

**Irvine United Congregational Church
Administrative Board Meeting Minutes
January 20, 2015**

Attendance:

Board: Anne Rosse, Cindy O'Dell, Jerrod Anderson, and Tricia Aynes

Staff: Paul Tellström, Matthew Redrich, and Michael Spindle

Committee/Task Force Chairs: Wayne Banwell, Laura Long, Bill Lawrence, and Lyle Norton

Visitors: Pat Sauter and Tommie Kozlov

1. Call to Order: The meeting was called to order at 7:02 p.m. by Moderator Anne Rosse.
2. Opening prayer: The opening prayer was led by the Rev. Paul Tellström.
3. December 15, 2014 Minutes: The Minutes were approved as submitted.
4. Treasurer's Report: The report has been delayed due to Mark Allen's illness. Per consensus, he will email it to us and we will have an email discussion.
5. Building & Grounds Report: Committee co-chair Wayne Banwell reported that they had repaired the patio cover and replaced defective lights in Plumer Hall and the sanctuary. We will get a credit from the company that sold the defective lights to us. We have been working on a spotlight for the Alton entrance sign – have an electrician looking at it and hope to have it resolved soon. Ongoing projects include: lighting issues in the sanctuary; safety and liability concerns; modifications to the girls' bathroom in ECC (new cabinets, toilet seats, and changing tables). We need these new materials on site before we start work, then we will set a time to install, hopefully before an ECERS site visit in February. The money for these items will come out of the budget re-allocation from last year.
6. Fund Development Report : Committee co-chair Bill Lawrence reported that we met our fund raising goals. Choir concert revenues were in excess of last year's (perhaps as a result of taking a free-will offering instead of selling tickets). Our next fundraiser may be the All Church Bon Vivant. Per Pat Sauter, May 31 is the target date. The event may include a silent auction. We are also looking at a planned giving campaign and ideas on how to approach it. We have tried them in the past with no great success. Per Pat, both Seekers and Women's Fellowship may be interested in a Saturday seminar on topics of interest to elders. This seminar could include a planned giving presentation.
7. Technology Report: Matthew Redrich distributed his written report (see attached). We have new speakers and a new wireless handheld microphone installed in Plumer Hall. The power switch for the audio is now on the front of the amplifier. We have trained two new volunteers on multimedia in the sanctuary and hope to train more. He and Chris Redrich have designed a new "get involved" form, which will be included in the booklet at the winter congregation meeting. Volunteer areas have been streamlined and sorted into broad categories. Cindy O'Dell asked if we had a plan in place to ensure

that people who volunteer are contacted. Anne responded that Ministries Board Chair Dawn Price will make sure there is follow up.

8. Child Care Committee Report: Committee chair Laura Long reported that we have 39 students enrolled now, with a couple more who may start in the Spring, but some withdrawals due to family relocations. With a teacher resignation, ECC Director Erma Rosales has resorted to substitutes for now and has a part-time person in place. She has been reluctant to hire a full time staffer until enrollment is more stable. We stalled and restarted on the playground issue. Lyle Norton is helping by meeting with contractors. Class evaluations of teachers Mary and Melissa were pretty good. There are three categories with seven as the highest on the scale. The teachers were good solid sixes. The ECERS classroom evaluation is coming in February. Our preschool population has been fluid, with enrollment up and down, due to family relocations. Marketing efforts continue, and teacher morale seems up (see attached report).

9. Ministries Board Chair Report: Dawn Price was unable to attend the meeting tonight and sent her Ministries Chair report by email (see attached report). Highlights included: (1) The Winter Party will be January 24; (2) We reviewed 2014-15 priorities and placed special emphasis on ways to enhance member involvement – this included developing a new member involvement survey; and (3) We discussed the issue of baptism and church membership, which revealed diverse views on the topic and a range of reactions.

10. Bylaws/Baptism Discussion: Pastor Paul reported that most Christian churches require baptism for membership. Per Anne Rosse, there is a division in how IUCC folks feel on this issue – some support a baptism requirement, other feel like there should be no barriers to membership. We agreed that the issue could be divisive. Our bylaws are silent on baptism, but our denomination requires it. We decided to continue to talk about the issue – Paul believes we should allow membership without baptism on a case-by-case basis when there is good reason.

11. Moderator's Report: Moderator Anne Rosse distributed her report (see attached), which included a status update on church-wide priorities. She is hoping for action soon on the Master Plan. We are waiting for the city of Irvine to decide whether or not it will agree to the scope of work for the required traffic study. Domusstudio will be meeting with a city planner tomorrow with the goal of finding out if we have met the city's requirements. The city could still require a parking study. We are hoping for a decision by the end of March. The city is still processing their overbilling of \$9888.00, but it is a long process. Given the challenges encountered when trying to reschedule our winter meeting due to the treasurer's illness, she will ask the Bylaws Task Force to consider the issue and make recommendations regarding a clearer path to handling similar issues and whether a waiver of the 14 day disclosure period should be added as an option to the bylaws.

