.

Building & Grounds – no report

Outreach – no report

New Business Items

a) **Audit Financials 2017** – Auditing partner, Donna Mayes, from Rylander, Clay & Opitz presented the 2017 Audited Financials to the Board of Stewards.

The onsite work for the Audit was completed ahead of schedule this year on March 23. **There were no deficiencies or disagreements with Management noted**; another great report! The Auditors have met with the staff and the Audit Committee (Mike Morton, Brian Gibson, Mark Alland and Bill Pardue) and plan to present a summarized version of the Audit Report to the Board of Stewards at next week’s meeting.

Audit Report highlights:

Income:

- Total gain in net assets: \$2.2 million
- Total cash & cash equivalents: \$2.1 million (increased by \$2K)
- Investment gain: \$602,000
- Mineral Income: \$73,000 (increased by \$11K)
- Contributions for Endowment: \$96,000 (increased by \$41K)
- Pledges, offerings & contributions: \$3 million (increased by \$79K)
- Involuntary conversion: \$921,000 (new roof)

Expense:

- Administrative/Supportive costs: \$1.65 million (decreased by \$3K)
- Program costs increased: \$2.7 million (increased by \$189K)
(No C&A trip, full year of salaries for restructured positions in 2017 and increased Outreach spending for Children’s Closet and mission trips)

b) **MOTION** **Housing Allowance approval** – The Board of Stewards reviewed the Housing Allowance designation for Rev. Renee Hoke in executive session.

A motion comes from the Finance committee to approve the new Bert and Marjorie Nunnallee Endowment fund. Walter Echols seconded the motion, and all approved.

Report from Senior Minister – Russ Peterman reported that the response to announcement of Renee Hoke's call has been overwhelmingly positive. He has been meeting with her weekly via phone, and they are reading a book together entitled, Leading from the Second Chair. He is really looking forward to working with her. Renee came to the personnel meeting last week to present the need to have a Building Manager to do some of the more administrative tasks. The personnel committee approved this position and sent it on to the Finance Committee. They have also discussed the need for an Outreach Coordinator (part time).

Russ announced Jamie Plunkett's ordination will be May 20 at Northway Christian Church in Dallas. Tyler Heston has been approved for ordination, and his service will be at UCC on June 10.

The changes to the order of worship will take effect this Sunday. An email and letter explaining the changes has gone out to the congregation.

He will be out of town for two weeks in order to move his family to Fort Worth. They will arrive on June 18.

Approval of Ministerial Housing Allowance – Chad Cline made a motion to approve the housing allowance for Renee Hoke. Avis Herndon seconded the motion, and all approved.

Approval of Risk Management Funding Request – The Risk Management committee has requested funding to hire a safety inspector to inspect the Carpenter's House. David Bueller with Pioneer Loss Control Systems will do the inspection and prepare a report for around \$1000. Judy Stempel made a motion to approve the funding. Avis Herndon seconded the motion, and all approved.

Follow-up on Issues on the Rogers Property – Ken Hubbell passed around and discussed the attached letter. (Attached letter has been edited to reflect some corrections as discussed in the meeting.) Avis Herndon made a motion to establish a committee to address the issues in the letter. Keith Miller seconded the motion, and all approved.

Approval of Congregational Meeting Date (May 27) – Jeanne Duke made a motion to approve the meeting date. Art Busbey seconded the motion, and all approved.

Ken Hubbell thanked all outgoing Board members for their service, and Russ Peterman closed the meeting in prayer. The meeting was adjourned at 7:57 p.m.

Respectfully Submitted,

Mary Nell Andrus
Board Secretary

Adult Ministries 2017 - 2018

I. Contemplative Prayer Workshop – November 11, 2017.

Contemplative prayer in Christianity means scripture reading, meditation and prayer intended to promote communion with God and to increase the knowledge of God's Word. ... Traditionally read; meditate; pray; contemplate. Spearheading this initiative was Dr. Brandon Cline – We had 34 attendees. Under Brandon's guidance, there were three supplemental meetings,

II. Christian Education Research Project – Greg Farr and Roy Gover

How do other congregations, similar to UCC, communicate internally and externally to market Bible study and worship options? Twelve churches were contacted by phone, using this instrument to facilitate survey. The recent Journal shows increased information for worship opportunities and offering opportunities within ministries for congregants. Other changes are Welcome Stands, Brochures with church map. Future options: SS topics mailed to congregants' weekly, greater social media presence and website with timely updates. Pop – up classes are targeted for a January, 2019 start date. A plethora of possibilities become available with the full installation of Shelby Next.

III. Matter of Balance –

Sponsored by Tarrant County Public Health, at no charge to participants or host church but must be 60 or older and a resident of Tarrant County. Each class requires a minimum of 8 and maximum of 20 in attendance. UCC hosted classes March 6 – 29 with 18 attending. Response was outstanding. Another session is planned for fall.

