

**Irvine United Congregational Church
Administrative Board Meeting Minutes
November 17, 2014**

Attendance:

Board: Mark Allen, Jerry Price, Anne Rosse, Martha Selby, and Tricia Aynes

Staff: Paul Tellström, Michael Spindle, and Matthew Redrich

Committee Chairs: Wayne Banwell, Laura Long and Bill Lawrence

Ministries Board Chair: Dawn Price

Guests: Tommie Kozlov and Pat Sauter

Absent: Cindy O'Dell and Jerrod Anderson

1. Call to Order: The meeting was called to order at 7:07 p.m. by Chair Martha Selby.
2. Opening prayer: The opening prayer was led by Rev. Paul Tellström.
3. October 20, 2014 Minutes: Jerry Price moved to approve the Minutes as submitted, seconded by Mark Allen. Motion approved.
4. Update on Brian & Dave Schofield: Michael Spindle reported that Brian and Dave are in a daze following the fire that took the life of one of their dogs and destroyed their home and belongings. He has set up a fund collection page to help them recoup some of their losses, and over \$8,000 has been raised so far. Their surviving dog is doing well and is scheduled to be released from the veterinary hospital soon.
5. Bylaws: The Bylaws update was postponed due to Dave's condo fire.
6. Treasurer's Report: Mark Allen discussed the previously emailed Draft Financial Statements for the ten month period ending October 31, 2014. His report included this summary:
 - Total IUCC results for October 2014 produced a profit of \$4.5 thousand and net income adjusted for depreciation of \$7.4 thousand.
 - Total IUCC results YTD for October 2014 produced a loss of (\$23.3) thousand and a YTD net profit adjusted for depreciation of \$5.5 thousand. Overall for the year, losses in the General Fund and ECC have been offset by the bequest in January 2014 of \$26.4 thousand and the building fund donations of \$20.4 thousand from Paul and Carl's September wedding.
 - For total IUCC, cash flow from operations was \$0.3 thousand for the period October and (\$20) thousand YTD October 2014.
 - ECC headcount improved to 35 at the end of October 2014 due to 5 new students in late September/October.
 - For YTD IUCC General Fund, pledged and non-pledged contributions at \$37.2 thousand were (\$1.1) poorer or (3%) than budget and \$5 thousand better than last year. Total support and revenue was (\$4.8) thousand or (11%) poorer than budget primarily due to forgiveness of rent of \$3.5 thousand and was \$1.3 thousand or 3% better than last year.

The preliminary number on the stewardship campaign is \$377,500 with 35-40 member pledges still outstanding. Mark believes the top end will be closer to \$420,000. \$55,000-\$65,000 may need to be cut from the budget depending on how we forecast the ECC.

7. Stewardship Report: Bill Lawrence reported that he has a list of non-pledgers, and he and Ken Wyant are calling them. Paul and Michael may make some of the calls as needed. Martha complimented Bill and Ken on a good campaign. Paul said he would be following up pledges with thank you notes.
8. Building & Grounds Report: Martha complimented the committee on a great work day effort on November 9. Co-Chair Wayne Banwell reported that of the 24 projects they had, 22 were completed and 2 were partly

completed. The work was done by 2:30 p.m., and lunch was provided for all. He rented a lift for replacing ceiling lights, and that worked well. The sanctuary lights were fixed last Saturday, and the colored gels were replaced. Lights in Plumer Hall were also fixed. We are now getting light bulbs at wholesale cost, which should save up to \$1000 per year. Ongoing B & G projects include:

- Getting a managed air conditioning contract.
- Problems with the outside ground light facing up at the sign on Alton.
- Getting a separate electric box so we can also use our cafe lights in Plumer Hall.

9. Technology Report: Matthew reported that he is working on sound problems in Plumer Hall. We've been approved for a non-profit rate with Microsoft Office, with the option of \$2 per user per month. There have been some complaints regarding the location of the television stand in the sanctuary (concern that it may be an obstruction). He will ask Jim Raver for his opinion. We are looking at what it would cost to mount the television on the wall. The sound in the sanctuary is faulty because buttons were pushed on the soundboard that shouldn't have been pushed. We will ask Ken Faulkner, who creates CD's of the choir concerts, to take a look at it. We may need a sound engineer to tune it up. Matthew and Chris Redrich did some adjustments on it before last Sunday, so the sound is better than it was. Dawn suggested we make instructions complete with photos for every setting so it would be easier to return to correct settings. Matthew also submitted a written report (see attached).

10. ECC Report: IUCC Child Care Committee Chair Laura Long submitted a written report (see attached). She reported that the staff is on board with the Quality Start project. There has been special teacher training for English language learners. Tommie Kozlov and Martha completed some additional data collection to help with marketing efforts for the ECC. Matthew and Chris have designed flyers to be distributed to the community. There are incentives for parents who refer new students. Facility improvement bids have ranged from \$37,000 to \$280,000. Laura and Martha met with the company that gave us the lowest bid to get a specific bid just for the sand area and shade cover, which should run about \$6,000. Laura did a presentation to Women's Fellowship. The marketing campaign is proceeding. Upcoming special events include a Children's Program on Dec. 12 – it will have an around-the-world holiday theme. With all the classroom reorganization going on, we need to dispose of the unused spinet piano in the ECC. Michael will put a notice in the next Friday email to members to let them know about the piano offer per the motion below.