12. Pastor's Report – Pastor Paul distributed his report (see attached). Our new worship format is starting to show positive results. He distributed a summary of the last 18 years of attendance at both services showing growth differences. We're about where we were in 2011. Choir attendance is counted

half at first service and half at second because we can't count them twice. He distributed his written report (see attached). We had about the same total as last year for Christmas Eve services. There are 11 youth in the confirmation class, and he thinks 9 will see it through. There will continue to be field trips to learn about other faiths, including one to a Buddhist temple. Sarah Fiske-Phillips is a Member in Discernment, and we are looking into getting her licensed. It is good practice and will allow her to participate more in the worship service. This year, he is serving as Chair of the Nominating Committee for the Conference. In addition, he is a delegate to General Synod for the next two Synods. He continues to work with Anne on a new church revitalization project aimed at church growth.

13. Old Business

A. Safety and Liability concerns. We have worked to address some concerns recently raised by a parishioner, as follows: (1) Choir loft in third row is too high - we can add a step on either side; (2) Power cords and legs of TV screen present a hazard – the power cord has been taped down with highly visible tape, so no one should trip. We are considering adding a wood shim to the TV legs to make them more flush; (3) People coming up to lectern and/or assisting with communion may need a railing - there is a ramp on either side with railings, so people could come up from the back. It is really not practical to add more railings next to the pulpit because it needs to be moveable. A procedural approach may be best. Pastor Paul said that he would appreciate having someone available during communion to hold the cup – that person could also assist people coming up and down. After much discussion, we concluded that the best solution would be to schedule an extra helper through the worship ministry and amend worship instructions to include that person's communion responsibilities.

Action item: Paul will talk with Laura Palen (who is in charge of ushers) to arrange this. The Chair of the Administrative Board will invite dialog to see if these solutions address the concerns that were raised.

B. Safety plan: Michael distributed copies of the UCC Local Church Disaster Preparedness and Response Planning Guidelines. He and Admin Board Chair Martha Selby will use it to create a rough draft for the Administrative Board to review. He has also spoken with a staffer from the city of Irvine who will help us determine what we need from the city and what kind of training we will require. The county health department may also be able to help.

C. IUCC as Evacuation Site: At our November meeting, we discussed IUCC serving as an evacuation site for the Friendship Shelter. This has been postponed to our February meeting when we should have more information from Laguna Beach.

13. New Business

A. Sanctuary Lighting issues: Michael says there are a couple of issues, and we are taking first steps. The dimmer board has never been cleaned and serviced in its 19 year lifetime, so we will have it cleaned to see if that helps. We will also have the power supply checked. These two items will cost \$300, with funds coming from Building and Grounds. We got a bid from Pacific Entertainment for \$16,000 for a new dimmer panel and \$115,000 for a complete redo of our lighting system. If the power supply is bad,

it is an easy fix. We need to replicate the problem to know for sure what is wrong. They can go in and check the processor, then we can do a retrofit with a new processor for \$3,000. We will not take any action until we know what the problem is. Matthew will train Wayne Banwell and Lyle Norton (Building & Grounds co-chairs) and John St. Marie (choir director) on what to do if the lighting goes out again..

B. OC Assessors Property Use Report: Michael distributed a new form from the OC Assessors office called Property Use Report for Year 2014. Up until this year, he annually received a simple religious exemption form. Now the new assessor wants more info from religious organizations to know how we are using our facility – for religious purposes, or for other purposes. Every outside group that uses facility must be listed, including details of that use. We don't have a lot of revenue generated from outside sources, but we do have some. If revenue is a donation, there is no requirement to list it. However, if it is a regularly scheduled tenant, that is different. Michael is concerned about our parking arrangement with the Woodbridge Village Association, which is a for-profit. Paul reported that his former church had three churches renting space at their facility, one of which was not 501c3. The Assessor came in and measured all the space the tenant used and assessed them for additional property taxes. The concern is that If we have a group renting space from us that can't produce a 501c3, it can be a problem. The Assessor wants to know that our facility is being used by us for religious purposes only.

Motion: That we (1) Fill out the form accurately; (2) Not accept revenue from non-501c3s in the interim while figuring this out; (3) Keep encouraging the mosque to get their 501 c3; (4) Suspend mosque payments until they get their 501c3; and (5) Revisit this next month when we get further information from the county. Moved by Anne Rosse, seconded by Cindy O'Dell. Passed unanimously.

C. Winter Congregational meeting: Anne reported that she had moved the budget vote higher on the agenda, with the Early Childhood Center update before that to help ensure we have a quorum for the budget vote. Coffee hour will only be between services to expedite our meeting. Everything went on line yesterday, with links to budget and bylaws. The meeting booklet will also be available online. We need info for booklet no later than Monday morning.

14. Adjournment/Closing Prayer: The meeting was adjourned 9:05 p.m., and Pastor Paul led the closing prayer.

We have another holiday coming up on our scheduled meeting date, so Anne suggested we meet Tuesday, Feb. 17, instead. We decided by consensus to move the next meeting to Feb. 17 at 7 p.m.

Respectfully Submitted,

Tricia Aynes, Clerk
Administrative Board