

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

Date of Meeting: October 19, 2015

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

Trustees Present: Margaret Lawrence, President; Judy Pate, Vice President; Linda Fetters, Treasurer; Kerri Cockerham, Secretary; Angela Leach, Past President; Jillian Whitbeck; Sylvia Wilson and Joe Pierce.

Staff Present: The Reverend Roger Mohr, Lauren Cantatore-Causey, Religious Education Director

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

1. President Lawrence convened to meeting at 6:00 PM.
2. Check-in was brief; Reverend Mohr provided a centering message.
3. Minutes: Last month's minutes were approved as amended.
4. Agenda adopted as amended.
5. Leadership Council Report: The report was distributed, approved, and is attached hereto.
 - a. Next meeting we will need to discuss where the congregation stands on the Muslim community and stepping in on that issue. Rev. states that it can be destructive for us to move to speak as a church instead of as individuals.
6. Religious Education Minor Correction – Lauren will organize and Chisa will lead the game night.
 - a. Game Night is Middle School and High School Children from 7-9 pm, no Elementary ages.
7. Safety Task Force – Joe Pierce has the policies that the task force came up with, but they are in a disorganized form. The recommendations need to be formatted to fit the policy manual, which is still a work in progress.
8. Minister's and Worship Committee's Report:
 - a. Speaker is still needed for the 30th of November – Rebekah Poore may be willing to do that service, but still need verification.
 - b. Church direction: Reverend Mohr sees the church in good shape and is chugging right along.
9. Reading of the board covenant by Margaret Lawrence
10. Communications Report – Meeting of the communications committee has not yet taken place.

11. Building Report – Bill will look into renting or purchasing scaffolding, which will be needed for the upper portion of the façade. Painting of the north side of the building will be scheduled soon. Joe Pierce has sent Bill a report on the most optimum types of exterior paint to prevent mold and mildew. We may need to get a bid on having the painting done by professionals instead of having church members paint due to safety means. Margaret asked George to get in touch with Bill in reference to what we would need nailed down in a contract for a painter.
12. Treasurer’s Report: Treasurer Linda Fetters reported that the checking account continues to have a positive balance and is still over \$24,000. She is seeking access to the USAA Money Market account in order to transfer its balance of \$6,000-plus to the credit union – left more messages, but still has not received calls back. Linda continues to pursue obtaining late pledge amounts. She and Margaret will continue to work on it. We need to look into being able to accept Credit Cards for fundraising and monthly pledges to possibly bring in more funds. Linda has looked into Vanco and Continue to Give as vendors for the Credit Card.
13. Stewardship Committee Report: The 2016 Canvass Campaign is on schedule and their report is attached. We have received 54 pledges representing 78 members (68% of anticipated pledges). We received \$120,000 in pledges representing 70% of the optimum 2016 budget. \$51,000 needed in additional pledges to reach goal of \$171,000. There are 21 pledges outstanding and if outstanding pledges pledge only the same amount as last year, then pledge will total \$144,207 which amount will be \$26,793 short of the optimum goal of \$171,000. George explained the Matching Donor Program that has been talked about, possibly ending the 1st of November and the report is attached. Discussed the possibility of staff cuts if we do not make the budget. We are going to stay as positive as we can, George will do a summary this Sunday and Rev will write up something for the Newsletter.
14. Fundraising will be tabled until the next meeting since Gail Goo is not available for this meeting. Margaret did let us know that Gail needs donation items for the upcoming Auction.
15. Search Committee – No new updates.
16. House Cleaning – Don’t think the deep housecleaning can be done in the allotted time. Rev. has been given the permission to let go of Celeste if he feels the need and has spoken to Celeste about the lack of cleaning issue. Jillian let us know of someone else we could look into if Celeste is not working out and will provide us with the contact information.
17. Girl Scout Troop request – No response to emails Margaret has sent, therefore the request is dropped for now.
18. Flu Shot – Had to be cancelled because of lack of involvement and feel we needed more notice to gather the numbers.
19. Coffee House has been moved to December 5th, 2015. We need a sign up sheet for refreshments that evening since it is not in the Hospitality Teams job description.
20. Bylaws – Primary changes will be in the committee’s involvement.

21. New Business – Meeting time change possibility to 6:15 to give everyone time to get here. Consensus from the board on the 6:15 time trial.
22. Questions – Joe Pierce said that Monica Arnold would like to rent the building for a Belly Dancing Fundraiser. Linda is going to send the rental usage form to Joe Pierce for Monica Arnold to look at. Any information that Joe may receive, he will copy Margaret Lawrence .
23. Next Meeting is November 16, 2015 at 6:15 p.m.
24. Meeting was Adjourned at 7:45.

