

Board Meeting Significant Actions
Tuesday, July 18, 2006 6:30 PM Fellowship Hall

New Business:

1. Appoint 2 Additional Board Members (By-Laws, Nomination)

Approved Motion: The Board approves two additional members of the Board, with full voting rights, to serve through June 30, 2007: (a) the Chair of Deacons, and (b) a student representative elected by DSF who is also a Student Member, or full member, of UCC.

2. Approve Renewal of Parking Lot Lease with Central Parking (Property Council, Finance, Contract)

Approved Motion: The Board authorizes the President to complete the negotiations with Central Parking Systems of Texas and sign an amendment and one-year renewal of the lease agreement for the Church's parking lot, with the additional term stipulating that the payments to the Church will be \$80,400 annually.

3. Disposition of Roy Cates Bequest (Finance, Memorial, Special Fund, Designated Fund, Music Program)

The Approved Resolution Has Three Parts:

- (1) The Board, acting as a committee of the whole, places all monetary distributions of the Roy J. Cates estate, past and future, into a specially designated fund of UCC, to be called the "Lawrence W. Bash Memorial Fund."
- (2) The Board appropriates the lesser of 60% of the total bequest or the amount needed to pay off the pipe organ to the Go West Capital Campaign for the specific purpose of paying for the construction of the new pipe organ.
- (3) The Board directs that the "Lawrence W. Bash Memorial Fund," containing all residual amounts received from the Roy Cates estates plus other any other specially designated contributions to this fund, be used to fund music programs of the Endowment for Creative Ministries or other groups, with the stipulation that any money disbursed from the Lawrence W. Bash Memorial Fund be used for programs of excellence in the fields of music and dramatic arts as stipulated by the terms of the Roy Cates will, and that the Board or a committee appointed by the Board shall approve the expenditures for each such program.

4. Adoption of a New Vision Statement

Approved Motion: The Board approves the following vision statement for University Christian Church:

University Christian Church seeks to be an inclusive, dynamic community living out the love of Jesus the Christ, through thoughtful worship, compassionate service and spiritual growth.

5. George Baker to Perform for Organ Dedication Service (Finance, Budget, Agreement)

Approved Motion: The Board instructs the President of the Board enter into a contract with the McFarlane Agency to secure the services of Dr. George Baker to play the inaugural recital for the dedication of the new Garland Pipe Organ. The contract shall provide for payment of \$3,000 plus expenses, and the Organ Dedication Committee will collect as much of the total expense amount as possible from donations.

6. Support for Kinsie Mahaffey – Ecumenical Institute of Bossey

Approved Motion: The Board agrees to inform the congregation of Kensie Mahaffey's request for financial assistance to attend the Ecumenical Institute of Bossey. Individuals may make contributions that are not tax-deductible, made payable to Kensie, but mailed to the Church.

Board Meeting Significant Actions

Tuesday, August 15, 2006 6:30 PM Wassenich
Classroom

Unfinished Business and Items Carried Over from the July Agenda:

1. Clarification of Board Purview – Board Vs. Program Council (By-Laws, Policy)

Approved Motion: The Board resolves that:

- (1) The Program Council and the individual Councils should assume all authority and responsibility granted to them by the By-Laws and their charters, but that their spending authority is limited to what has been appropriated by the Board, and that the Board retains the authority to set policies for the Councils.
- (2) Reports to the Board should be made through the Program Council whenever possible. However, individual Councils may report critical information to the Board or bring important policy and/or budget decisions to the Board as needed.
- (3) The approval of an annual budget by the Board constitutes an appropriation of funds listed for that year in the budget document. Council Chairs and the Ministers responsible for program areas can approve expenditures in the annual budget for those program areas. The occasional movement of funds from one line item to another within program areas, as needed to provide reasonable flexibility to staff and Councils, can be achieved with the payment requisition process. Significant overages in the budget (\$1,000 or more) require Board approval. In addition, checks in excess of \$3,000 shall require two signatures with the exception of checks related to payroll, payment of utilities, and other routine and previously approved payments as determined in advance by the Treasurer and President.

