

# Irvine United Congregational Church

## Admin Board Minutes

April 21, 2014

### Attendance

Board: Mark Allen, Jerrod Anderson, Wayne Banwell, Jerry Price, Anne Rosse; Absent: Frank Larkin,

Committee Chairs: Lindy Garber, Laura Long

Ministries Board Chair: Pat Sauter

Guests: Matt Redman, Dave Schofield, Michael Spindle

The meeting was called to order at 7:03 PM. As Martha was absent, Anne served as chair for the meeting.

The opening prayer was led by Matt.

Minutes: Wayne moved approval of the March 2014 minutes as amended; Jerrod seconded. The minutes as amended were approved.

### Recommendations of the Bylaws Task Force: Dave Schofield

- Dave reviewed the recommended changes to the IUCC bylaws as proposed by the Bylaws Task Force. These proposed changes were summarized in a report distributed to the Board in advance (attached).
- Wayne moved to approve the changes recommended by the Task Force; Jerrod seconded. The proposed changes were approved.
- The proposed changes now will be presented at the Spring Congregational Meeting on June 1. Jerry will present the changes in Dave's absence.

### **Reports:**

#### Treasurer: Mark Allen

- Mark distributed the Treasurer's report and reviewed March financial reports.
- Total pledged and non-pledged contributions for March 2014 were 2% ahead of budget, but 6% lower than March 2013; however, much of this year-to-year difference may be due to two factors: Easter fell during March in 2013, and March 2013 had five Sundays.
- March 2014 expenses exceeded budget by 13%, and March 2013 expenses by 17%. There were \$8000 in termite expenses allocated in March.
- The ECC saw a loss of \$2600 for March 2014, which was \$3100 over budget and \$4500 more than March 2013; this budget shortfall was caused primarily by lower than budgeted enrollment as well as a deterioration in the average rate paid per child enrolled

Moderator: Anne Rosse

- Anne distributed the Moderator's report (attached) which she also distributed in advance.
- Anne presented the proposed 2014-15 leadership slate. There are three vacancies yet to be filled: the Fund Development Chair, Technology Committee Chair, and the third Congregational Representative. We will continue to work to find appropriate people for these roles.
- Jerrod moved to accept the 2014-15 leadership slate as presented; Wayne seconded. The slate was approved.
- The 2014-15 Leadership Retreat will be July 11-13.
- Jerrod moved to change the Spring Congregational Meeting scheduled for May 18 to June 1; Mark seconded. The motion was approved.

Ministries Chair: Pat Sauter

- There will be an All-Church Bon Vivant dinner in Plumer Hall at 6pm on Saturday, May 31, cohosted by Fellowship and Hospitality.
- Barry Lynn, Executive Director of Americans United for Separation of Church and State, will be the guest speaker at both services on May 4
- Holy Week events went very well. The breakfast after Easter services was great. There was discussion regarding the history of this event, which started as an appreciation breakfast for choir members.
- We appear to be missing chairs in Plumer Hall. We should try to get the number back to at least 100.

Pastor: Paul Tellstrom

- Pastor Paul was not in attendance but distributed his report in advance (attached).

Building and Grounds: Lindy Garber

- Lindy distributed her report (attached).
- The sanctuary doors should be closed if the outside temperature is greater than 75°.
- 17 people participated in the workday on April 12.
- Lindy provided an update on the termite service and Seashore Construction work

Early Childhood Center: Laura Long

- Laura reviewed her report which was distributed in advance (attached).
- We will be requesting a permit from the City of Irvine to display a banner for three weeks in May advertising our half-day program option.
- May 12-16 is Teacher Appreciation Week, during which all teachers will receive a \$25 gift certificate.
- The "pick an apple" campaign was a great success, with approximately \$1000 in classroom and curriculum materials donated.
- There was a lengthy conversation regarding the attractiveness of the Center's outdoor spaces, particularly the need for a shade structure and perhaps getting guidance from a landscape designer.

- Laura will work with the staff to develop a priority list of desired improvements

Old Business:

A. Building Project update

- The Building Task Force is working with domusstudios on a Master Plan proposal to present at the Spring Congregational Meeting now scheduled for June 1. There also will be two forums on the project on May 18 – at 10am and 12:15pm.

New Business:

A. Date change: Spring Congregational Meeting

- Discussed during Moderator's report.

B. Leadership nominations

- Discussed during Moderator's report.

C. Record Retention Policy

- Michael distributed a draft of the Record Retention Policy. It was suggested that we add a campus documents category.
- Jerrod moved to accept the policy on an interim basis pending review by the Policy Committee; Wayne seconded. The motion was approved.

D. Parking

- During Easter services some people from Journey left notes on the cars of IUCC members complaining about their parking at Woodbridge.
- Staff from IUCC, Journey, and Woodbridge will be getting together to clarify the current parking arrangement and resolve this matter

Next meeting will be Monday, May 19, at 7:00pm.

The meeting was adjourned at 8:53pm.

Respectfully submitted,

Jerry Price  
Clerk  
Administration Board