

**Irvine United Congregational Church  
Administration Board Meeting Minutes  
December 15, 2014**

Attendance:

Board: Anne Rosse, Martha Selby, Mark Allen, Cindy O'Dell, Jerrod Anderson, Jerry Price and Tricia Aynes

Staff: Paul Tellström, Michael Spindle, and Matthew Redrich

Committee/Task Force Chairs: Wayne Banwell, David Schofield, and Laura Long

Ministries Board Chair: Dawn Price

Guests: Tommie Kozlov and Pat Sauter

1. Call to Order: The meeting was called to order at 7:01 p.m. by Chair Martha Selby.
2. Opening prayer: The opening prayer was led by Rev. Paul Tellström.
3. November 17, 2014 Minutes: Jerrod Anderson moved to approve the Minutes as submitted, seconded by Anne Rosse. Motion approved.
4. Ministries Board Chair Report: Dawn Price reported that because the Ministries Board had not met last Monday due to the leadership party, there was little to report. She noted that the activities of the various ministries were apparent in all the holiday events such as the Advent Workshop and the choir concert.
5. Bylaws: Bylaws Task Force Chair David Schofield reported that after further discussion, it was decided to table the suggested membership changes until after the January meeting. We will open up discussions with the congregation before proceeding. This issue has been taken off the recommendation list for approval at the January Congregational meeting.

He distributed hard copies of the Task Force's recommendations, the highlights of which are as follows:

- Article 6 – Membership was amended to add the word “transgendered” to this Article, Section 1 Qualifications, Item C to expand our definition of inclusive.
- Article 8 – “Congregational Meetings,” Section 3 “Quorum” was amended to specify that “Corporate Members” establish a quorum.
- Article 12 – “Committees and Other Bodies of the Church,” Section 2 “General Duties” was changed in numerous places to conform the bylaws to actual practice.
- Article 12, Section 4 – “Human Relations Committee” was changed to “Human Resources Committee” and added a requirement that the Chairperson attend all Administrative Board meetings and do an annual review of all job descriptions, staff benefit plans, and Employee Handbook.

**MOTION:** To approve the Bylaws Task Force Report as submitted. Moved by Cindy O'Dell, seconded by Jerrod Anderson. Motion passed unanimously.

6. Fund Development: There was no official report due to the absence of a committee representative. However, Church Administrator Michael Spindle reported that \$2700 was raised at the choir concert (\$500 more than usual) and \$443,220 in pledges was raised towards the 2015 budget goal (meeting the goal).
7. Building & Grounds Report: Co-Chair Wayne Banwell reported that we have replaced bulbs on the exterior lights outside Plumer Hall. We have also replaced a ballast and some lights in the child care center, the hall, and the interior. He is still working on an air conditioning contract for next year. He is looking into replacing the spotlights that illuminate our outside sign. A new project is to fix the problem of the lights we just purchased for the sanctuary and Plumer Hall, some of which have failed. We will get full credit for them. These lights should last 500 hours or a minimum of one year. He is researching what it would cost to replace the entire unit on some lights in the sanctuary (particularly the five high ones over the choir loft). He will price this out and bring a proposal to the Admin Board.

Martha received the following list of safety and liability issues from a congregation member, all of which we are addressing:

- Singers in the third row of the choir loft can no longer step down to the second row to exit the choir loft. Additionally, the interval from the third row to the ground level is too large for some people. We need to put in a step at the end of the third row on each side of the choir loft to alleviate this hazard.
- On the men's side, with the piano in front of them they need to exit to the "pews" using the steps to the left. But there are power cords and two giant legs for the monitor there that also create a significant tripping hazard. (Note: Matthew reported that he has added hot pink tape over the power cords, and the screen has been moved further upstage to address the TV placement issue.)
- When people come up to the lectern or altar from the congregation, there is no guiderail or railing to help. It would be great to install something between the ramp and the lectern to assist in getting up the stairs.

