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## Board of Stewards Meeting

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### **Stewards Present:**

Art Busbey, Greg Farr, Susan Hill, Mary Ruth Jones, Lindsay Klatzkin, Bill Landreth, Gay McKeever, Keith Miller, Bill Pardue, Alice Phillips, Jim Smith, Cathy Taylor, Kate Williams

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

Rev. Renee Hoke - Executive Minister

A meeting of the Board of Stewards of University Christian Church was called to order at 6:30 p.m. by the Chair, Cathy Taylor. The opening prayer was given by Cathy Taylor.

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

**Approval of May 15 Board Meeting Minutes** – A motion to approve the minutes was made by Mary Ruth Jones. Bill Pardue seconded the motion, and all approved.

**Assignments for calls to new members** – Greg Farr will call the Barnes family. Mary Ruth Jones will call the Pummill family.

**Report from Risk Management** – Steve Mosher reviewed previous events for new members. Follow up inspection report is in the June, 2018 packet. The Risk Management Committee recommends that the Carpenters follow the Inspector's recommendations for 2700 Rogers and that the board monitors remediation. They are preparing a spreadsheet with recommendations for timelines, scheduling and monitoring remediation. There was consensus that oversight for this group should be within a UCC ministry and a new task force will be working on this.

**Report from Kitchen Committee** – Tim Taylor, Chair of the Kitchen Committee, reviewed the history of committee actions for new members. Tim's report is appended to these minutes. Most of the budget has been used to renovate the kitchen and purchase appropriate small wares - as of the meeting there was \$19K left. The kitchen has passed inspection and is now permitted for commercial food preparation. Tim said we now have a kitchen but we have no budget or plan about how to use the kitchen. Tim distributed a first year budget proposal that has been accepted by the Finance Committee and it is attached. A concept of operations must now be established. Concern was expressed about waste and there was discussion about minimizing waste. The Committee will continue to function but with subcommittees to deal with more complex operational questions. **Tim asked that the BOS approve the proposed budget.** The budget and operations will be reviewed in due time. Subsequent to the report of the Fi-

nance Committee (see below) Greg Farr seconded the motion from the board that we accept the budget and it passed.

**Report by the Kitchen Renovation Committee (Given to A. Busbey by Tim Taylor 6/20/2018)  
June 20, 2018**

We have been working on the kitchen for about 11 months. The first charge was to create a budget for the kitchen renovation. One of the biggest challenges was that the kitchen had not been permitted for 20 years. We didn't know how the kitchen was to be used. Normally a kitchen is designed with the use in mind. We designed a kitchen that is totally flexible and can be used in many ways.

After the committee presented the budget to the board it was approved and we were asked to continue on and work through the renovation. We learned of an event center in Cleburne shutting down and we it looked like a perfect fit for what we were trying to accomplish. We spent a great deal of time and energy trying to purchase the entire event center. We meet with the decision makers multiple times but could never come to terms. In hind sight it was a blessing that we did not purchase everything.

Eventually we did purchase from the Event Center the banquet chairs, banquet carts for keeping the food hot and the plates, flatware and glasses. This was the right decision and was first used for the Boar's Head Feast.

We wanted to have gas equipment for our kitchen. Gas is used in most commercial kitchens and most professional cooks prefer gas. We guessed that the natural gas lines were going through the kitchen but had to punch many holes in the ceiling to locate the line. Finally we located the gas line and sure enough it was going straight through the kitchen. Ellen Lewis was instrumental in finding the gas line and studied the building plans to locate it. But it was then determined that the gas line was not large enough to support the boilers, water heater and also the kitchen. We had to go back to the drawing board. We started learning about induction cooking using magnetic energy. This turned out to be a better decision than gas as it is not as hot and energy efficient. The ultimate in Green Cooking and supports the UCCs effort in the Green Chalice.

After determining the equipment that was needed we then turned our attention to what needed to be done to the kitchen itself to pass the health department inspection. All wood was painted with epoxy paint that can be easily cleaned and the entire kitchen painted, ceiling repaired and walls painted. Brighter LED lamps have been added and several new fixtures installed to give additional light in the cooking area. We revamped the dishwasher area so that it would work efficiently, replaced the bin on the ice maker. The overhead cabinets were removed along with some of the other cabinets in the south end of the kitchen and beside the ice machine. This was necessary to be able to have a staging area for the

dishes and glasses and banquet heated cabinets. We even had to enlarge one door to accommodate our banquet cabinets. All along we had concern with our vent hood and replaced the motor and blower so it would pass inspection and work more efficiently.