MOTION: To donate the piano on a first come/first served basis, with offer to be made to members of IUCC first; recipient to be responsible for pick up and transport (with donation to IUCC as recipient sees fit). Moved by Anne, seconded by Mark. Motion carried.

11. Ministries Board Chair Report: Ministries Chair Dawn Price submitted a written report (see attached). She reported that help is needed with the upcoming Thanksgiving Service. She thanked Pat Sauter and Tommie Kozlov, who have stepped up to assist. She passed a clipboard around to request additional volunteer signups for food and tasks. Jen Mirmak is stepping away from Worship Chair duties, and Lesley Wheland will fill in through Advent.

12. Moderator's Report: Moderator Anne Rosse submitted a written report (see attached). She thanked the stewardship committee for their efforts and said she had heard a lot of compliments. Our goal is to have all stewardship pledges in by December 1. We have approval from the Woodbridge Association for our building project – it is now with the City of Irvine. We are waiting to hear what else we need to address for Master Plan approval. At the least, we expect them to ask for a traffic plan (cost TBD). She hopes to convene the ECC Contingency Plan Task Force sometime in December. There will be an IUCC Leadership Party at the Price home in Orange on Monday night, December 8. We will be focusing on Church Growth and Vitality starting on January 18. We will be updating our Long Range Plan in 2015.

13. Pastor's Report: Pastor Paul submitted a written report (see attached). Worship planning has been completed through January 4, 2015. The upcoming holiday season is expected to be a very busy one for staff.

Attendance at early service is averaging around 105-110, with around 170 at second service. The crossover coffee hour is working well. Last week's Adult Sunday School attendance was 11 at the first one and 18 at the second. They are working on a presentation that will feature events of the recent Global Mission Trip to Japan. Staff reviews are progressing well.

14. New Business

A. IUCC Name Change – Anne reported that Suellen Rowe requested that we return the name of the church (currently Irvine United Congregational Church) to its original name (Irvine United Church of Christ). Anne asked for the Admin Board's direction in responding to Suellen's request. Michael responded that the name change to Irvine United Congregational Church was reached through a long and thoughtful process, and the congregation voted overwhelmingly in favor of it. There was also substantial effort and expense involved in the change (for business license, state fees, stationary, etc.). Pastor Paul gave a brief recap of church history and said we already have substantial references to the United Church of Christ in our literature – he believes that is sufficient. Jerry felt that we needed substantial evidence of congregational desire for the change to justify moving forward.

MOTION: To not consider further the request for a name change at this time. Moved by Mark Allen, seconded by Jerry Price. Motion passed unanimously.

B. Proposed bylaw amendment on membership requirements – There was a discussion on how we should proceed with this issue, which has proven to be controversial. Pastor Paul has sought the counsel of colleagues on what it means to be a Christian. Per how the bylaws read presently, IUCC doesn't require baptism as a prerequisite for membership, so some of our members are not baptized. Still, the UCC denomination requires baptism for membership. We agreed that IUCC should proceed cautiously and carefully, holding intentional conversations to take the congregation's temperature on this topic. Education and discernment is needed going forward.

C. IUCC as evacuation site for Friendship Shelter - Dawn Price presented a proposal for IUCC to become an evacuation shelter for her agency, Friendship Shelter in Laguna Beach, in the event of an emergency (likely a fire or flood that could affect major parts of Laguna). It would involve IUCC having a contract with the City of Laguna Beach wherein we would be an official evacuation site for the 45 or so homeless people the agency serves. While most Admin Board members expressed support of the idea, some in attendance expressed concern. Laura Long said she was concerned that the homeless people might cause issues for parents of preschoolers as they dropped off or picked up their children at the ECC. Tricia Aynes expressed concern that the bathrooms in Plumer Hall might be inadequate for 45 people. There was a discussion about the challenges involved, including ways in which the homeless population could be moved off-site before the children started to arrive at 7 a.m. It was determined by consensus to move forward with the concept, but defer an actual decision until we have more information and can review the contract. Dawn will ask Laguna Beach city staff to contact Irvine city staff to address any issues the city may have.

D. Safety Plan for IUCC – The earlier discussion raised issues about developing our own Safety Plan for the ECC and possibly for the entire church and/or wider community as well. We have an Emergency Plan for the ECC but not a Safety Plan. It was decided that Michael would contact our neighbors and ask them what safety/evacuation plan(s) they have in place. We will also ask Dale Vaughn to look into a safety plan/program for staff and congregants and to look into what role we might play in the community as an emergency evacuation hub.

E. Activating/Deactivating Members – Anne reported that we are scheduled to activate/deactivate members in December based on whether or not they have shown some activity over the past year. Members placed on the inactive list can be reactivated as needed if they become active again. All performance reviews should also be done by December.

The next meeting of the Administrative Board will be Monday, December 15, at 7 p.m.

The meeting was adjourned at 8:50 p.m. followed by a closing prayer led by Matthew Redrich.

Respectfully Submitted,

Tricia Aynes

Clerk of the Administrative Board