

**Irvine United Congregational Church
Administration Board Meeting Minutes
January 19, 2016**

Attendance:

Board: Dave Schofield, Tricia Aynes, Renae Boyum, Cindy O'Dell, and Mark Allen

Committee/Task Force Chairs: Anne Rosse, Laura Long, Lyle Norton and Wayne Banwell

Staff: Pastor Paul Tellström and Matthew Redrich

1. Call to Order: The meeting was called to order at 7:03 p.m. by Chair Dave Schofield.
2. Opening Prayer: The opening prayer was led by Pastor Paul Tellström. He announced that Matthew Redrich had received a pastoral call from the San Dimas Community Church. Matthew filled us in on the details. The Congregational Meeting on Jan. 31, 2016 will be his last Sunday with us. As his home church, we will be hosting his ordination on April 10, 2016.
3. Approval of December 14, 2015 Meeting Minutes: The Minutes were accepted as submitted.
4. Report of e-vote results: The e-vote was to consider the Music Ministry's proposal to sell the choir CD as a fundraiser, with income to be split between the IUCC General Fund and the Music Ministry. The consensus of the vote was that we needed more information before proceeding, but the Music Ministry later retracted their proposal.
5. Treasurer's Report: Mark Allen submitted the Financial Statements for the twelve months ended December 31, 2015 (draft as of 1/18/16), the summary of which is as follows:
 - For the month of December, total income of \$11,700 consisted of a loss of \$5,500 for the ECC, a profit of \$19,200 in the General Fund, and a loss of \$2,000 in the CIF.
 - Total General Fund revenue is 23% better than budget and 12% better than last year.
 - For total IUCC, cash flow from operations was \$77,000 for the period and \$162,000 year-to-date December 2015.
6. Building & Grounds Report: Co-chairs Lyle Norton and Wayne Banwell reported that the following tasks have been completed: bulbs were replaced; leftover poinsettias were planted along the street side of the sanctuary; and the ECC interior was painted. The following tasks remain to be done: replace 4915 on IUCC sign; remove/replace unreadable sign at entrance; replace carpeting in ECC; investigate possible roof leaks in sanctuary and Plumer Hall.
7. Fund Development/Stewardship Report: No report.
8. Child Care Committee Report: Chair Laura Long submitted a written report, the summary of which is as follows: current ECC enrollment is 54 children with average tuition of \$900; interior painting was completed and the staff is thrilled with the colors; per Irma Rosales, scores on the Early Childhood Environmental Rating Scale have improved in comparison to last year; and the ECC's annual Multicultural Potluck Dinner is tentatively scheduled for Feb. 26.
9. Technology Committee Report: Chair Matthew Redrich reported that the CD recorder has arrived and should be installed this week.

10. Building Task Force Committee Report: Anne Rosse submitted a written report, the summary of which is as follows: IUCC received the official approval letter for our CUP Modification, and we are awaiting final invoices from the City of Irvine to close the books on this preliminary phase; at the Winter Meeting on Jan. 31, we will have a congregational vote to undertake a Capital Campaign to fund Phase 1 of the IUCC Master Plan and hire the Rev. Priscilla Bizer and UCC's Capital Campaign Services (CCS) to advise us; if the vote is affirmative, we will need to execute a contract with UCC'S Capital Campaign Services (CSS) for \$46,932 and submit a check for 30% of our fees (\$14,079), with the remaining balance to be paid in 12 monthly installments of \$2737.25. She is requesting Administration Board approval of that contract.

MOTION: To pre-approve the contract with CCS for the capital fund-raising campaign pending approval by the congregation. Moved by Cindy O'Dell, seconded by Renae Boyum. Motion carried.

