## Irvine United Congregational Church Administration Board Meeting Minutes May 16, 2016

## Attendance:

<u>Board</u>: Dave Schofield, Tricia Aynes, Renae Boyum, Cindy O'Dell, Brad Beer, and Mark Allen <u>Committee/Task Force Chairs</u>: Anne Rosse, Bill Lawrence, Wayne Banwell, and Laura Long <u>Visitors</u>: Tommie Kozlov and Pat Sauter

- 1. Call to Order: The meeting was called to order at 7: 06 p.m. by Chair Dave Schofield.
- 2. Opening Prayer: The opening prayer was led by Renae Boyum.
- 3. Approval of April 18, 2016 Meeting Minutes: The Minutes were accepted as submitted.
- 4. <u>Treasurer's Report</u>: Mark Allen submitted the Financial Statements for the one month ended April 30, 2016 (draft as of 5/15/16), the highlights of which are as follows:
  - The General Fund year-to-date for April showed a small loss (\$900) driven by \$25,500 in lower expenditures vs. budget and flat income vs. budget.
  - Total contributions year-to-date are \$145,700 (at budgeted amount) and total income driven by other income items is \$2,000 better than budget.
  - The Early Childhood Center (ECC) showed a profit of \$47,600 year-to-date producing a variance vs. budget of \$45,000 and a variance of \$31,000 versus last year.
  - The General Fund + ECC produced a profit year-to-date of \$46,800 (doesn't include the CIF).
- 5. <u>Capital Campaign Team Report</u>: Anne Rosse submitted a written report for the CCT, the highlights of which are as follows: May 16 marks the beginning of week #14 of our 19-week campaign thank you to leaders for submitting letters of intent early; a reminder that our contract with Capital Campaign Services has a "gifted" component, which distributes 70% of our contract fees for philanthropic purposes we have until August 1 to return the form with the named recipients.
- 6. <u>Fund Development/Stewardship Report</u>: No written report was submitted. Chair Bill Lawrence reported that earlier in the year, we made a decision to keep fund raising to a minimum because of the Capital Campaign. We are expecting some income from the upcoming choir event.
- 7. Child Care Committee (CCC) Report: Chair Laura Long submitted her written report, the highlights of which are as follows: enrollment remains at 60 children (20 half day, 40 full day), with average tuition of approximately \$920; the CCC celebrated the ECC staff members last week by hosting a dinner for them at Mimi's Café and giving them gift certificates; the CCC will consider conducting a salary survey of competing schools in order to gauge the need for a tuition increase in the fall; and CCC member Colin Austin will present his findings on touch-screen computers for the classrooms.
- 8. <u>Technology Committee Report</u>: No report was submitted. Per Renae Boyum, we want to make sure deacons are working with tech and worship so they can provide backup when needed.
- 9. <u>Building & Grounds Report</u>: Wayne Banwell reported that they had changed a couple of ballasts and light bulbs, but the refurbished address sign and electrician will have to wait until Church Administrator Michael Spindle returns from vacation.

- 10. <u>Moderator's Report</u>: Renae Boyum submitted a written report, the highlights of which are as follows: mark June 12 on your calendar for one service at 10 a.m. and a celebration of our ONA designation; the Capital Campaign commitment Sundays will be May 22, May 29, and June 5; and mark your calendars for June 22, 23, and 24 as Leadership Weekend. In her verbal report, she thanked everyone on the Admin Board for agreeing to serve again, announced that Colin Austin will co-chair CCC with Laura, and reported that she had contacted Rob Thornton, who has a draft on the lease situation and will circulate it.
- 11. <u>Pastor's Report</u>: Pastor Paul was out of town, but submitted a written report, the highlights of which are as follows: thanks to everyone for his 10<sup>th</sup> anniversary celebration; Ben Allen is on board as our worship technician; our AIDS Walk team could use more sponsors; he leaves Monday for the Festival of Homiletics; and Laura Kemp will be graduating with her M.Div. on May 24.
- 12. <u>Ministries Board Chair report</u>: Dawn Price was not present, but submitted a written report, the highlights of which are as follows: IUCC's Open & Affirming 25<sup>th</sup> Anniversary will be celebrated on Sunday, June 12; the Green Faith Committee will present a resolution at the annual meeting; a challenge for IUCC's future lies in the demands of the worship ministry, the demands of the hospitality ministry, and the future of the deacons program; and she is thrilled that Ken Wyant has agreed to lead the Ministries Board in the coming year.

## 13. Old Business

Refinancing Cornerstone debt (update): Per Mark Allen, this project is completed.

Donations to UCC Charitable entity from Capital Campaign: Dave Schofield reported that the UCC website doesn't have a listing of the charitable ministries they are supporting. We know of local charities IUCC is involved in (Family Promise, ASF, Families Forward) as well as UCC projects (Pilgrim Pines, Pilgrim Place). He suggested we discuss the possibilities this evening and make a decision next month. Renae recalled an ONA expansion program and will check on that. Dave recalled that there was an ONA Coalition through our Conference. Cindy O'Dell liked the idea of contributing to Pilgrim Pines. Dave also suggested the Dan Romero Center. Anne Rosse suggested we consider donating to Family Promise to satisfy our annual obligation to them. Per general consensus, Dave will discuss this further with Mission & Service to get their input.

## 14. New Business

Ministry for Young People's request for Administration Board Discretionary Account funds:

**MOTION**: To allocate \$200 from the Administration Board Discretionary Account to send Aiden Mitchell to the Conference's Annual Gathering to provide child care during the event. Moved by Cindy O'Dell, seconded by Brad Beer. Motion carried.

15. <u>Adjournment/Closing Prayer</u>: Per motion by Renae Boyum and second by Brad Beer, the meeting was adjourned at 7:45 p.m.

Our next Administration Board meeting will be June 20, 2016.

Respectfully Submitted,

Tricia Aynes, Clerk of the Administration Board