

# Irvine United Congregational Church

## Administration Board Minutes

December 16, 2013

***Attendance:*** Mark Allen, Wayne Banwell, Anne Rosse, Michael Spindle, Paul Tellström, Pat Sauter, Laura Long, Martha Selby

***Guests:*** Matthew Redman, Dave Schofield

***Absent:*** Jerrod Anderson, Frank Larkin, Jerry Price

The meeting was called to order at 7:12 PM.

The opening prayer was led by Pastor Paul.

### ***Special Report: Task Force on Bylaws, Policies and Procedures Update, Dave Schofield***

- Proposed Changes submitted to board.
  - Organization chart updated.
    - “Administration” board standardized to replace use of “Administrative” to eliminate inconsistent usage.
    - Music Committee proposed to be returned to Music Ministry.
    - Discussion of ECC as a committee vs. ministry. Further conversation required; decision to leave as-is for the time being. To be discussed by Administration Board and at May congregational meeting.
  - Changes made in bylaws to reflect organization chart changes:
    - Article 13, Section 1 discussed
    - Article 12, Section 4 discussed
    - Article 12, Section 2, A1 discussed
  - Safe Church policy requires reformatting; any other changes will be voted upon again.
  - Discussion of procedures and policies of members who have become inactive, active, or removed as a required function of the Administration Board annually in December. Changes for 2013 will be voted upon via email.
  - Suggestion for January meeting: voting cards to have name printed on them to help monitor attendance of voters. Cards would be returned at the end of the meeting to verify count.
  - **Motion to approve submitted bylaw changes: Moved: Anne, Seconded: Wayne. Motion approved.**

**Minutes: Mark moved for the approval of the November Admin Board minutes; Wayne seconded. The minutes were approved.**

## Reports

### *Moderator's Report, Anne Rosse*

- Pledges now at \$404,598
- Congregational Meeting, January 19, 2014
  - 2014 Budget
  - Leadership changes
  - Bylaw changes
  - Building Project update
  - State of the Church from Pastor Paul
- Bylaws and Policies/Procedures Task Force
- Website launched!
- January Administration Board Meeting: Tech Task Force discussion

### *Treasurer's Report, Mark Allen*

- November net income of \$5.4
- Building & Grounds, and utilities are over for the year
- We are seeing a surplus for the year. Surplus at the end of the year may be moved to reserves.
- 2014 Budget adjusted to \$412,000. Projections point to reaching \$410,000 in pledges.
- Budget will be posted January 5 online and printed for forum on January 12.

## Reports from Mark, Anne & Paul for January Congregational Meeting required by January 13.

### *Administrator's Report, Michael Spindle*

- **This board authorizes Michael Spindle as church administrator to open a checking account with Bank of America for purposes of the building fund. Motion moved by Mark; seconded by Wayne. Motion approved.**

### *Pastor's Report, the Rev. Paul Tellström*

- The staff is focusing on Christmas Eve worship preparation

### *Ministries Chair Report, Pat Sauter*

- Advent Workshop attendance was pleasing
- Ministry moments will be continuing in 2014.

### *Building Task Force Update, Anne Rosse*

- The contract with Domus Studios has been signed.
- Surveyors were on campus December 5.
- The title report has been delivered to the survey company.
- First meeting with Domus Studios is pending scheduling.

- Separate account to be established (see above)
- Conference call with the Rev. Pricilla Bizer pending.
- Thank you letters have been sent out.
- December newsletter highlights congregational meeting.
- Report at January meeting.

### ***Child Care Center Update, Laura Long***

- Report from classroom evaluations has been received from consultant.
- We are in the middle ranges of quality.
- Committee meeting scheduled with consultant to understand report to the fullest.
- Committee will work on a plan for quality improvement.
- Staff development will be important in the future.
- The board supports future staff development and recommends discussion with the HR Committee.

### ***Building & Grounds***

- No report submitted.
- Michael has two bids for the tree maintenance.
- The termite inspection was done on December 5. The final report is pending from the exterminator.
- There have been some plumbing issues in the Sanctuary men's' bathroom and other parts of the campus. Sinks in the ECC have been clogged. We have spent \$559 on plumbing issues this week.
- The safe bids are pending.
- Concrete between the sanctuary and main building is in need of repair.

### ***New Business***

- Happy Birthday to Martha!

**A motion to adjourn the meeting was offered by Wayne, Anne seconded.**

The meeting was adjourned at 9:24 pm. Prayer followed.

Respectfully submitted,

Matthew Redman