11. Ministries Chair Report: No written report was received, but Dave Schofield advised the board of a matter to be considered. Ministries Board Chair Dawn Price spoke with members of the Mission & Service Ministry about a project involving the Friendship Shelter in Laguna Beach (where she is Executive Director). The shelter received funds from HUD to provide apartments for some of the homeless, but additional money (\$2500 per apartment) is needed to furnish the apartments. M & S voted to contribute \$200 from their budget and suggested Dawn do a special offering request to the congregation to make up the remaining \$2300. They were uncertain as to whether or not they needed approval from the Administration Board for such a project. While we agreed that it was a very worthwhile project, concern was expressed about sending a letter using IUCC's mailing list because it implies endorsement and could leave us open to many more such requests from other worthy causes as well. The consensus was that it would be best to have an announcement with a collection table on the patio.

MOTION: To approve the fundraising effort for Friendship Shelter sponsored by the Mission and Service Ministry, with the restriction that it be limited to an announcement (with video), and a table on the patio for people who want to make a donation, but no letter. Moved by Renae Boyum, seconded by Cindy O'Dell. Motion carried.

12. Moderator's Report: Renae Boyum reported that we have been planning for the Open and Affirming celebration this year. Former IUCC pastor Fred Plumer will be here June 12, 2016. Matthew Redrich has designed a logo for it. We have been doing forums on the proposed building project and proposed Capital Campaign with 20-25 people in attendance at each one. We need to make sure everyone knows that Jan. 31 is one meeting, one church service. We are asking people to bring finger food, plus there will be entrees from Stonefire Grill (left over from the Adult Party the night before).

13. Pastor's Report: Pastor Paul distributed his written report, the summary of which is as follows: he has been in email conversation with Conference Minister Felix Villanueva regarding the draft of a land lease agreement to define the use of the property in perpetuity as long as it remains a UCC congregation; we passed a modified stewardship goal, and he has been writing thank you letters to those who pledged; he received a \$500 check from an anonymous donor to be used to establish an emergency discretionary fund and hopes that others will also contribute; and he will be at a Senior Pastors' Retreat from Jan 31 – Feb. 2.

Discussion: Even if we get the signed lease agreement from the Rev. Villanueva, it still provides us with only limited protection. Before members of the congregation make a significant investment in the

property, they need to be aware of the situation and the due diligence undertaken to mitigate it. Pastor Paul will coordinate with Rob Thornton on how to best accomplish this.

Discussion: For some time, an anonymous donor provided IUCC with money for emergency matters. That person recently passed on, and another person brought Pastor Paul a check for \$500 to continue the emergency fund in the original person's name (and wants others to be able to add to the named fund as well). We discussed the issues involved and decided that there is already a process/procedure in place that can accommodate the request – we just need to book the funds with more visibility in the future.

14. Old Business

Refinancing Cornerstone debt (update): Treasurer Mark Allen had no report.

15. New Business

2016 Proposed budget: Mark distributed his IUCC 2016 Budget Notes. He reported that there is nothing from the capital campaign in it except for minor items. For the purposes of the upcoming Congregational Meeting, Renae Boyum suggested that the proposed budget be as clear and readable as possible, with a document that shows at a glance what each ministry's 2015 budget was, what they asked for and what they are proposed to receive for 2016. We agreed by consensus to defer the parking lot resurfacing and the narthex painting for now, with the potential to re-evaluate those costs in May 2016. This way we can advise the ministries that – pending congregational approval – their budgets are fully funded and we have a balanced budget. Laura Long asked for a few edits regarding the ECC budget. Mark agreed to amend the wording and simplify the schedules.

MOTION: To accept the budget “as is” with the changes that have been requested, to be presented at the Winter Congregational Meeting on January 31, 2016. Moved by Mark Allen, seconded by Cindy O'Dell. Motion carried.

16. Adjournment/Closing Prayer: The meeting was adjourned at 9:13 p.m. and Pastor Paul led the closing prayer.

Our next Administration Board meeting will be February 16, 2016.

Respectfully Submitted,

Tricia Aynes,
Clerk of the Administration Board