8. Technology Report: Matthew reported that the sound in Plumer Hall is a big priority. The Adult Ed Ministry is buying a new microphone to alleviate this problem. Also, some choir members have reported that it is difficult for them to hear the microphone in the sanctuary. The problem may be with the person speaking not holding the microphone close enough, and he will work with them on that. No written report was submitted.

9. Child Care Committee Report: Committee Chair Laura Long submitted a written report (see attached). She said that staff will need to do child assessments beginning in January. She would like for them to use iPads to save time. Michael will look into getting her some church-owned iPads to use. He will also put out a call to the congregation asking them to donate additional iPads.

Laura reported that we still need to get the piano moved so the teacher in that classroom can have more space. No one has stepped up to take the piano. A discussion ensued on how we can move the piano, with the following points being raised: Rose (ECC teacher) may have a relative who wants it; Colin and Eric might move it to Plumer Hall if we can get them dollies; we could pay someone \$100 to move it/take it away; Tommie may know of an organization that wants it.

10. Moderator's Report: Moderator Anne Rosse submitted a written report (see attached), the highlights of which are as follows:

- Thanks to the hard work of the Fund Development team, Budget Committee, and staff, we have met our stewardship goal.
- Building Project Update: Because we modified our current CUP (from 1985) from 40 preschool students to 60, the City of Irvine requires a traffic study. David Pfeifer, Jim Raver and Anne reviewed proposals from two firms, and they decided to go with KOA Corporation, a firm that has done a similar study for Woodbridge Village Association. This week, she signed a contract with KOA on behalf of IUCC. Cost for two phases of the traffic study (scope and study) will be \$11,600. The cost may go higher if the City requires a parking study.
- We discovered a significant billing error – the City mistakenly overbilled us by \$10,327.50 and will either refund the money or apply it as a credit. Excluding this billing error, we have expended approximately \$75,000 in payments to Domusstudio and the City of Irvine.
- The Contingency Planning Task Force will convene soon.

11. Treasurer's Report: Mark Allen had previously emailed Draft Financial Statements for the eleven month period ending November 30, 2014. He distributed hard copies of the budget worksheets for FY 2015 and reviewed the following items in particular:

- 2015 pledged contributions are at \$443,000. A few pledges have not come in yet. This figure is an almost 7% increase over the forecast for 2014.

- There was a gap pledge made of approximately \$16,000 in early December. The issue in 2016 will be whether we can keep pledges at this level, as this may be a one-time event.
- We are seeing deterioration in older/more generous pledge units.
- Non-pledge forecast is \$45,000 due to deterioration in second half performance and movement from non-pledge to pledge in 2015.
- We forgave rent on the ECC the last three months of the year.
- After receipt of the gap pledge, we are re-looking at implementing a 1% cost of living adjustment (COLA) on January 1 and adding 1% more on July 1. We plan to institute another 1% on July 1, assuming good financial standing in May.
- The Adult Ed Director position has been budgeted for 2015 at 15 hours/week. Because this position is less than 20 hours, it does not qualify for benefits.
- Some ministry budgets were cut. The new Technology Committee had asked for \$10,000 but was funded at \$2,500 because an individual donor is expected to pay for the second screen and accompanying installation costs. There were some small cuts made to the Building and Grounds budget.
- The ECC has 31 students right now. Our goal is 42 students in June 2015 and 46 students in June 2016.
- Payroll – we laid off one ECC teacher in September, but may need to hire another person in May 2015 if the ECC enrollment warrants.
- Health Care – ECC staff have been on Kaiser Platinum Plus plan since 2011, with costs ranging from \$400 to \$800 per month per person depending on the staff member's age and zip\_code. Employee contributions will be increased from 5 to 10%. Martha is looking at other options to reduce health care costs in 2016.
- Costs per child per month for food are estimated at \$29.20 (down from \$30.62 in 2014).
- Our single biggest risk is the ongoing challenge we face in trying to stem losses in the ECC.
- If we can, we'll reopen the issue of budget cuts in May with the possibility of restoring them if possible.
- The budget approach this year was to protect payroll and core programs.