Submitted by,

Kerri Cockerham
Secretary

Treasurer's Report for September, 2015
Linda Feters

Account Balances - August 17, 2015

Checking	\$28,248.19
Regular Savings	\$13,016.74
HEB Savings	\$13,913.74
Building Fund	\$58,299.71
Restricted Savings	\$ 5,114.41

Account Balances - Sept. 21, 2015

Checking	\$24,060.64
Regular Savings	\$13,016.74
HEB Savings	\$25,268.80
Building Fund	\$58,329.42
Restricted Savings	\$ 5,116.15

USAA Money Market: Our money market account no longer meets new SEC requirements. I am mailing a letter signed by Peg Braswell and Margaret Lawrence giving me access to our account. With board approval, I will close the account and transfer the funds to our Building Fund.

Pledges in Arrears

Letters mailed to all but one member who had not paid any pledges to date. I will give an updated pledge payments received to date to Margaret to decide who needs to be contacted about bringing their pledges up to date.

Pledge Statements through July were all handed out, except for four which were mailed last week.

Endowment Fund. I set up a new user name and password and gave it to Robin Kennedy. Our balance at the end of July was \$56,233.83. We will be receiving one more donation in memory of Paul Deisler via JustGive.org next month. At that time, I will send a check to the UUA Common Endowment Fund totaling \$700.00.

Pledges Received. Early pledge cards to date include 5 cards and 7 members totaling \$32,680.

Treasurer's To Do List

Set up wire transfer for purchasing HEB cards.

Back up archives to JustCloud and decide where to store CD copies.

The Custom summary report prepared September 21, 2015 begins on the next page.

Unitarian Universalist Church of Corpus Christi
 Custom Summary Report
 January 1 through September 13, 2015

Ordinary Income/Expense

Income

4000 · Income

4001 · Pledges	117,655.91
4010 · Plate Cash	4,477.08
4100 · Interest & Misc. Income	
4115 · HEB card savings fund transfer	48,020.00
4120 · Miscellaneous Income	2,228.68
Total 4100 · Interest & Misc. Income	50,248.68
4150 · Rent	1,250.00
4200 · Fundraising	
4206 · Beer & Brats	587.00
4221 · Rummage Sale	2,556.35
4226 · Luncheons and other meals	1,201.59
4227 · Wizarding camp	1,350.00
4231 · Other/Misc Fundraising	773.48
Total 4200 · Fundraising	6,468.42
Total 4000 · Income	180,100.09

Total Income

180,100.09

Expense

5000 · Expenses

5001 · Ministerial Package	
5001.5 · Minister Salary	29,520.00
5002 · Ministerial Housing	8,100.00
5003 · Moving Expense	3,121.00
5004 · Ministerial Insurance	
5004.1 · Health insurance	5,207.02
5004.2 · Life Insurance	238.14
5004.3 · Disability Insurance	626.43
Total 5004 · Ministerial Insurance	6,071.59
5005 · Minister Retirement	3,519.00
5006 · Deductions	
5006.1 · Health ins. premium	-1,198.26
5006.2 · Health savings account	-2,000.00
Total 5006 · Deductions	-3,198.26
5011 · Minister(in lieu of FICA)	2,965.29
5013 · Health Savings Account	1,750.00
5018 · Ministerial Pay - Other	1,395.30
Total 5001 · Ministerial Package	53,243.92
5020 · RE Director Payroll	
5021 · RE Dir. SS Tax	950.49
5022 · RE Dir. Medicare Tax	222.30
5023 · RE Dir. Income Tax	1,200.00
5024 · Employers SS Tax-RE Dir.	739.27
5027 · Employers Medicare Tax-RE Dir.	172.90
5020 · RE Director Payroll - Other	9,961.63
Total 5020 · RE Director Payroll	13,246.59
5035 · Musician Pay	
5036 · Music Director	2,048.00
5037 · Pianist	2,706.00
Total 5035 · Musician Pay	4,754.00
5045 · Employee Workers' Compensation	1,021.00
5050 · Administrator	
5051 · Administrator payroll	2,609.75
5052 · Administrator SS & Medicare	266.75
5054 · Employer SS & Medicare-Admin	214.34

Total 5050 · Administrator		3,090.84
5100 · Housekeeping		
5110 · Alarm System		
5110.1 · False alarms	100.00	
5110.2 · City alarm permit renewal	60.00	
5110 · Alarm System - Other	330.54	
Total 5110 · Alarm System		490.54
5120 · Maintenance		1,284.89
5125 · Janitorial Service		2,070.00
5130 · Insurance - Building		2,581.00
5135 · Insurance-Commercial Multiperil		2,122.76
5140 · Telecommunications		997.39
Total 5100 · Housekeeping		9,546.58
5160 · Utilities		
5165 · Electricity		4,669.64
5170 · City Services		1,302.85
Total 5160 · Utilities		5,972.49
5200 · Administrative Expense		
5210 · Petty cash		800.00
5220 · Printing and postage		68.75
5225 · Office Supplies		68.79
5240 · Bank service charge		19.90
5245 · UUA Gift Program		1,333.36
9010 · HEB card purchase		48,020.00
Total 5200 · Administrative Expense		50,310.80
5300 · Program Expenses		
5310 · Child Care		560.00
5315 · RE supplies		7.55
5330 · Choir Supplies/Expense		42.35
5345 · Hospitality		177.84
5359 · Donations to other orgs.		1,263.68
Total 5300 · Program Expenses		2,051.42
5400 · Mortgage Payment (Int. Land)		20,060.08
Total 5000 · Expenses		163,297.72
5070 · Ministerial Search Committee		280.00
Total Expense		163,577.72
Net Ordinary Income		16,522.37
Net Income		16,522.37

