

**Irvine United Congregational Church  
Administrative Board Meeting Minutes  
August 18, 2014**

Attendance:

Board: Martha Selby, Mark Allen, Tricia Aynes, Jerrod Anderson, Jerry Price, and Cindy O'Dell

Staff: Paul Tellström and Michael Spindle

Committee Chairs: Wayne Banwell, Matthew Redrich, and Laura Long

Moderator: Anne Rosse

Ministries Board Chair: Dawn Price

Guests: Tommie Kozlov and Pat Sauter

1. Call to Order: The meeting was called to order at 7:03 p.m. by Chair Martha Selby.
2. Opening prayer was led by Rev. Paul Tellström.
3. July 21, 2014 Minutes: Jarrod Anderson moved to approve the Minutes as submitted, seconded by Jerry Price. Motion approved.
4. ECC Report: IUCC Child Care Committee Chair Laura Long submitted the ECC Report (see attachment). The ECC continues to have low enrollment and is under-performing. A small group met with consultant Dorothy Bregozza on July 15 for a preliminary strategic planning session. Bids have been received for facility improvements, starting with the backyard playground.
5. Building & Grounds Report: Co-Chair Wayne Banwell reported he was working with Michael Spindle to establish a B & G budget for next year. He and Lyle Norton will assume responsibility for recruiting Sunday morning set-up volunteers until Karl Schiller is able to return. Tom Moss has agreed to make coffee for first service, and Pat Sauter and Tommie Kozlov will assist as needed. Set-up should begin by 8:30 a.m. on Sunday morning. It was agreed by consensus that two set-up volunteers are needed, with at least one of them being a leader with a key. It was further agreed that this same method would be used for lock up. Several doors are difficult to lock, and Michael will add graphite as needed.
6. Technology Report: Chair Matthew Redrich submitted the August IUCC Technology Committee Report (see attachment). We are on schedule and under budget for the sanctuary screen project. He and Chris Redrich will have the wiring done in time for the new worship schedule on August 31. The Children's Sermon will rely on image magnification, not recording. We are in the early stages of trying out new worship scheduling software, and he is coordinating with the worship ministry to implement the software as we move into our new worship schedule.
7. Ministries Board Chair Report: Chair Dawn Price reported that the Ministries Board is focused on achieving a smooth transition with the upcoming worship changes. They have agreed to support one another through the worship schedule changes. They discussed what we can do to move off our plateau and achieve more growth. A small decision was made on bumper stickers as a church growth vehicle.
8. Moderator's Report: Moderator Anne Rosse submitted her August Moderator's Report (see attachment). She is chairing a small working group that will discuss strategies for church growth and vitality. All of us have an important role to play in supporting the worship time changes and helping to communicate their importance. We have received initial feedback from the City of Irvine on our Master Plan - while we had hoped that it would be considered a minor modification, the City has indicated it is a major modification. The City is also requiring us to do a traffic study. It will be more costly (about \$15,000 more), but things are still moving forward. *Domusstudio* is helping us formulate a response.
9. Pastor's Report: Pastor Paul submitted his August Pastor's Report (see attachment). He would like to use more of his time with sermon prep outside the church as a way of attracting a newer audience. His biggest priority is congregational growth, with a focus on younger families and young adults. He has

been meeting with OCCCO, a community organizing group, and Tapestry Unitarian to sponsor a year of study on the topic of immigration reform. He provided an overview of what our new Sunday schedule will look like. Choir members can leave after they sing at first service to attend adult Sunday School if they wish. He will be joining the IUCC Global Mission group on a Mission Trip from October 6-16 and will be hosting an event in his home with participants.

10. Discussion of New Worship Schedule: Chair Martha Selby asked everyone to comment on how they felt about the new worship schedule. The responses were largely positive, with most people expressing optimism that the changes would make room for more people and would help bring first and second service participants together. To ease remaining concerns, Jerry Price suggested that we consider ways to evaluate how well the changes are advancing the goals we want to accomplish. It was generally agreed that we would do so at a future date.

11. Treasurer's Report: Mark Allen distributed hard copies of the draft Financial Statements for the seven month period ending July 31, 2014. His report included this summary:

- Total IUCC results for July 2014 produced a loss of \$15.8 thousand, consisting of a loss of \$10.1 thousand in the church's general fund and a loss of \$5.9 thousand for ECC; and profit of \$0.1 thousand in the CIF. Net loss adjusting for depreciation was \$12.9 thousand.
- Year to Date Total IUCC results produced a total loss of \$37.8 thousand, driven by the losses in the general fund YTD of \$38.4 thousand and \$29.3 thousand in the ECC, offset by the bequest received in January 2014 in the CIF of \$29.7 thousand.
- For total IUCC, July YTD results of loss of \$37.8 thousand vs. a budgeted loss of \$28.5 thousand were \$9.3 thousand poorer; and vs. LY results of a \$8 thousand loss results TY were \$46 thousand poorer. Primary factors are termite and related work in Atwood and poorer results in EDD than anticipated.
- ECC results worsened in July over the previous five months showing an almost \$6 thousand loss for the period.

Mark reported that the 2015 budget process is underway, and he has reviewed it with members of the Ministries Board. Michael added that there is a \$8,000 pledge shortfall.

Additional cost items to consider in the budgeting process: There was a discussion about slurry sealing the parking lot. Per Michael, it was last done six years ago. We have coordinated with Woodbridge Community Center in the past to reduce the cost. While Woodbridge is not planning to do theirs until March 2016, they are open to coordinating with us again. In the interim, we could opt to do hot patching and paint new lines at an estimated cost of about \$2,000.

There was also a discussion about following a managed maintenance program with our air conditioning system to avoid a major issue down the road. We could budget \$2,000 per year for such a program.

Anne asked Wayne to provide a prioritization narrative of necessary budget items for B & G maintenance.

Next meeting will be Monday, September 15, at 7 p.m.

The meeting was adjourned at 8:45 p.m. followed by a closing prayer led by Matthew Redrich.

Respectfully Submitted,

Tricia Aynes  
Clerk of Administrative Board