The induction ranges had to be manufactured which took about 6 weeks. At present all equipment is in place and fully operational. Special cookware has been purchased for the induction ranges and small ware has been purchased. We have had to replace an old refrigerator that was not repairable. We have funds left in our budget for additional purchases and equipment as needed.

Last Thursday the health department came for our inspection. We passed with flying colors and now are now permitted to operate.

As we neared completion we were again asked to do more. This time how to operate the kitchen. We needed an operating budget to be able to operate and purchase food for the kitchen. It was determined we needed to ramp up over time as there as still so many unknowns as how to use the kitchen. Lists of assumptions were created to come up with a budget for 2018 for the kitchen. We presented a budget before the finance committee last Tuesday and it was passed. We also requested that a reserve budget be approved so that the kitchen can receive donations. We do plan to seek donations for the kitchen but have not allocated any donations in the 2018 budget. We took a very conservative approach.

We need help in cooking in the kitchen and have budgeted for a part time contractor to assist in the kitchen operations. It appears that the church has a policy of taking reservations for events but still allowing people without reservations to participate. This policy causes one of two problems. You must budget for additional people to show up. If the guess is incorrect then you can have waste for not enough food where even people that made reservations may not eat. In talking to Travis Avenue Baptist Church they don't know if 60 or 160 people are going to show up. Their waste can be considerable. The question is who is to pay for the waste. When a ministry has an event the waste comes out of their budget. In the case of a fellowship meal the waste has to be paid for by the church. The people making reservations should not pay for the people not making reservations. The other cost for the church is subsidizing children or families. The committee is entertaining the idea of suggesting meal prices and then allowing people to "Pay What They Want". This allows everyone to eat regardless of their financial ability and maybe some people might pay more.

There is pent up demand to fellowship together. We have a great church but we don't get to interact while eating. The kitchen renovation committee feels strongly that over the next few years the kitchen will be an integral part of our growth. We are suggesting to the Board of Steward that a ministry be created around the kitchen, maybe called the Kitchen Hospitality Ministry.

Sharing a meal is more than eating food together. A shared meal represents friendship, community, hospitality, and grace.

Jesus used mealtimes around the table as an opportunity for fellowship and to teach more about His word.

UCC Kitchen Budget for 2018								
Costs	June	July	August	September	October	November	December	Total
Start up supplies	\$ 5,000.00							\$ 5,000.00
Mgr. Contractor	\$ 1,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 19,000.00
Hors D'oeuvres	\$ 1,000.00							\$ 1,000.00
Soft Opening		\$ 600.00						\$ 600.00
Back to Church			\$ 1,800.00					\$ 1,800.00
Evening meal @ 100/\$12			\$ 1,440.00	\$ 5,760.00	\$ 7,200.00	\$ 5,760.00	\$ 4,320.00	\$ 24,480.00
Lunch @ 150/\$10				\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 7,200.00
Banquet \$15*150					\$ 2,250.00	\$ 2,250.00	\$ 2,250.00	\$ 6,750.00
<b>Total Cost</b>	<b>\$ 7,000.00</b>	<b>\$ 3,600.00</b>	<b>\$ 6,240.00</b>	<b>\$ 10,560.00</b>	<b>\$ 14,250.00</b>	<b>\$ 12,810.00</b>	<b>\$ 11,370.00</b>	<b>\$ 65,830.00</b>
<b>Income</b>								
Fellowship Fund	\$ 1,000.00	\$ 600.00						\$ 1,600.00
Ministry			\$ 1,800.00					\$ 1,800.00
Food Sales - Dinner			\$ 1,120.00	\$ 4,480.00	\$ 5,600.00	\$ 4,480.00	\$ 3,360.00	\$ 19,040.00
Food Sales - Lunch				\$ 1,380.00	\$ 1,380.00	\$ 1,380.00	\$ 1,380.00	\$ 5,520.00
Banquet				\$ 2,250.00	\$ 2,250.00	\$ 2,250.00	\$ 2,250.00	\$ 6,750.00
<b>Total Income</b>	<b>\$ 1,000.00</b>	<b>\$ 600.00</b>	<b>\$ 2,920.00</b>	<b>\$ 8,660.00</b>	<b>\$ 9,230.00</b>	<b>\$ 8,110.00</b>	<b>\$ 6,990.00</b>	<b>\$ 34,710.00</b>
<b>Summary</b>								
Total Income	\$ 34,710.00							
Total Cost	\$ 65,830.00							
Operating Deficit	\$ (31,120.00)							
Reserve Funds Used	\$ -							
<b>Total Deficit</b>	<b>\$ (31,120.00)</b>							
<b>Start Up Supplies</b>								
Start Up Supplies	\$ 5,000.00							
Manager	\$ 19,000.00							
Dinner	\$ 5,440.00							
Lunch	\$ 1,680.00							
banquet	\$ -							
Ministry meals	\$ -							
Less Reserve	\$ -							
<b>Total Deficit</b>	<b>\$ (31,120.00)</b>							
<b>Reserve Fund Projection</b>								
Projected Donations	\$ 10,000.00							
Restricted Funds Used	\$ -							
<b>Projected YE Balance</b>	<b>\$ 10,000.00</b>							