IV. Good News – Good Brews

Groups met in summer (2017), fall (2017), and Lent, (2018), sometimes reviewing a book or with weekly topics, which seems most ideal. In the future, may offer pop-up meetings.

V. Moved First Friday to First Thursday in November.

This is a better time frame for participants.

VI. Couple's Retreat – February.

Outstanding response. More responded than anticipated, causing the need for a new venue. Also, with an outside speaker, the retreat exceeded projected budget. Good news, several new couples (inside and outside UCC) attended, including engaged couples, resulting in new UCC members and attendees.

VII. Hearing and Healing -

At our March 6th Adult Ministries meeting, H&H was discussed for half of our meeting (45minutes) resulting in potential options for starting conversations respectful of one another's perspective. Essential was the necessity of careful listening for God's guidance. JV presented these to clergy at the Tuesday Clergy meeting, resulting in inclusion of several options. Rev. Dr. Joretta Marshall facilitated the conversations on April 25, 2018. Conversations were considered extremely successful. More conversations are in the planning stage.

VIII. Intergenerational Opportunities / Growing Young –

- Intergenerational Advent Experience 11-26-17 thru 12-24-17
- Agape Meal.
- Growing Young – presented in most adult Sunday school classes
- GY Book study - One group lead by Barbara Tucker and another with JV.

Follow-up Issues on the Rogers' Property

For the past several years the house located at 2700 Rogers Street has been used as a woodworking shop by a group of men and women who refer to themselves as the "Carpenters." Prior to their utilization of the property, it served as a meeting place for college students and following hurricane Katrina as a temporary residence for those displaced by that storm. It was shortly after the departure of the last Katrina family that the Carpenters moved into the property.

The conversion of the residential property into a woodworking shop required some reworking of the electrical circuitry. This was done by volunteers with consultation with a licensed electrician. Other structural changes were made to the property as well. While no doubt undertaken with the best of intentions, the lack of oversight and proper supervision of the modifications and changes to the property created an unsafe workspace and exposes UCC to greater financial risk from a liability standpoint. The seriousness of the problem was brought to the attention of the Board of Stewards on April 17, 2018, at its monthly meeting.

Mr. Steve Mosher, Chair of the Risk Management Committee, reported that the current use of the Rogers' Street house poses several significant risks. Quoting from a risk assessment report prepared by Mr. Jason Barksdale, Vice-President of RHSB's Risk Services, in Mr. Barksdale's judgment "this home is in a residentially zoned area and is being operated as a nearly commercial woodworking studio. This could cause severe issues if the city was to inspect the location." Further, "the woodworking shop will make securing insurance more difficult, but if an insurance company was to inspect the location, they may require a total cease of operation to remain on the risk." Mr. Barksdale concludes his assessment by suggesting that an outside safety inspector be engaged to do a formal evaluation.

In the discussion following Mr. Mosher's report, the BoS determined that while awaiting a final report from the Risk Management Committee, three Board members, Mr. Keith Miller, Mr. Bill Pardue and Mrs. Cathy Taylor, should meet with the "Carpenters" informing them of Mr. Barksdale's findings. They were to encourage the "Carpenters" to address some of the housekeeping issues identified in Mr. Barksdale's report and to instruct them not to undertake any corrective measures that required licensed or certified tradesmen. Mr. Miller and Mr. Pardue met with Dr. Charles Kendall and Dr. John Garnett, among a few others of the "Carpenters" group, on April 19, 2018, and communicated the Board's instructions. The "Carpenters" have responded positively and are actively working to remediate a number of the identified housekeeping issues.

After a follow-up meeting with Mr. Mosher, I asked Mrs. Michelle Ingram to contact our insurance broker for the name of a professional engineering firm to inspect the Rogers' property. A request to engage a safety engineer to do a Risk Management Assessment of the property is on the Board's May agenda.

From the information gathered thus far, it is evident that the “Carpenters” group operates independently, without supervision or oversight from a standing UCC Ministry Division. While it is recognized that the “Carpenters” have engaged with some groups within our Church, and worked on community projects, this still presents a serious accountability as well as transparency problem since their activities are not overseen or reported through a Ministry Division. Further, UCC’s Bylaws are very specific with respect to the responsibilities of the Ministry Divisions and their sub-committees. They specify, for example, that every Ministry Division and their sub-committees must maintain written policies and procedures and identify the nature and purpose of their mission. There is no indication that the “Carpenters” group satisfies any of these requirements. Thus, regardless of the Risk Management Committee’s findings, the question nevertheless remains of how to fit the “Carpenters” activities into UCC’s governance structure, and their work conforms with the policies and procedures outlined in our Bylaws.

Recognizing the BoS’s governance responsibilities, it is recommended that the Board appoint a five-member committee to address the above issue and present its findings and recommendations to the BoS no later than the Board’s September 18th meeting. Members of the said committee shall be appointed by the chair of the BoS, and subject to the Board’s approval.

Dr. Ken Hubbell,
Chair of the Board of Stewards
May 15, 2018