

**Irvine United Congregational Church  
Administration Board Meeting Minutes  
February 16, 2016**

Attendance:

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

Committee/Task Force Chairs: Anne Rosse, Laura Long, Keith Boyum, and Bill Lawrence

Staff: Pastor Paul Tellström and Michael Spindle

Visitor: Tommie Kozlov

1. Call to Order: The meeting was called to order at 7:05 p.m. by Chair Dave Schofield.
2. Opening Prayer: The opening prayer was led by Pastor Paul Tellström.
3. Approval of January 19, 2016 Meeting Minutes: The Minutes were accepted as submitted.
4. Treasurer's Report: Mark Allen submitted hard copies of the IUCC Financial Statements for the one month ended January 31, 2016 (draft as of 2/15/16), the summary of which is as follows:
  - For IUCC General Fund Income, pledged and non-pledged contributions at \$34,200 were better by 27% than budgeted and \$8,100 or 31% better than last year.
  - For IUCC General Fund Expenses, total expenses for the month at \$38,000 were \$11,400 better than budget or 23% better and \$1,100 better than last year.
  - For ECC, a profit of \$11,800 for the month was \$12,800 better than budget and \$10,300 better than last year. January expenses were 20% better than budget.

In his verbal report, Mark made note that on Pastor Paul's allocation between housing and salary, Paul is claiming a small housing increase of \$2,004 per year. His total 2016 Salary & Housing is \$90,656.21, of which housing is \$42,877.75 and remainder is salary.

5. Capital Campaign Committee Report: Anne Rosse submitted her written report from the Capital Campaign Team (CCT), the summary of which is as follows:
  - At the Jan. 31 Winter Meeting, the congregation approved Phase I of the IUCC Master Plan and the contract for campaign services, which allowed us to begin planning with the Rev. Priscilla Bizer, our campaign consultant.
  - The CCT (composed of Anne Rosse, Pastor Paul, Mark Allen, Keith Boyum, Linda Haghi, Tommie Kozlov, Bill Lawrence, Chris Redrich, Matthew Redrich, and Pat Sauter) was commissioned on Feb. 14 and held its kickoff organizational meeting with Priscilla Bizer shortly thereafter.
  - The CCT is currently focused on developing its campaign theme and logo; the 19 week Capital Campaign will last from February through June 2016 (wrapping up on June 26).

In her verbal report, Anne thanked the members of the CCT for stepping up and added that they will need lots of help from the members of the congregation for the campaign to be successful. She encouraged board members to think about their own involvement and how to support the effort. She asked Keith Boyum to speak about the CCT's question regarding naming opportunities.

Keith Boyum distributed a handout entitled "Early Notice to the Administration Board – Possible Proposals for Naming Facilities, Funds," the summary of which is as follows:

- The CCT met for the first time on Feb. 14 and discussed naming facilities and naming funds. While they do not have a proposed policy ready yet, they would appreciate the Administration Board discussing the issue(s) in a preliminary way, for final consideration at its March board meeting.
- The first proposal will be to name elements of the new construction in memory or in honor of a designated person, for gifts that would meet particular thresholds (likely 60% of the total cost).
- The second proposal will be for named funds (a strategy wherein persons who wish to honor a person, or the memory of a person, would be encouraged to reach out to wider connections of family and friends). This policy will talk about minimums, and perhaps more than one level.
- Per Rev. Bizer's advice, the policies will include cautionary language for the benefit of donors that the naming will not necessarily be in perpetuity.

The following points were raised during the ensuing discussion:

- Naming has been a part of the IUCC culture (Plumer Hall, Atwood Building, etc.), so there is precedent.
- Something important is lost when all that is recognized is a monetary contribution rather than a lifetime of humble service.
- We should reserve the right to refuse inappropriate naming gifts.
- Naming opportunities might help to incentivize those who might not otherwise make a significant contribution.
- This is a good opportunity for us to write policies and procedures to cover naming opportunities, even if not for the Capital Campaign.
- Naming rooms will help us distinguish between the rooms.