#### Assumptions for budgeting purposes

1. The church will supply the necessary cleaning and sanitation supplies and not a direct cost to the kitchen. Confirmed with Michelle
2. The kitchen contractor will be paid by a separate budget item and not in food sales
3. Any additional food preparation needed for the kitchen would come from volunteers that would like to understudy a world class chef.
4. The kitchen manager is paid a fee and would not mark up any food purchases
5. Volunteers would supplement any additional kitchen assistance including cleaning and serving
6. Reservations will be appreciated by not mandatory to eat any meals
7. A percentage overage would be calculated. If the overage is not consumed the waste would be paid for by the church and not come out of the kitchen budget or meal price.
8. Waste is calculated at 20%
9. The church is prepared to turn people away in the event there is not enough food including those that paid their reservation
10. Dinner meal price is \$12.00 for adults and \$8.00 for children under 12 but assume the meal is the same cost.
11. Lunch meal price is \$10.00 for adults and \$6.00 for children under 12 but assume the meal is the same cost
12. Food portions would be controlled and seconds not offered.
13. Ministers and staff would pay the same as the congregation, no free meals
14. If the meal is for a specific ministry then that ministry would be responsible for the cost out of their budget and break even
15. We will establish a reserve fund and raise \$10,000. No proceeds from the reserve fund would be used in 2018.
16. Outside banquets will break even. All related costs are included in the budgeted banquet number.

Throughout Scripture we see Him interact in homes, feasts, hillsides, and beach fires—sharing food, fellowship, and teaching with His followers.

**Report from Stewardship Committee** – Bill Landreth gave the report for Chair Chad Cline, with help from Jeanne Duke. The committee has met twice and has reviewed books about the new 12 month model of a stewardship culture. They propose that the tasks be divided into four categories: a calendar of events, a phone call appreciation campaign, a story telling effort and regular and special gifts campaigns. The calendar will divide the year into four quarters with different foci - *stewardship of the body* (health and well being) *focus*, *earth day focus*, *financial focus*, and *hospitality focus*. A review of the concept of small stories was requested for the next BOS meeting.

**Report from Ministerial Adaptive Staff Process - Year One** – Jeanne Duke reviewed the process for new members. Based on experiences there will be two rather than three meetings. This is a people-intensive process involving more than 48 people. Jeanne has recruited Danyelle Ackall,

Judy Vick, and an as yet unnamed person to craft training manuals. All efforts will be coordinated with Renee Hoke since she supervises all but 3 involved. Kera, JV, Cyndy and Shannon were reviewed in year one. Todd was added in the Fall and Russ, Renee and Jamie will be added this year, for a total of 8.

**Report from Elders** – Sandra Soria, Chair of the Elders, will restructure the schedule for meetings. Meetings of only Assembly Elders will be alternated with meetings for continuing Elders. The first meeting and new Elder orientation meetings will be held in June.

