

CUMC Administrative Board Meeting Summary – November 20, 2025

Attending:

Dea Atkins, Clara Fitzgerald, Kevin Fitzgerald, Lee Klinkenberg, Phil Lindberg, Fred Muller, Greg Swirdovich (visiting/observing), Natalie Swirdovich, Kevin Swanson, Rev. Angela Wells

Key Updates

Church Operations & Administration

- Angela shared updates on:
 - New member engagement and volunteer coordination
 - Advent/Christmas preparations
 - Pastoral care activities
- Web hosting changed from Tithely's full package to Bluehost for cost savings; Tithely retained for giving and database services.
- Minor facility issues reported (e.g., loose doorknob); OBIC to handle.
- Piano rental payment issue resolved.

Committee & Facility Reports

- SPRC is stable through year-end; pastoral evaluation upload complete.
- OBIC exploring a move to a new building; reviewing tax-exempt status.
- Discussion of potential charge to Muslim Family Center for carpet damage.

Financial & Investment Discussions

- Investment account balance: ~\$92,000.
- CD issues reviewed (incorrect rate updates on CDs 2301 and 2050).
- Preference to maintain higher legacy CD rates where possible.
- Current CD maturing with UMCU at ~1.2% may be rolled to a short-term option if rates remain low.
- Agreement to explore alternative banks or online CD options for better rates.

Financial Review & Giving

- Script Card stock review completed.
- Monthly contributions:
 - Breeze: >\$2,000
 - Total collections: ~ \$17,000
- Breeze fees continue to be deducted before deposit; team will monitor and track more clearly.
- Pledge status as of October:
 - 18 pledges paid in full

- 26 pledges totaling \$78,682
- 11 pledges missing (follow-up planned after Thanksgiving)

Endowment Fund Planning

- Early 2026 educational campaign confirmed (starting January 11).
- Endowment Committee planning:
 - January education
 - March giving push
 - “March Match” campaign (match up to \$15,000 in new gifts)
- Discussion of endowment goals:
 - Long-term growth balanced with market risk
 - Annual review and potential distribution rates (2–7%)
 - Keeping principal protected while allowing for mission impact
- Review of prior seed-money proposal led to approval of a **\$25,000 seed initiative** plus a flexible matching-fund approach for March.

Operational Improvements

- New offering deposit procedure to be documented and added to counter training.
- Envelope size issue for safe discussed; a tool ("letter pusher") to be developed.
- Counters to be updated on new workflow.
- CUMC to distribute draft meeting minutes immediately after meetings.

Follow-Up Action Table

Task	Responsible	Due Date / Timing
Call credit union about CD rates and execute rollover decision within 10-day window	Kevin F	Before CD's 10-day window closes
Send monthly Breeze deposit details to allow fee calculations	Kevin F	Monthly
Contact other church (via Angela's connection) about fee-tracking method	Fred Mueller	As soon as possible
Send pledge follow-up email to members who haven't pledged for 2026	Fred Mueller	After Nov. 30
Draft offering deposit one-pager and send to Angela for manual/training	Natalie Sortovich	Before next round of counter training
Create tool for inserting envelopes into drop safe	Phil (CUMC)	When feasible; before next counter cycle if possible
Send Breeze/Tithely fee-detail report instructions to Fred	Phil (CUMC)	ASAP
Begin endowment educational campaign	Endowment Committee	Starts Jan. 11, 2026

Task	Responsible	Due Date / Timing
Prepare and run “March Match” giving campaign	Endowment Committee	March 2026
Ensure all counters are informed of new deposit procedure	Natalie Sortovich (with Angela)	After procedure is finalized
Draft and distribute meeting minutes shortly after meeting	Phil (CUMC)	Within 10–15 minutes post-meeting
Review last year’s pledges for the 10% increase challenge	Fred Mueller	When next stewardship discussion occurs; update Angela if positive