The Board's consensus was to authorize the CCT to pursue this avenue and develop a detailed policy for consideration at our March meeting.

6. Fund Development/Stewardship Report: Bill Lawrence reported that there had been some discussion about having an all-church Bon Vivant this year, but the committee had decided against it to avoid distracting from the Capital Campaign.

7. Child Care Committee Report: Chair Laura Long submitted a written report, the highlights of which were as follows:

- Current ECC enrollment is 55 children.
- The CCC worked with Treasurer Mark Allen to write guidelines for establishing the ECC's contribution to the IUCC annual budget and has proposed a formula which they hope to have approved at tonight's meeting.
- The CCC approved a policy for paying end-of-year cash bonuses to ECC staff . They will consult with the Treasurer each October to determine the amount of funds available, if any, based on the program's current finances, then request approval from the Administration Board.
- The CCC approved simplified Performance Review Forms for the staff members.
- The artificial surface on the small playground has been patched and resealed.

In her verbal report, Laura spoke in support of bulleted item two (above) by saying the ECC's contribution to the IUCC general fund has historically been about 10% of its budgeted income. Sometimes we get into situations where we come in under that, other times we are over. The proposed formula is an approach that creates a spread of expectations so there is less anxiety for the ECC staff. It

would encourage a feeling of buy-in and discourage finger-pointing. It would lessen stress during a downturn while still incentivizing staff to improve. The CCC is proposing to start the new formula in 2017.

**MOTION:** To approve the proposal for establishing the ECC's Financial Contribution to the IUCC General Fund as described in the attachment (summarized below) for implementation in the 2017 budget process and thereafter. Moved by Renae Boyum, seconded by Ron Steiner. Motion carried.

- The ECC's annual budgeted contribution to the IUCC General Fund shall be no more than 10 percent of the ECC's expected (budgeted) income for any year.
- The 10 percent contribution shall be divided into 12 equal payments and allocated to the church each month.
- At the end of the fiscal year, the ECC's contribution shall be adjusted according to the following formula:
  - 80 percent of the budgeted contribution is the fixed amount to be paid to the church.
  - 20 percent of the budgeted contribution is variable depending on the actual income.
  - If the ECC's actual income on a cumulative annual basis is between +/- 5 percent of the budgeted income, no adjustment is made.
  - If the actual income on a cumulative annual basis drops below the budgeted income by more than 5 percent, the ECC's contribution is adjusted downward to 80 percent of the budgeted contribution.
  - If the actual income on a cumulative annual basis is greater than the budgeted income by more than 5 percent, the ECC's contribution is adjusted upward to include the additional 20 percent.

8. Technology Committee Report: No report.

9. Building & Grounds Report: The committee filed a written report, the summary of which is as follows: Multiple flickering and dead bulbs were replaced; Sprinkler system work was done by the IUCC sign and the ECC playground; Tasks still to be done include replacing the 4915 numbers, removing/replacing the unreadable sign at the entrance, replacing damaged carpeting in ECC, and investigating roof leaks in sanctuary and Plumer Hall.

Dave asked about lighting between Plumer Hall and the ECC – it was pitch dark there this evening. Per Michael, the lights are on a switch and need to be turned on manually, but the fixtures installed were for inside lights, and the seal is broken. Wayne Banwell is aware of the problem and is looking into it.

10. Ministries Chair Report: Chair Dawn Price submitted a written report, the summary of which is as follows:

- The first events commemorating IUCC's 25<sup>th</sup> ONA Anniversary will take place during educational luncheon forums on Feb. 28 and March 13.
- Regarding the task force to discuss ways in which IUCC's new space can be used to help "the least of these," the Ministries Board recommends that the first step should be a needs assessment/fact finding activity, and the fact-finding should include all current organizations receiving service project attention from Mission & Service efforts as well as logical "in the know" neighbors like police, community centers, etc.
- The Mission & Service fundraiser for homeless housing has raised nearly \$3000 to date.
- Our Ash Wednesday service was beautifully organized and arranged – thanks to all.