STEWARDSHIP COMMITTEE REPORT

The Unitarian Universalist Church of Corpus Christi

Dates of Committee Meetings: August 12, August 24, September 9, 2015

Other Meetings: Leadership Council on September 2, 2015, with President and Treasurer on September 4, 2015, and Mail-out Preparation on September 17, 2015

Purpose of Meetings: Planning for Canvass of Pledges for Year 2016

Attendees (at various times): Reverend Roger Mohr, Robin Kennedy, John Kennedy, Jerry Jones, Linda Feters, Margaret Lawrence, Sylvia Wilson, George Clower, Debbie Sundermann, Barbara Briody, Margaret Lucero, Bob Allen, Carroll Pate

Stewardship Committee Co-Chairs: Sylvia Wilson and George Clower

1. Timeline:

- 8/12/2015: Initial Stewardship Committee Meeting
- 8/24/2015: Second Stewardship Committee Meeting
- 9/8/2015: Received Printed Pledge Cards from Printer
- 9/9/2015: Third Committee Meeting - Canvass materials completed and submitted to Co-Chairs
- 9/10/2015: Brochure graphics to Carroll Pate for printing. Sonia McLaughlin printed president's letter
- 9/12/2015: Received additional Printed Pledge Cards from Printer
- 9/13/2015: Received printed brochures from Carroll Pate
- 9/16/2015: Complete all materials to be mailed
- 9/17/2015: Prepare for mailing – 6 committee members
- 9/18/2015: Mailed brochures & pledge cards to Out-of-Town members and friends
- 9/19/2015: Mailed brochures to members and friends
- 9/20/2015: Issued brochures and pledge cards to Search Committee
- 9/21/2015: Ordered printing of poster and pledge chart
- 9/21/2015: Issue brochures and pledge cards to Board and Leadership Council
- 9/27/2015: Receive pledge cards from board and committees
- 10/4/2015: Celebration Day: Minister's sermon on stewardship (pledging), First Sunday Lunch with singing and talks, unveil progress chart, signing of pledge poster, pledge card available
- 10/5/2015 through 10/31/2015: Follow-up on receiving pledges
- 11/1/2015: Canvass Complete – Deliver all pledge cards to Treasurer for finalizing 2016 Budget.

2. Task Assignments to Date:

- a. Poster & Progress Chart: George Clower
- b. Slogan: Blast Off!! With U2C3
- c. Brochure: George Clower
- d. Printing Brochure: Carroll Pate
- e. Letter to Congregation/Friends: President Lawrence
- f. Mailings: Committee
- g. Pledge Card Update: George Clower
- h. Update Member/Friends List: George Clower (done)
- i. Preliminary Budget: Linda Feters and George Clower
- j. Celebration Sunday: Reverend Mohr, Jessica Latimer, Robin Kennedy, Choir, Band
- k. Follow-up on Pledges: John Kennedy, George Clower, Sylvia Wilson, Margaret Lawrence and others.

Submitted by, George Clower and Sylvia Wilson

U2C3 Board of Trustees Meeting Agenda

September 21, 2015 - 6:00 P.M.

1. Call to order/Set cell phones to vibrate - Margaret
2. Check in - Board
3. Centering - Roger
4. Reading of covenant - Margaret
5. Adoption of LC minutes, board minutes, and agenda - Margaret, Judy
6. Minister's report/worship committee - Roger
 - a. Evaluation of congregational group meetings on direction of church?
 - b. Board approval for videotaping sermons by Rev. Mohr
 - c. Discussion of board approval to give minister authority to terminate employment of current church housekeeper (if necessary)
7. Treasurer's report - Linda
 - Update on 2015 budget; other financial items needing discussion
8. DRE report - Lauren

Any updates ref. youth or adult RE
9. Old business:
 - a. Stewardship update - Sylvia, George
 - Brochure mailout, early pledge card distribution to board and LC, review remaining pledge drive calendar dates, follow-up volunteers, etc.
 - b. Bylaw changes - Judy, and board **(Must have written ballots, and must allow for absentee ballots to be submitted.)**
 - c. Search committee update - Margaret, Roger
 - (1) Search committee retreat this weekend
 - (2) Ray's evaluation of congregational meetings
 - (3) Appointments of negotiating committee members representing board and congregation
 - (4) Reset interim minister evaluation date, and any other old business.