

**MINUTES OF THE MEETING
OF
THE BOARD OF TRUSTEES
UNITARIAN UNIVERSALIST CHURCH OF CORPUS CHRISTI**

Date of Meeting: July 18, 2016

Place of Meeting: UU Church, 6901 Holly Road, Corpus Christi, TX

Trustees Present: Judy Pate, President; Bob Allen, Vice President; Linda Fetters, Treasurer; Sonia McLaughlin, Secretary; Margaret Lawrence, Past President; Joe Pierce and Sylvia Wilson.

Staff Present: Lauren Cantatore-Cause, Religious Education

Guests Present: Jerry Jones, Deborah Sundermann, and George Clower

1. President Pate convened to meeting at 6:15 PM.
2. Centering was led by Judy Pate and was based on a quote by anthropologist Margaret Mead.
3. Minutes: May's minutes were adopted.
4. Leadership Council Report – Bob Davis
 - a. The report was distributed, approved, and is attached hereto.
5. Resignation of officer as of July 1 / nomination of trustee replacement
 - a. Kirk Newport was nominated to replace Sue Roark-Calnek.
6. DRE Report – Lauren Cantatore Causey
 - a. Wizarding Camp was successful
 - i 30 children/youth; 27 not affiliated with our church
 - ii Profit of \$1125
 - b. A motion was made by Joe Pierce to add a teen to the Board (Jose Leach Flores).
 - c. Seconded by Sylvia Wilson and unanimously approved.
7. Minister's and Worship Committee's Report – Joe Pierce
 - a. Members of the congregation have filled all the service slots until Rev Christine Hockman arrives.
 - i Arthur Smith is next Sunday
 - ii Colin Sykes will be giving a report on the General Assembly on 7/31
 - iii Agnes Maier will be speaking on August 7, which is when our Reverend arrives
 - iv Sonia McLaughlin is going to meet on 7/28 to give The Rev her keys so she can set up her office with some new furniture she purchased.
8. Treasurer's Report – Linda Fetters, see Treasures Report (attached)
 - a. Checking account is down due to large check written for moving expense for the Minister and pledges slow down during the summer.
 - b. HEB will be paid \$24, 010 for our next batch of HEB cards.
 - c. Linda will make an announcement this Sunday to remind people to get their pledge money in
 - d. August 24th is when the Stewardship budget will need to be solidified.
 - e. Judy Pate asked if there should be a form to inform Linda that people can't fulfill there pledges; it was generally agreed that it would not be necessary.
 - f. There is a member who has her pledge sent directly from her checking to our checking account but Linda was not aware of it.
 - g. Approve Treasurer's Report

- i. Judy Pate made a motion to accept the treasurers future reserve fund policy as a guideline for future financial planning.
- ii. Joe Pierce seconded.
- iii. All in favor and motion carries.

10. Stewardship

- a. Had a meeting to get things started on July 11th – Sylvia Wilson and George Clower are working on a new theme.
- b. The canvass team includes: George Clower, Sylvia Wilson, Joel Weiss, Sandie Weiss, Deborah Sundermann and Mary Gleason.
- c. Deborah Sundermann provided a list of possible theme ideas.

11. Old Business

- a. Final decision on San Patricio property taxes:
 - i. Judy Pate discussed the need for a policy on accepting donations; everyone agreed.
 - ii. Owe about \$7k, not paid since 2008.
 - iii. The appraisal went from \$12K in 2003 to \$135k in 2016.
 - iv. Judy Pate recommends we go into foreclosure; she discussed it with a paralegal who said there would be no additional costs.
 - v. Judy Pate met with a realtor and that person said it couldn't be sold because it doesn't have an easement.
 - vi. Linda Fetters and Judy Pate met with Deanne Pierce and Deborah Sundermann for suggestions.
 - vii. Deborah Sundermann suggested that we get the appraisal reduced.
 - viii. Have a hearing on July 29 at 4:45pm (Judy, George and Sylvia will attend).
 - ix. Linda Fetters made the motion to approve the foreclosure decision.
 - x. Sylvia Wilson seconded the motion.
 - xi. All in favor.
- b. The new church sign is up, Barbara Briody donated \$400 towards it.
- c. Security - Joe Pierce
 - i. ADT had to come out this week to correct an issue.
 - ii. Joe Pierce suggested we change the current security code.
 - iii. He also suggested we issue unique codes to each person but this may not be necessary if we buy security cameras.
 - iv. Lauren Cantatore Causey and Michael Causey offered to mount digital cameras (cost \$650).
 - v. An app on his smart phone will tell Joe if the alarm isn't armed and he can reset it remotely.
 - vi. Bill Randall keeps up with the Key Holders list which is updated by Sonia McLaughlin.
 - vii. The list was distributed; it should be reviewed to make sure that only the appropriate people have keys.