2. Designated Funds (Finance, Spending, Fiscal, Policy)

Approved Motion: In order to provide a clear statement of how specially designated funds are to be administered, the Board resolves that:

- (1) All donations collected by the Church that go into (I26) Special Days Fund, (I33) Micah 6, (J0) Memorials, and designated portions of (I6) Special Gifts (all pass-through accounts) shall be disbursed by the Treasurer according to the designation of each donation.
- (2) Any remaining obligations associated with installation of the pipe organ as part of the Go West Capital Campaign (I24, I3 & J6) can be paid from the specially designated accounts in the same manner they have been, and money from the Roy Cates bequest may be used for the same purposes as provided by the Board action of July 18, 2006.
- (3) The Board grants the Outreach Council the authority to administer the (I8) Outreach and (I9) Archer Memorial designated funds, plus, without additional approval by the Board. The Outreach Council shall be responsible for recommending disbursements from the (I28) Kay Baker Estate Outreach and (I29) Disaster Relief designated funds with Board approval.
- (4) The Board grants the Ministerial staff, acting with appropriate Council Chairs and the Treasurer, the authority to administer, without additional approval by the Board, the designated funds of (I2) Youth Camp, (I22) Intern, (I23) Educational Needs, (J1) Hand Bells, (J5) DSF, (J8) Choir, (I15) Rent & Utility Benevolence, (I7) Advertising/Evangelism, and (J9) Van Rental. The Chair of the Personnel Council and the Treasurer will have the authority to approve use of funds from (I19) Sabbatical Accrual on occasions when sabbaticals are approved by the Board.
- (5) The Board grants the Worship Council the authority to administer the designated funds of (I27) Contemporary Service and (J2) Pew Bibles; and grants the Historian the authority to administer the designated fund of (I25) History; and grants the Christian Men's Fellowship the authority to administer the designated fund of (I10) Pecan sales, all without additional approval of the Board.
- (6) All other specially designated funds and all other "off-line" accounts, with the exception of the Endowment for Creative Ministries and the Lawrence W. Bash Memorial Fund, the Board places under the administration of the Advisory Committee of the Permanent Endowment Fund as an additional responsibility of that Committee, but with Board approval of expenditures. The Advisory Committee will review the requests to use any of these funds and make timely recommendations to the Board, or to the Executive Cabinet if time is critical. The Advisory Committee shall make quarterly reports to the Board showing the disposition of **all** "off-line" funds, and shall make recommendations concerning the consolidation of existing funds and the creation of new specially designated funds. *[An Excel spreadsheet is provided to illustrate.]*

3. Clarification of Board Purview – Executive Cabinet (By-Laws, Policy)

Approved Motion: The Board resolves that:

In accordance with the By-Laws, the Executive Cabinet shall have the same authority as the Board for approving expenditures in cases when there is insufficient time to bring requests to the Board. In a similar manner, the Executive Cabinet shall have the authority to make decisions concerning agreements, policies, and personnel when there is not sufficient time to bring these issues to the Board. However, the Executive Cabinet shall refrain from making decisions on issues that can be brought before the Board at one of its regular meetings. In all cases where the Executive Cabinet makes decisions in lieu of Board action, the Board shall be informed at its next meeting.

New Business:

4. Claim the Future Planning Committee Report (Vision, Mission, Imperatives, Goals, Programs)

Approved Motion: The Board accepts and approves the report from the Claim the Future planning committee.

[For information, this is a 4-page report that presents results of the two retreat sessions and proposes assignments for implementation.]

5. Personnel Council Appointments

Approved Motion: The Board extends its appreciation to Byron Freeby for his valuable and dedicated service on the Personnel Council.

In accordance with the By-Laws, the Board approves the nomination of Don Wharry to the Personnel Council.

[For information (not part of motion): After this action, the Personnel Council will be composed of the following members with the associated terms of office:

Gaye Lynn Scott, Chair – through June 30, 2007

Jo Dawn Robertson – through June 30, 2007

Charlotte Hambrick – through June 30, 2008

JoAnn Savage – through June 30, 2008

Don Wharry – through June 30, 2009]

6. Background Checks (Criminal Investigation, Safety, Security, Liability, Personnel, Volunteer, Screening, Driver, Crime, Record, Policy)

Approved Motion: The Board resolves that all new employees for all minister, pastor, director and coordinator positions, plus all secretarial and administrative positions, and all janitor and maintenance positions must agree to criminal and driving background checks. The Board further resolves that all volunteers in pastoral positions or in positions involving contact with children, youth and

students must also agree to criminal and driving background checks. This will include the organist, but not choir section leaders. Also exempted will be ordained ministers who submit to background checks as part of the search process, and contract employees who are checked by their agencies, and others who can show that they have recently been subjected to background checks by reputable firms.

