

CUMC Administrative Board

Jan. 21, 2026

ATTENDING: Phil Lindberg, Fred Muller, Greg Swirdovich, Natalie Swirdovich, Clara Fitzgerald, Kevin Fitzgerald, Kevin Swanson
Rev. Angela Wells

Quick Recap

1. The meeting opened with prayer, introductions, and attendance updates.
2. Updates were shared on prayer meetings, coordination with partner organizations, and upcoming OBIC activities.
3. Financial reports showed the church in a stronger-than-expected position, including a small budget surplus.
4. Significant discussion focused on the endowment fund, upcoming campaign activities, and investment planning.
5. Upcoming worship services, Lenten activities, educational programs, and weather-related contingency plans were reviewed.
6. Clara noted contacting a UU pastor regarding a loan, more details to come as OBIC's first meeting scheduled for January 27.

Church Activities & Ministry Updates

1. Christmas services were successful; planning is underway for Lent and Holy Week.
2. Holy Week services will be shared with St John United (St. John hosting Holy Thursday; CUMC handling Ash Wednesday and Good Friday.)
3. ICE patrol safety procedures were discussed, including ensuring whistles are available.
4. SPRC met for the first time this year and is conducting evaluations for Lisa and Ching-Ju.
5. Accessibility and disability awareness service resources were mentioned.

Financial & Treasurer's Report

1. Recent CD rollovers were reviewed, with further investment decisions needed in February.
2. The church reported a surplus of approximately \$3,000, compared to a projected \$20,000 deficit.
3. Higher-than-expected revenues and lower expenses contributed to the positive outcome.
4. A need was identified to create budget categories specifically for endowment income.

Endowment Fund & Budget Updates

1. December pledges: 29 of 35 fully paid, with some members contributing extra.
2. 2026 pledges total \$99,562 from 34 pledging units.
3. Ongoing issues with Breeze software were noted, particularly around spouse payments and non-pledge handling.
4. Annual giving statements are in progress for tax purposes.
5. Endowment campaign kickoff includes:
 - a. Presentation by Mid-Atlantic Faith Foundation on February 22 (with Q&A after the sermon)
 - b. Educational skit planned for February 8

- c. March matching campaign approved, with the board voting to match up to \$15,000 in new contributions
6. Endowment invitation mailing will highlight outright gifts, legacy giving, and the matching opportunity.

Operations, Communications & Other Items

1. Office has moved downstairs; the tech cart is now in the pastor's former office.
2. Lunch Bunch program adjustments were discussed.
3. Plans are in place to communicate clearly in the event of snow-related service cancellations or moves to Zoom.

Follow-Up Action Items.

Action Item	Responsible	Target Date
Check with credit union regarding CD maturing in March and report rollover options	Kevin F	February 2026
Resolve Breeze issues related to spouse payments	Fred	As soon as possible
Complete and send annual giving statements for tax purposes	Fred	End of January 2026
Continue contacting Howard Lin r non-pledge checks and cash handling in Breeze	Fred	Ongoing
Coordinate Mid-Atlantic Faith Foundation visit and presentation	Natalie	February 22, 2026
Finalize and mail endowment campaign invitations	Natalie	Before February 2026 kickoff
Request Stewardship Chair participation closer to stewardship season	Greg S.	By September 2026
Send refined meeting minutes to Judy	CUMC	After feedback
Send advance notice for next Administrative Board meeting	Greg S.	Prior to next meeting
Collect old keys and distribute new keys for office access	Lisa	As soon as possible
Monitor weather and communicate service plans if snow is expected	Rev. Angela	Saturday night or Sunday morning as needed

NEXT MEETING DATE: Feb. 19, 2026