12. New Business

- a. We will have a welcome luncheon for our new minister August 7th.
 - i. Judy Pate will pick up roasted chickens from Sam's.
 - ii. Sonia McLaughlin will advertise in the Fri email that people should bring side dishes and desserts.
- b. Service Auction Update – Judy Pate
 - i. Twelve people attended the first Auction Committee at Judy Pate's house on June 30th.
 - ii. The auction will **only** be for SERVICES this Fall.
 - iii. Nov 6th is the date of the auction to be held in conjunction with a Sunday luncheon.
 - iv. The next auction committee meeting will be on August 14th where a timeline will be put together to organize the event.
 - v. On Sept 4th Sue Hastings will make an announcement to the congregation and will provide list of service suggestions and forms to be filled out.
 - vi. \$3-4k is the financial goal.
 - vii. Barbara Briody and Sharon Shapiro are the point people over the event.
- c. Joe Pierce mentioned that the building/grounds needs service and need to be considered as items in the service auction.
- d. Margaret Lawrence will get with Jean Evans to see when the new Directory will be coming out.

- i. Sonia gave an update on its progress; the collection of photos, and that Jean Evans wanted to wait for the new Minister to arrive to get it completed.
 - ii. She handed out hard copies of our current members/friends information.
 - e. Joe Pierce gave an update on a \$98 Brother wireless printer he researched; it would only cost 2 cents a page for 250-500 pages using black ink.
 - i. George Clower offered to donate his \$4k laser jet printer.
 - f. The former Search Committee will now be called the Committee on Ministry.
- 13. The Board Retreat is August 27th at Judy Pates from 9am to 1pm. Several homework items were assigned:
 - a. Read the by-laws before the meeting; they are on the church web site (28 pgs.).
 - b. Read the Conflict Resolution policy (be careful with emails).
 - c. Review the Covenant (hard copy was distributed); once a final version is provided Judy will take it to Sam's and make posters.
 - d. The church Survey from last year was provided in hard copy.
 - i. Review it and think about broad areas so we can develop effective/authentic goals..
 - e. Our Facilities Rental policy was provided in hard copy. George suggested calling it a Usage Fee.
- 14. A back up plan to get the Order of Service completed is required. Will defer to the Minister when she gets here. Joe Pierce and Lauren Cantatore Causey offered to be back ups.
- 15. Robin Kennedy has agreed to investigate the possibility of placing a donated piece of art in a private auction.
- 16. The date of the Financial Planning Committee meeting will be set after the Minister arrives.
- 17. The next Board meeting will be August 15th at 6:15.
- 18. Meeting was adjourned at 8:20.

Submitted by
Sonia McLaughlin
Secretary

Treasurer's Report for July, 2016
Linda Fetters

Account Balances - May, 2016

Checking	\$44,957.60
Regular Savings	\$13,041.25
HEB Savings	\$13,157.38
Reserve Fund	\$52,281.71
Restricted Savings	\$ 5,129.77

Account Balances - July, 2016

Checking	\$24,228.59
Regular Savings	\$13,060.32
HEB Savings	\$25,543.31
Reserve Fund	\$50,828.79
Restricted Savings	\$ 5,133.19

The checking account is lower this month. One reason is that we wrote a check to Rev. Chris's moving company for \$4,600 which was supposed to come out of the reserve fund. I'll transfer that amount in the near future.

We will be ordering another batch of HEB cards in about two weeks (\$24,010).

Another reason is that we our pledge receipts are down, which is typical over the summer. The average pledge total from January to June was \$14,292 per month. The average for April to June was \$9609/month, and the total for June was \$8374. I will make an announcement next Sunday that pledging members should bring their pledges up to date if at all possible during the next month or two. I started handing out pledge statements this past Sunday and will continue to distribute them this month.

Since the Stewardship Committee has begun planning for the fall canvass, I will start working on the budget to present to the board on August 17 for approval. Stewardship wants to have the approved budget by August 24th.

Unitarian Universalist Church of Corpus Christi
Custom Summary Report
January 1 through June 30, 2016

Ordinary Income/Expense

Income

4000 · Income		
4001 · Pledges		85,757.80
4010 · Plate Cash		4,710.06
4011 · Non-Pledge Donations		300.00
4100 · Interest & Misc. Income		
4120 · Miscellaneous Income		300.96
4122 · transfer from savings		13,179.33
Total 4100 · Interest & Misc. Income		13,480.29
4150 · Rent		1,025.00
4200 · Fundraising		
4201 · Auction		40.00
4211 · Coffee House		532.50
4221 · Rummage Sale		2,005.25
4226 · Luncheons and other meals		658.05
4227 · Wizarding camp		2,325.00
4231 · Other/Misc Fundraising		514.06
Total 4200 · Fundraising		6,074.86
4000 · Income - Other		1,500.00
Total 4000 · Income		112,848.01
Total Income		112,848.01