Budget discussion: Martha said we've got everything in the budget that we can pay for; we need the congregation to understand that this is the best intelligence we have on where we need to spend money. Anne added that we haven't approved the launch of the capital campaign and won't do so until the ECC and the budget figures are stable. We will proceed with the City process, however, which has already been approved by the congregation.

Conference delegate cost discussion: There was a discussion about whether or not the budget should include annual conference delegate costs, which average \$80 per person including lunch. Some delegates have self-funded in the past. It was determined by consensus that we need \$350 in the Ministries Board budget for software and \$150 for registration, for a total of \$500.

OCWM discussion: There was a discussion about whether or not to keep the OCWM (Our Church's Wider Mission) at \$10,000. Some people are concerned because OCWM continues to run a deficit and has an uncertain future. We need to research this further and revisit the issue. Pastor Paul said that we pay a lower amount than we probably should. One pastoral search can cost the conference \$25,000 for time and energy expended. Also, the title to our property is held by the conference. There was a motion last year (not passed) that the pastor of any church that withheld money from the conference would lose his/her pastoral standing, and Pastor Paul seconded that motion. He believes it is important for churches to step up and support the conference. Anne said we should see what progress we can make with changing the deed, then revisit this issue to see what we can do in cooperation with other churches. Pastor Paul responded that the conference needs to know that the way they presented the budget last year was detrimental to their own goal. However, they felt betrayed because the Barstow church got very small and refused to turn over property/assets that should rightfully have gone back to the conference. The conference is concerned that if they make such a deed transfer, other churches may also disregard their responsibility to return property/assets to the conference for use in new church starts. There is \$160,000 still owing on our deed.

**MOTION:** To approve the budget as submitted, moved by Jerrod Anderson, seconded by Cindy O'Dell. Motion passed unanimously.

Mark will still do some editing, but nothing substantial. The final version will be published online. Forums will be held, and the congregation will vote in January. Admin Board members should use this version for their own reference, but not distribute it yet.

12. Pastor's Report: Pastor Paul submitted a written report (see attached), highlights of which included the following:

- There was some fallout from our Thanksgiving Service because our guest speaker did not follow instructions and said some things that were not appropriate for the audience or the theme of Thanksgiving. The rest of the service was wonderful.
- He will send out thank you notes next week to everyone who pledged.
- On Tuesday, he will see a new neurologist and hopes to learn more about his condition so he can work and function well.
- Staff reviews are done. He is hoping to call on Sarah's new learning and pastoral skills to step in and help more with the ministry of the church.

13. Old Business

- IUCC as evacuation site for Friendship Shelter – tabled.
- Safety Plan for IUCC – Michael reported that he has spoken with staff from St. Paul's, Journey, Creekside, and Woodbridge Village Association, and none of them have substantial safety plans either. Most do have evacuation maps, but no overarching plan. We need to have a group sit down with our neighbors to talk about a Sunday morning procedure on what we would do if there were a havoc-producing incident. Michael, Martha, and maybe Dale Vaughn will follow up with this issue after January 1.

14. New Business

- Activating/Deactivating Members – We are scheduled to deactivate members in December if they have shown no activity over the past year (not attended church and/or not contributed financially). Michael distributed a list of 19 people who have shown no activity over the past year.

**MOTION:** To authorize Michael to send a letter to the 19 people on the list advising them that unless they contact us before the end of 2014, they will be placed on inactive status. Moved by Anne Rosse, seconded by Jerry Price. Motion passed unanimously.

The next meeting of the Administrative Board will be Tuesday, January 20, 2015, at 7 p.m. (Note that meeting is a day later than usual to accommodate a holiday.)

The meeting was adjourned at 8:54 p.m. followed by a meeting of an executive session of the Administration Board in closed session.

Respectfully Submitted,

*Tricia Aynes*

Clerk of the Administrative Board