**Report from Deacons** – Matthew Smid, Chair of Deacons, has already held orientation for new Deacons. The group is young and is eager to help. He stressed the importance of Ushering and that ushers are needed at the 9AM service. He is going to work on engagement of previous groups of Deacons, including methods of communication.

**Finance Report** – Mark Alland gave the following report:

## University Christian Church BOS Written Report Summary June 19, 2018

### Monthly Reports as of May 31, 2018

**Consolidated Balance Sheet** – (Page 5) As of May 2018 operating cash balance is positive at \$882,773 and up comparatively to May 2017 by \$14K. UCC Equity is positive at \$631K which is up \$9K comparatively from this time last year.

Prepayment of tuition and fees of \$117K have been received for Weekday School year 2018-2019.

	5/31/2018	4/30/2018	5/31/2017	2/31/2017 Unaudited)
operating	\$883,000	\$1,032,000	\$869,000	\$789,000
stricted	\$659,000	\$681,000	\$635,000	995,000
pital	\$261,000	\$277,000	\$693,000	322,000
dowment	\$10,000	\$5,000	\$30,000	34,000
nsolidated	\$1,813,000	\$1,995,000	\$2,227,000	\$2,140,000

**Unified Budget Report** - (Page 6-7) Pledges, Contributions & Offering (PCO Income) is behind budget YTD by (\$93K). PCO Income actuals are \$60K ahead of 2017

YTD totals. Renewals continue for Football season parking. YTD total is \$28K. General Ministry reserve transfers were posted during May.

On the expense side, Communications is over budget for period May due to budget timing of some advertisements placed (TCU Planner and Before the Movies) and the garden flag gift for guests and members. YTD totals are on target.

Music Ministry is over budget for period May due to the musician performances for Elijah. There will be some funds transferred from reserve to cover this overage.

Net overall operating income is (\$16K) negative variance to budget.

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

New gutter was placed to redirect heavy rain flow away from an office wall, vent hood repair and installation of the new 3 compartment sink and a replacement hot water line for the kitchen project was completed and college lounge custom cabinets were amongst the expenses this month.

Capital Fund balance remaining for projects is \$236K.

### **COMMITTEE REPORTS:**

**Endowment** – No report

**Personnel** – No report

**Building & Grounds** – No report

**Outreach** – No report

### **New Business Items**

- a) **Insurance Renewal – (Page 9-27)** Brian Tucker, Team Lead, from our brokers Roach Howard Smith Barton, presented the proposal for UCC's renewal.

- Terrorism coverage is available for an additional \$2,386

- The renewed offer from our current carriers went up \$30K. It was hopeful that after two years claim free we'd experience a reduced annual cost. Unfortunately due to weather related claims in Texas during the past year and the fact we had a million dollar claim two years ago, our rates were still up considerably.
- RHSB advised the committee the best option for less money and better coverage would be with Philadelphia. Philadelphia comes highly recommended having a reputable church coverage program. The annual rate is up \$4K.
- The Committee discussed the optional coverage proposals and declined the option to reduce the deductible at a cost of \$19,325, declined the option of adding \$5M umbrella coverage to match previous policy limits at a cost of \$5K and lastly declined the option to include terrorism coverage at a cost of \$2,386.
- Michelle Ingram will reach out to Dan Garland to obtain an estimate for replacement cost for the organ as it's time to get an updated total to be sure \$1.1M is adequate coverage for our sanctuary organ.

**MOTION:**

The Finance Committee approved the insurance proposal as presented. Bill Alexander made a motion. Bill McCoy seconded. Motion carried.

- b) **\*Budget Amendments – (Page 28-29)**

**Fund 3 Capital –**

**#1**

6/1/2018	Senior Minister office update	Capital Budget	\$	12,500
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**Net impact to budget is 12,500.**

Detailed report of project to be completed was provided to the committee for review. Recommendation comes from B&G.

**MOTION:** The Finance Committee approved the Budget Amendment for Senior Minister Office update of \$12,500 as presented. Bill Alexander made a motion. Paula Drennan seconded. Motion carried.

- c) **Kitchen Committee - (Page 30-31)** Tim Taylor presented a draft operational budget for the Kitchen to the Finance Committee.

