

Irvine United Congregational Church

Admin Board Minutes

August 19, 2013

Attendance: Frank Larkin, Martha Selby, Wayne Banwell, Jerrod Anderson, Anne Rosse, Mark Allen, Michael Spindle, Lindy Garber, Jerry Price, Pat Sauter

The meeting was called to order at 7:00 PM

The opening prayer was led by Martha.

Minutes: It was moved and seconded to approve the minutes of the June meeting. The revised minutes were approved.

**Reports:**

Early Childhood Center: Laura Long

- Laura was not present and no written report was submitted.
- The Board discussed the recommended 10% tuition increase, beginning in September. Frank moved to accept and Wayne seconded. The motion was approved unanimously.

Building and Grounds: Lindy Garber

- Lindy gave a report from the June workday.
- The next work day is scheduled for September 7. Among the priorities for that day our new plants and greenery around the side. There also was some concern about the condition of the boards in the sandbox; however, upon further inspection it was determined they do not need replacing.

Treasurer's Report: Mark Allen

- The budget committee and all others contributing information to the budget are working on an aspirational (not astronomical) budget. The plan is to revisit the budget in November and December in comparison with the actuals at that time. Also by that time, we will have a good idea of the results of the Fund Development Committee's success. At that time, each budget contributing group will have an opportunity to modify their budget based on the reality of the current balance sheet condition and the result of the fund development.
- The June budget report indicates a year to date shortfall of \$12,146. However, we were \$3293 to the positive for the month of July, which brings our year-to-date shortfall to \$8853

as of the end of July. Michael stated that we are behind in payments from annual givers who typically are reliable so he does not think there is too much cause for worry at this time.

- Family Promise is showing a shortfall of approximately \$1200. It was motioned and seconded to hold a special offering push the next few weeks in Sunday school to address the shortfall. The motion was approved.

#### Old Business: Martha Selby

- Building Project update – Martha reported that we currently are developing a master plan. \$50,000 for this purpose already has been approved from the reserves. If more funds are needed for the master plan, another congregation meeting and vote will be required.

#### New Business:

- Fund Development Campaign – Anne asked that members of both the Administrative Board and the Ministries Board submit their pledge cards by October 1. This will be an important message for the congregation that 100% of church leadership has made a pledge of support to IUCC.
- Cell phone tower – The prospect of generating additional revenue by hosting a cell phone tower on church property was discussed. St. Paul's has such a tower that looks like a tree so it blends in with the landscaping. Is there possibly a market for another tower in this area? Lindy and Michael will look into the matter and report back at the September meeting.
- Event ticket policy – The Music Committee is asking for guidance regarding whether there should be a church policy regarding who pays for tickets at various church events. Should there be an all-church policy? Or should this continue to be handled on an event by event basis? The question also was raised whether Pastor Paul should always receive a free ticket to events. Mark moved that Pastor Paul should always receive a free ticket, and the ticket arrangements for all other events will be administered by the Ministry overseeing each specific event; the motion was seconded by Wayne. The motion was approved.
- Authorized signers – Michael distributed a request to amend list of authorized signers on all IUCC financial accounts. Specifically, the amended list of authorized signers for IUCC would be Michael, Pastor Paul, Martha, and Mark. The amended list of authorized signers for the Childcare Center would be Michael, Irma Rosales, Pastor Paul, Martha, and Mark. Jerrod moved that the authorized signers list be amended as proposed, and Wayne seconded the motion. The motion was approved.

#### Report from the Pastor: Senior Pastor Paul Tellstrom

- Pastor Paul is away on vacation but Martha distributed his written report.
- The Adult Education position is still open, with applications being accepted through September 23. This will create a challenge for Bible studies, etc. until we have the staff person on board (probably October at the earliest).
- Matt Redman, a member of the congregation and a M.Div. candidate at Fuller Theological Seminary, would like to complete a 9-month, unpaid internship at IUCC. Jerrod moved to approve the internship, and Frank seconded the motion. The motion was approved. It was noted that Matt also has significant technological experience that could be beneficial to us, but that cannot be part of his internship.
- The next Pastors Potluck will be on Wednesday, September 4.

Ministries Board: Pat Sauter

- Pat reported that the Coordinating Council will be the first line of reporting regarding incidents related to the Safe Church Policy. Other individuals can be added to the review as appropriate depending on the specifics of the report.
- IUCC will be hosting Nuns on the Bus with Sister Simone September 21-22. Luncheon tickets will be \$20, with \$5 tickets for students; seats will be limited. There will also be a Saturday workshop with a free will offering. Sister Simone also will be speaking at both services on Sunday, September 22.
- The program is being funded from the Plumer Endowment, which hopefully will be replenished with funds from the free will offering. We anticipate \$2500-\$3000 will be needed to break even for the event.
- The Ministries Board is distributing forms for congregation members to complete and return to a box located in the narthex.
  
- Next meeting will be September 16.

Frank moved to adjourn, and Wayne seconded. The meeting was adjourned at 9:07pm following a prayer by Martha.

Respectfully submitted,

Jerry Price  
Clerk  
Administration Board