

**Irvine United Congregational Church
Administration Board Meeting Minutes
March 20, 2017**

Attendance:

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

Committee/Task Force Chairs: Anne Rosse and Wayne Banwell

Staff: Pastor Paul Tellström and Pastor Sarah Fiske-Phillips

Visitors: Rob Thornton, John St. Marie, Felicity Figueroa, and Tommie Kozlov

1. Call to Order: The meeting was called to order at 7:02 p.m. by Chair Dave Schofield.
2. Opening Prayer: The opening prayer was led by Pastor Paul Tellström.
3. Approval of Agenda: Cindy O'Dell moved to approve the Agenda, and Renae Boyum seconded. The motion carried.
4. Approval of February 21, 2017 Meeting Minutes: The Minutes were approved as submitted.
5. IUCC Lease with Conference: The Board reviewed the draft lease between IUCC and the Southern California Nevada Conference of the UCC. The lease was written in an effort to protect and secure IUCC's interests as we embark on our building project. Rob Thornton reported that it is a 99 year lease at \$1 a year, and it includes provisions for the improvement we plan to make. The lease is fairly standard, and it is favorable to IUCC.

Referencing Section 4.06, Anne Rosse asked if we need to talk with the Conference about the signage effort. To be safe, Anne will provide Rob with a graphic of the sign, and he will modify the wording and reference the graphic as an exhibit to the lease.

Per Paul, the Conference has done a dramatic turn-around. Several churches have donated resources to the Conference to pay off Pilgrim Pines, and a lot of the debt has been wiped away.

Rob will get the final draft of the lease to us by next meeting and we will vote on it.

6. Pianist Search update and discussion: Dr. John St. Marie, choir director, reported that we have narrowed the search for a pianist to four finalists. We had over 20 people apply, and we heard 10 do preliminary auditions. Each of the four finalists will do a Thursday rehearsal and two services on a particular Sunday. We polled all the candidates on what salary they expected, and the range was \$55-\$90 an hour. John's best guess is that we will pay the new pianist \$55-\$60 an hour for an average time of 7 hours a week (364 hours annually). The total budget for this position is currently set at \$18,935. We will revisit this at our next meeting.

7. Treasurer's Report: Mark Allen submitted the Financial Statements for the two month period ended February 28, 2017 (draft), the highlights of which are as follows:

- The General Fund and the ECC produced a loss of \$8,300 for the month of February, excluding CIF. This was \$5,200 poorer than budget and \$17,000 poorer than last year's profit of \$8,700.
- Total cash flow (excluding CIF) was \$10,000 for the period, or \$15,200 poorer than budget and \$4,600 poorer than last year.

- CIF capital expenditures were \$11,000 for the month of February vs. \$61,000 budgeted for the month.
- The CIF had pledged contributions \$7,700 for the month vs. a budgeted amount of \$3,900.
- Total contributions are \$679,700 as of February 28, 2017, or 122.7% of the original fixed contribution forecast of \$553,900.
- The General Fund was 3% down for total contributions for the month for the month of February and 10% poorer vs. last year.
- Total expenses were \$46,900 better than budget and \$4,200 poorer than last year.
- Total General Fund revenue year-to-date in February at \$64,900 is down 28% from last year.
- The ECC had a profit of \$1,200.

8. Building Task Force/Capital Campaign Team Report: Chair Anne Rosse submitted a written report for the BTF/CCT, the highlights of which are as follows:

- We are still waiting to hear back from the City of Irvine on our permit application.
- Wieland Corporation has joined our pre-construction planning team.
- We have scheduled a meeting for March 21 to review a detailed construction budget.
- This morning we had a couple of vendors in to look at sprinklers in sanctuary.
- Room Signage: The BTF presented their recommendations for required signage in the new building. They propose that room numbers be numbered using the following numbering sequence: Administration Building – 100's; Sanctuary – 200's; Preschool – 300's; Fellowship Hall – 400's.

MOTION: To approve the BTF's signage recommendations. Moved by Renae Boyum, seconded by Cindy O'Dell. Motion carried.