### UCC Kitchen Budget for 2018

Costs	Total
Start up supplies	\$ 5,000.00
Mgr. Contractor	\$ 19,000.00
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Soft Opening	\$ 600.00
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<i>Total Cost</i>	<i>\$ 65,830.00</i>

Income	
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Ministry	\$ 1,800.00
Food Sales - Dinner	\$ 19,040.00
Food Sales - Lunch	\$ 5,520.00
Banquet	\$ 6,750.00
<i>Total Income</i>	<i>\$ 34,710.00</i>
<b><i>Total Deficit</i></b>	<b><i>\$ (31,120.00)</i></b>

The remodel construction has been completed on the Walker Hall kitchen. The inspection is scheduled for Thursday, June 14. Currently there are no funds allocated for kitchen operations in the 2018 Operating Budget. The budget above makes the following assumptions (as presented by Kitchen Committee) –

#### Assumptions for budgeting purposes

1. The church will supply the necessary cleaning and sanitation supplies and not a direct cost to the kitchen. Confirmed with Michelle
2. The kitchen contractor will be paid by a separate budget item and not in food sales
3. Any additional food preparation needed for the kitchen would come from volunteers that would like to understudy a world class chef.
4. The kitchen manager is paid a fee and would not mark up any food purchases
5. Volunteers would supplement any additional kitchen assistance including cleaning and serving
6. Reservations will be appreciated by not mandatory to eat any meals
7. A percentage overage would be calculated. If the overage is not consumed the waste would be paid for by the church and not come out of the kitchen budget or meal price.
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12. Food portions would be controlled and seconds not offered.

13. Ministers and staff would pay the same as the congregation, no free meals

14. If the meal is for a specific ministry then that ministry would be responsible for the cost out of their budget and break even

15. We will establish a reserve fund and raise \$10,000. No proceeds from the reserve fund would be used in 2018.

16. Outside banquets will break even. All related costs are included in the budgeted banquet number.

Mike Morton advised the Committee that Michelle Ingram consulted with our auditors regarding the contract status of a Kitchen Manager. Determining whether someone is a contractor or an employee is admittedly a grey area, however, after careful review of materials provided by our Auditors, we advised that the method in which we pay a kitchen manager is important. An annual pay amount leans more towards an employee. It is recommended that the payment to a kitchen manager be invoiced on a per event method. If the professional services of a kitchen manager are deemed necessary in setting up the kitchen for operations, then a consulting fee should be billed separately to the church by the kitchen manager. It is also recommended to call this professional Kitchen Caterer, not a Manager.

Tim also advised the Committee that it is the intent to raise funds in support of kitchen operations. The Kitchen Committee also requests the establishment of a restricted reserve for this purpose.

The total net loss of the proposed budget exceeds Finance Committee's transaction limits as granted by the Assembly.

**MOTION:** The Finance Committee recommends deferring the Kitchen Operation Budget to the Board of Stewards. Bill McCoy made a motion. Bill Alexander seconded. Motion carried.

**MOTION:** The Finance Committee approved establishing a restricted reserve for Kitchen Operation contributions. Bill McCoy made a motion. Paula Drennan seconded. Motion carried.

- d) **Staffing Recommendation** – At their last meeting, Personnel Committee approved hiring two support staff positions. The request and approval was deferred for several months as further evaluation was needed. No motion at this time.

(Page 32-33) – Committee Roster included

**Report from Executive Minister** – Renee Hoke is excited about the model of allowing the senior minister to focus on their job and allowing the executive minister to focus on other aspects of the church. She said the staff is great and is already fully engaged in activities.

**Administrative Committees Conclusion and Vote** – Cathy Taylor reported that Steve Scanlon accepted the position on the Finance Committee and a vote was taken to approve his addition. Keith Miller moved that we accept Steve on the Finance Committee. Bill Landreth seconded the motion and it passed.

**Discussion and Formation of Needed Task Forces** – Cathy Taylor noted that there are now many differences between our current structure and processes and those in our current bylaws. She wanted permission to set up task forces to review the current bylaws and to make recommended changes to be discussed in the August meeting and passed onto the CLG for the addition of formal language. The BOS agreed and the following groups were formed (with each group having representation of the three cohorts of BOS members):

Ministry Division – Keith Miller, Lindsay Klatzkin, and Gay McKeever

Board of Stewards – Mary Ruth Jones, Bill Landreth, Greg Farr

Administrative Committee – Cathy Taylor, Kate Williams, Alice Phillips

CLG – Ken Hubbell, Bill Pardue, Jim Smith

Leadership – Art Busbey, Susan Hill, Jerre Tracy

Members have until August 21 to review and make recommendations.