The Board resolves that: (a) all individuals covered by this policy are required to submit an authorization form, the original of which should be kept in Church files; (b) the Personnel Council, hiring supervisors, and volunteer sponsors will be responsible for obtaining written authorization for background checks from prospective employees and volunteers; (c) only ordained ministers would conduct the background checks and view the results, using a reputable agency that provides such searches; (d) the information needed for a background check (authorization form) and the results of the check would be kept confidential and retained in confidential files; (e) an individual can request a copy of his/her report; and (f) the ordained ministers will be responsible for making decisions based on the report, and discussing their concerns and decisions with the affected individuals.

7. **Special Week of Compassion Offering** (Designated Funds, Outreach)

Approved Motion: The Board approves the collection of a special Week of Compassion (WOC) offering associated with the program on WOC activities in Bosnia during the Sunday School period Sunday morning, August 20.

8. **Close Go West Capital Campaign** (Designated Fund, Finance, Lawrence Bash, Pipe Organ, Van, Evangelism)

Approved Motion: (a) That the Go West Capital Campaign be appropriately closed, and that thanks be passed on to those who participated; and (b) that the unfinished programs be moved to the appropriate designated funds accounts, and that funding continue to be sought for those programs.

[For information: the New Church Starts program was fully funded at approximately \$79,000, primarily from the Kay Baker Estate, and approximately \$51,000 remains unspent in that fund. Of the \$20,000 anticipated for the Van Fund, only \$1,000 has been funded and spent. The Fund to Enhance Membership Participation and Evangelism, anticipated at \$20,000 has never been funded.]

Board Meeting Significant Actions

Tuesday, September 19, 2006 6:30 PM Wassenich
Classroom

Unfinished Business from the August Agenda:

- 1. No Change to Kay Baker “Rainy Day Fund”** (Permanent Endowment Fund, Designated Fund, Finance, Property, Fiscal, Policy)
A motion to transfer \$100,000 from the Kay Baker Rainy Day Fund to the Permanent Endowment Fund failed.

New Business:

2. Appointments

The Board approved the following appointments:

Nominating Council

Chuck Kutz-Marks – Ex-Officio;
Trenna Pickett, Chair, Non-Board member;
Gaye Lynn Scott, Board member
Laura Moore, previous Chair
Carl Noble, Board member
Charlotte Hambrick, Board member
Anne Beckner, Board member
Ted White, Non-Board member

Permanent Endowment Advisory Board

Ted White	2007
John McDaniel	2008
Beth Freeby	2009
Carl Noble	2010
Charlotte Hambrick	2011

Endowment for Creative Ministries: Program Committee

Mary Haley
Bill Haley
Tom Locke
Robin Mathews
Ann Mathews
Jo Dawn Noble
Roy Snodgrass
Duane Thomas
Craig Bell

Endowment for Creative Ministries: Trustees

<u>Name:</u>	<u>Term Ends:</u>
Byron Freeby	May 31, 2007
Cookie Lapp	May 31, 2007
Laura Moore	May 31, 2007
Ernestine Sunderland	May 31, 2007
Clark Hoffman	December 31, 2008
Paul Kofron	December 31, 2008
Sue Moss	December 31, 2008
Keith Smith	December 31, 2008
Kathy Thomas	December 31, 2008

Delegates to the Greater Austin/Central Texas Area Stone-Campbell Dialogue

Delegate: Julie Wood; Alternate: Carl Noble.

3. Regional Assembly Representatives

The Board authorized the President to recruit and appoint UCC's representatives for the Regional Assembly in Amarillo on October 19-21, 2006. As many as 3 lay representatives are allowed.

4. Sponsorship of Jack Knox and Carol Cabbiness

The Board approved UCC's sponsorship of Jack Knox and Carol Cabbiness to become candidates for ordination into the ministry in the Disciples of Christ, and also sponsorship of Carol Cabbiness for Licensed Ministry.

5. Minister Housing Allowance

The Board set a revised schedule for the allocation of Rev. Kutz-Marks salary. The housing allocation increased from \$35,000 to \$40,000 per year. The housing allocation for the Rev. Roslyn Hogan is set at \$750 per month. This begins immediately and will continue until revised.

6. City Bank Signature Card

The Board approved removing Don Wharry (President in 2004-2005) from the bank signature card and adding Craig Bell and Gaye Lynn Scott (President & President Elect). Nancy Schuele (Treasurer), Charlotte Hambrick (Assistant Treasurer), and Kathy Thomas (Past President) will remain on the signature card.

7. Policy on Ministerial Sabbaticals

The Board approved a new policy that provides guidelines for sabbaticals. It applies to all full-time ministerial staff, and it will be added to the Operating Manual.



University Christian Church (Disciples of Christ)
2007 University Avenue, Austin, Texas