

**Irvine United Congregational Church**  
**Administrative Board Meeting Minutes**

**July 21, 2014**

Attendance:

Board: Martha Selby, Mark Allen, Tricia Aynes, Jerrod Anderson, Jerry Price, and Paul Tellström

Committee Chairs: Wayne Banwell, Lyle Norton, Bill Lawrence, and Matthew Redrich

Ministries Board Chair: Dawn Price

Guest: Tommie Kozlov

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 Matthew Redrich.
3. June 16, 2014 Minutes were approved as corrected.
4. Deed Discussion: We still need to resolve the matter of how our deed is held. Currently, the church property is listed as being owned by the conference. Felix Villanueva, our Conference Minister, has indicated a willingness to transfer ownership to IUCC as long as we honor the right of reversion so the church property goes back to the conference if IUCC ceases to exist. On behalf of the Administrative Board, Martha will draft a letter to this effect.
5. Treasurer's Report: Mark Allen distributed copies of the draft Financial Statements for the six month period ending June 30, 2014. Total IUCC results for June 2014 produced a profit of \$4.25 thousand, consisting of a profit of \$2.9 thousand in the church's general fund, a loss of \$234 for the ECC, and profit of \$1.5 thousand in the CIF. There is a total loss of \$22,000 driven by losses in the general fund and ECC. Losses were offset by a bequest received in January 2014 of \$29.7 thousand. ECC results have improved in June over previous six months, but ECC will likely continue to show losses for the foreseeable future until headcount improves.
6. ECC Report: Laura Long is on vacation, so Martha Selby gave the report. Michael Spindle, Church Administrator, is getting bids to redo the entryway and bathrooms. Martha and Laura are working with a landscape architect to make improvements to the play yard. Dorothy Bregozzo helped with initial conversations on strategic planning. We will continue to engage Ms. Bregozzo in efforts to increase enrollments.
7. Building & Grounds Report: Co-Chair Lyle Norton reported that the committee is working on the following projects: (1) Building a roster of volunteers; (2) Replacing light bulbs; (3) Deciding on next workday dates; (4) Engaging a lighting consultant to determine more economical methods of lighting; (5) Sawing off gate; (6) Resurfacing parking lot (either defer to next year's budget or discuss with Woodbridge Assn. to see if they will do it); (7) Locking up the buildings (group reviewed list of lockup people, removed some, and added three – Tommie Kozlov, Jerry Price, and Dawn Price).
8. Pastor's Report: Pastor Paul reported that the staff will meet on August 19 to discuss adaptations to the changing worship times so everything goes smoothly. Michael has ordered visitor and no parking signs, and we need stanchions for them. Pastor Paul's full written report included the following highlights: (1) Guest preachers have been scheduled to lead worship during his time off; (2) On August 31, we will begin our new format with services at 9:30 and 11; (3) With Admin Board approval, Matthew and Chris will create a smaller version of the screen project than was originally envisioned; (4) Paul will join the Japan Mission Trip; and (5) Staff reviews are ongoing. His full report is attached.

9. Ministries Board Chair Report: Dawn Price reported that she was pursuing two initiatives: (1) Making sure everyone is adapting to the changing worship times; (2) Working with church representatives to assist with Comma Group starts.

10. Moderator's Report: Anne Rosse was unable to attend tonight's meeting but submitted a written report with the following highlights: (1) Thanks to everyone who helped with the Leadership Weekend; (2) List of key priorities and tactics for this year; (3) The 2015 budget process will begin in August; (4) The pre-capital campaign planning is underway, and Renae Boyum will lead the exploratory committee to help with planning; (5) Martha Selby and Laura Long are overseeing the "refresh" of the ECC facility, and a small group met with Dorothy Bregozzo to discuss preliminary strategy to address ECC needs; (6) Task Force on Bylaws, Policies & Procedures will next review responsibilities of various standing committees along with the definition of and requirements for church membership; and (7) Encouraged everyone to do their part to enhance our website as an outreach tool. Her full report is attached.

11. Technology Report: Matthew Redrich reported that the proposed new plan is to enhance our multimedia capabilities on a smaller, incremental scale by spending \$7,100 to purchase a single 80-inch screen, a moveable floor stand for the screen, a camera, and a computer to feed video and graphics to the screen. If approved, funds would come from adult ed and outreach ministries as well as the existing tech budget, discretionary admin board funds, and undesignated funds. His full report is attached.

**MOTION: To support this expenditure.** Moved by Jarrod Anderson, seconded by Jerry Price. Motion carried unanimously.

12. Old Business: Matthew reported that Heidi will get a new computer, and Windows 7 will be loaded onto Michael's machine. File storage will be moved to the cloud (via Google Drive) whenever possible to avoid the burden on in-house servers.

\* Committee Chairs were excused so the Board could discuss the Employee Handbook revisions \*

13. Employee Handbook: Dale Vaughn, Martha Selby, Anne Rosse, and a Human Resources attorney have all worked hard to revise and update the Employee Handbook. The Board reviewed the draft and offered additional suggestions, which Martha will implement.

**MOTION: To approve the Employee Handbook draft with corrections.** Moved by Mark Allen, seconded by Jerrod Anderson. Motion approved unanimously.

The final version will be distributed to employees and posted on the IUCC website. An orientation will be held to update employees on the changes.

Next meeting will be Monday, August 18, at 7 p.m.

The meeting was adjourned at 9:15 p.m. followed by a closing prayer led by Martha.

Respectfully Submitted,

Tricia Aynes

Clerk of Administrative Board