Expense

5000 · Expenses		
5001 · Ministerial Package		
5001.5 · Minister Salary		19,680.00
5002 · Ministerial Housing		5,400.00
5004 · Ministerial Insurance		
5004.1 · Health insurance		3,383.79
5004.2 · Life Insurance		192.00
5004.3 · Disability Insurance		521.16
Total 5004 · Ministerial Insurance		4,096.95
5005 · Minister Retirement		1,254.00
5006 · Deductions		
5006.1 · Health ins. premium		-605.58
Total 5006 · Deductions		-605.58
5011 · Minister(in lieu of FICA)		1,918.62
5018 · Ministerial Pay - Other		800.00
Total 5001 · Ministerial Package		32,543.99
5020 · RE Director Payroll		
5021 · RE Dir. SS Tax		633.66
5022 · RE Dir. Medicare Tax		123.50
5023 · RE Dir. Income Tax		900.00
5024 · Employers SS Tax-RE Dir.		633.66
5027 · Employers Medicare Tax-RE Dir.		172.90
5020 · RE Director Payroll - Other		7,115.45
Total 5020 · RE Director Payroll		9,579.17
5035 · Musician Pay		
5036 · Music Director		2,176.00
5037 · Pianist		2,338.00
Total 5035 · Musician Pay		4,514.00

5050 · Administrator		
5051 · Administrator payroll		1,784.11
5052 · Administrator SS & Medicare		173.49
5054 · Employer SS & Medicare-Admin		173.51
Total 5050 · Administrator		2,131.11
5100 · Housekeeping		
5110 · Alarm System		181.86
5120 · Maintenance		9,427.82
5125 · Janitorial Service		1,020.00
5130 · Insurance - Building		27.12
5135 · Insurance-Commercial Multiperil		801.50
5140 · Telecommunications		832.70
Total 5100 · Housekeeping		12,291.00
5160 · Utilities		
5165 · Electricity		2,670.68
5170 · City Services		1,274.89
Total 5160 · Utilities		3,945.57
5200 · Administrative Expense		
5205 · Advertising		500.00
5235 · Returned check		20.00
5245 · UUA Gift Program		1,000.00
Total 5200 · Administrative Expense		1,520.00
5300 · Program Expenses		
5310 · Child Care		340.00
5325 · RE Wizarding Camp		1,239.78
5337 · Communications Comm		542.00
5338 · Membership Comm		102.98
5340 · Stewardship/Canvass		89.64
5345 · Hospitality		158.26
Total 5300 · Program Expenses		2,472.66
5400 · Mortgage Payment (Int. Land)		15,045.06
Total 5000 · Expenses		84,042.56
5070 · Ministerial Search Committee		5,509.40
Total Expense		89,551.96
Net Ordinary Income		23,296.05
Net Income		23,296.05

Communications Report
Leadership Council
July 6, 2016

1. Advertising:

- a. T-Shirts: Druzy is handling T-Shirts for us. We had an initial order of 24 shirts and then a second order of 33 shirts and 7 totes. So net fundraising should be upwards of \$600 if she manages to liquidate the entire inventory. The majority of the second order was for special orders, so people were committed to donate the necessary amount.
- b. KEDT: Our ads should start running on Friday—one mention on Friday's Morning Edition. We also get a link on their website. We are already listed as a patron, thanks to Barbara Briody's donation a while back. But we should soon also be a corporate sponsor.
- c. Facebook: I have been reminding Bekah of the need to launch our facebook ad campaign, but have not yet seen any content that she has promised to generate. I will continue to follow up.

2. Signage: Pro Signs painted over the corner sign with the same color as the building. They then used 3M vinyl to recreate the lettering and the chalice symbol. The information that the Board authorized to be changed and/or enlarged has been so edited. The total cost was \$400. Barbara Briody paid the bill directly as she wanted to donate that cost to the church. In the future, it should be very easy and inexpensive to change out anything that we want on the sign. The vinyl lettering should last upwards of 7 years.
3. Ministerial Changeover: Jillian has made the changes to the website to replace Roger with Christina. I had the South Jetty change out the names in their church display ad. And the corner sign is completed. If anyone sees a reference to Roger or any other former minister, please let me know so that I can eradicate the reference.
4. Sermon/Message announcements: I have asked Jillian to change over the website and facebook sermon listings on Sundays or Mondays so that the listing for the next Sunday is up 5 or 6 days in advance. That does not appear to be happening. I asked her if we need additional website administrators and did not get an answer. It appears that Sue and Bob are keeping the Wayside Pulpit sermon announcements current, so that helps.