- Room Namings: The BTF presented its recommendations for naming and plaque inscriptions for the following areas: Welcome Screen; Senior Pastor's Office; Pastor's Patio; Coffee Corner; Peace Meeting Room; Justice Meeting Room; and Wisdom Meeting Room. In each case, plaque inscriptions would include the names of those who provided funding for those rooms.

MOTION: To approve the naming and plaque inscriptions as recommended by the BTF. Moved by Brad Beers and seconded by Ron Steiner. Motion carried.

9. Fund Development/Stewardship Report: Chair Bill Lawrence was absent, but asked that Dave announce that the Boys Choir will perform on July 16 as a fundraiser for IUCC.

10. Child Care Committee Report: The CCC co-chairs submitted a written report, the highlights of which are as follows:

- Current enrollment is steady at 57 children (36 full-day, 21 half-day) with the average monthly tuition of \$900.
- Coaching of assistant teachers should begin this month in all classrooms.
- The reconstruction of the backyard sandbox will begin in April or May.
- The committee has begun a survey of tuition for other child development/preschool programs in our market in anticipation of a tuition hike.

11. Technology Committee Report: Chair Eric Burley was absent, but Renae Boyum provided the following verbal report: she, Tommie Kozlov, and Eric Burley have been working to revise the home page

of our web site. We've had some ongoing issues with registration, and we are trying to figure out how to fix them. The Ministries Board recommended that we hire a web master. We are trying to honor their request, but it is complicated and we are not in a position to make that decision yet. It's an ongoing process.

12. Building & Grounds Report: Chair Wayne Banwell reported that in February we had all the trees trimmed. We had a problem with the air conditioning in Plumer Hall, and one of the motors needed to be replaced at a cost of \$600. The sun cover along the ECC has been repaired numerous times but it has deteriorated. He spent \$135 on wood, tap strips, and nails, and the cover should now be secure for a while. One light is out in the sanctuary (over the choir loft) and about 30 are out in Plumer. He will replace the ones in Plumer, but the sanctuary will be more of a problem. It costs \$600 to rent a lift, and the sanctuary bulbs cost \$30 a bulb, so it costs \$1000 to replace them. He will wait until we have few more lights go out to justify the expense.

13. Moderator's Report: Moderator Renae Boyum submitted a written report, the highlights of which are as follows:

- She thanked everyone for their input to the Long Range Planning Task Force.
- We will be discussing and voting on the proposed lease with the Conference.
- The Sabbatical Planning Committee has been meeting to formulate plans for Pastor Paul's upcoming sabbatical.
- The ONA Committee will have an event "Exploring the Gender Revolution: what's next for ONA?" on May 7 after second service.
- She will be sending out an official request for leaders to indicate their willingness to continue in their current positions.
- Leadership weekend will be July 21-23.

14. Pastor's Report: Pastor Paul reported that the last staff review (for Heidi) will be done on Wednesday. He asked for a discussion on whether or not we should continue having our Ash Wednesday service, given the poor turnout at the recent one (most of the attendees were members of the choir). Anne felt there was something important about the spiritual practice of doing Lent. Sarah felt that it wasn't about numbers as long as it was meaningful for people who are there. Paul suggested we could plan a Lenten series that kicks off with the Ash Wednesday service next year.

15. New Business: *Pastoral Staff Salary elections 2017 (Action)*

Mark distributed the revised figures for salary adjustment for Pastor Paul and Pastor Sarah for 2017 (they divide their earning between salary and housing allowance).

MOTION: To approve the revised housing figures as submitted by Mark Allen. Moved by Mark Allen, seconded by Brad Beers. Motion carried.

17. Adjournment/Closing Prayer: The meeting was adjourned at 8:23 p.m. per motion by Renae Boyum, seconded by Brad Beers. Motion carried. Pastor Sarah led the closing prayer.

Our next Administration Board meeting will be Monday, April 17, 2017.

Respectfully Submitted,

Tricia Aynes, Clerk of the Administration Board