**Personnel Committee Policy & Procedures** – Cathy Taylor distributed a modified and updated version of the Policies and Procedures of the UCC Personnel Committee document (see below). Finance, Building and Grounds, and Endowment will be submitting similar documents this fall. She asked for approval of the document. Sandra Sora moved that we accept the amended document. Mary Ruth Jones seconded the motion and it passed. It was stated that it will be up to the BOS to make sure that the bylaws are amended to reflect changes in these documents. It was also suggested that one of the adaptive staff team members be on the personnel committee.

## Policies and Procedures of the UCC Personnel Committee

**1. ~~Mission The~~ Mission The** Personnel Committee supports the members and ministries of UCC by oversight of all staff and retirees employed, or previously employed, by UCC in a financially, legally and ethically responsible manner.

### **2. Appointment**

a. The Personnel Committee (Committee) is an Administrative Committee of the Board of Stewards of University Christian Church (UCC). The Board appoints the Personnel Chair and members annually.

b. The Committee will have no less than 7-9 voting members. ~~(Note: Since at least 2011, the Committee has had 9 voting members.)~~ The voting members include the:  
Chair, as selected by the Board of Stewards.  
Vice Chair, if selected by the voting members.  
Secretary, if selected by the voting members.  
At-large members as selected by the Board of Stewards.

c. Members serve two-year terms, preferably staggered with three to five newly appointed members each year.

d. No voting Member of the Committee may serve more than two consecutive two-year terms, and a minimum one-year gap in service is required prior to re-appointment.

e. A Chair may serve no more than two consecutive one-year terms. A two-year gap of service is required for a past Chair to be reappointed as the incoming Chair.

f. ~~One staff member, the Director of Operations,~~ The Executive Minister also serves on the Committee as a non-voting, non-quorum-counting member.

### **3. Meetings**

a. All meetings of ~~Personnel the~~ Committee are open to Congregation members, except for any portions that are held in Executive Session.

b. After the minutes of the previous month's meeting have been approved, a copy of the approved minutes will be forwarded to the Communications Team for posting on the UCC website. ~~of all Personnel Committee shall be forwarded to the Senior Minister.~~

c. Minutes of any Executive Session of the Committee will be maintained by the Chair.

**4. A Quorum** A quorum is established if at least half of the total members are present. ~~Additionally, a minimum of four voting members must be present for a valid quorum.~~

## 5. Duties and Responsibilities

The ~~Personnel~~ Committee carries out its Board responsibilities, by (1) Making recommendations to the ~~Senior Executive Minister and Minister and~~ the Board of Stewards regarding church staff; (2) Supporting ~~the Senior Minister the Executive Minister and the Director of Operations~~ in the analysis of compensation and benefits; (3) Ensuring a timely performance review, at least annually, of the Senior Minister and all staff; (4) Working jointly with the Finance Committee to develop a personnel expense annual budget to be submitted to the Board and ~~General the~~ Assembly for approval; (5) and, Modifying, when necessary, *The Employee Handbook for University Christian Church*.

## 6. Review of These Policies.

The policies documented herein shall be reviewed annually by the ~~Personnel~~ Committee and may be amended at any time. These policies are subject to the approval of the Board of Stewards, which retains its discretion to delegate duties and responsibilities to the ~~Personnel~~ Committee, which may be changed from time to time.

~~Reviewed and Approved~~ by Personnel Committee ~~on June 12, 2018, n May 4, 2016~~

*Accepted by the Board of Stewards on:*

**Board Resolutions** – Cathy Taylor moved that we accept two board resolutions to change documents because of personnel changes. One document is to sell, assign, and transfer securities when needed and the second document delegates contract signing authority. They remove Cyndy and add the Russ and Renee. Kate Williams moved that we accept the motion. Alice Philips seconded the motion and it passed.

The Board went into executive session at 9:17 and came out of session at 9:32.

Renee Hoke closed the meeting in prayer. The meeting was adjourned at 9:33 p.m.

Respectfully Submitted,

Arthur Busbey  
Board Secretary