11. Moderator's Report: Renae Boyum submitted a written report, which reviewed planning for the commemoration of the 25<sup>th</sup> anniversary of IUCC's ONA status and thanked those who made the Winter Congregational meeting so successful. In her verbal report, she added that on April 24, we will be celebrating the 10<sup>th</sup> anniversary of Paul's tenure at our church.

12. Pastor's Report: Pastor Paul distributed his written report, the highlights of which are as follows:

- The Congregational Meeting was well planned and spirited. He believes the motion from the floor (to form a task force to study ways in which our new facilities can be used to help others) is really very simple – that we are charged to keep the needs of our community in mind as we move forward and build.
- Matthew Redrich is settling in with his new congregation. His ordination will take place here on April 10. Sarah will be our next intern.
- Ben Allen will take over a lot of the prep work in worship technology.
- The Adult Education Director position is open, and the job has been posted. The search committee will meet by the end of the month.

**MOTION**: To form a special search committee for the Adult Programs Director position, with Ken Wyant as chair. Moved by Cindy O'Dell, seconded by Tricia Aynes. Motion carried.

13. Old Business

*Refinancing Cornerstone debt (update)*: Treasurer Mark Allen reported that he had met with Gordon Gilles of Cornerstone, who said we could accomplish the refinance simply as loan modification. In a little less than a year it will be break even. It will have a 30 year term. A brief discussion revealed that there is only a prepayment penalty if we go with a different lender. We may roll it into a larger loan later with Church Building and Loan if that seems appropriate.

**MOTION**: To refinance the \$160,000 loan and pay the \$795 to get the rate differential down from 5.75 to 5. Moved by Mark Allen, seconded by Cindy O'Dell. Motion carried.

14. New Business

*Task Force Formation*: Dave reported that he sees the motion from the Winter Congregational Meeting (to form a task force to study ways our new facilities can be used to help others) as a short-lived task force to contact organizations we already support and ask them how we can better serve their needs. It involves gathering that information and reporting back at the May Congregational Meeting. We would put the report in the hands of the long range task force for further study. Dave spoke with Felicity, who made some suggestions. He has also reached out to Howard Emery, Chair of the Advocates for Peace & Justice, to see if they would like to have a representative on the task force. He asked for a volunteer from this body to sit on the task force.

Ron Steiner suggested we contact churches along church row to see what they think. Anne reported that she and others had visited Irvine Presbyterian Church recently – they built in excess of their own needs and now offer rooms to other non-profits at no charge. She believes they are meeting community need already. Dave added that we don't have the personnel on site to supervise the logistics of multiple group meetings.

**MOTION:** To form a task force to study possibilities of serving our community with our new facility, with members to be named by the Chair of the Administrative Board. Moved by Dave Schofield, seconded by Renae Boyum. Motion carried.

*Bylaws Update:* Dave Schofield reported that the Ministry of Adult Programs has asked us to use that term in the staff position, so the Bylaws will need to be updated accordingly. We will vote on it in May.

*Calendar updates:* Several calendar updates were requested, and they were handled by Michael Spindle.

*Announcement:* Pastor Paul announced that he was hoping to fill a table at the upcoming CLUE event “Architects of Justice” when Sarah Halverson will be honored. Anyone interested in attending can check his Facebook page for information.

15. Adjournment/Closing Prayer: The meeting was adjourned at 8:20 p.m. Motion to adjourn by Renae Boyum, seconded by Mark Allen. Motion carried. Pastor Paul led the closing prayer.

Our next Administration Board meeting will be March 21, 2016.

Respectfully Submitted,

*Tricia Aynes*, Clerk of the Administration Board