

Irvine United Congregational Church

Admin Board Minutes

September 16, 2013

Attendance: Mark Allen, Jerrod Anderson, Wayne Banwell, Jerry Price, Anne Rosse, Martha Selby, Michael Spindle, Paul Tellstrom, Pat Sauter;
Guest: Janet Emery, Fund Development Chair

The meeting was called to order at 7:07 PM.

The opening prayer was led by Pastor Paul.

Minutes: Jerry moved approval of the minutes; Mark seconded. The minutes were approved.

Reports:

Moderator: Anne Rosse

- Anne distributed her September 2013 report (attached), saying the month is off to a great start.
- Janet Emery, fund development chair, also was in attendance to discuss the stewardship drive. We are currently at \$99,000 in pledges from church leadership, and our goal is to get 100% participation from church leadership before the campaign kicks off October 20.
- The current plan is to set the 2014 budget based on pledges received by December 1. This is different than our normal process and we discussed how to communicate this effectively to church membership. We also discussed how we might adjust for pledges not in by December 1 but still expected.

Treasurer: Mark Allen

- We budgeted \$405,000 for 2013 pledges but it appears we are not going to achieve that total. However, we currently are exceeding budget on non-pledged revenue.
- The preliminary total set for 2014 pledges is \$431,000 – is that figure too ambitious? The Board discussed how we can communicate to the congregation what a budget of \$431,000 means in terms of value to the church.

Ministries Chair: Pat Sauter

- Pat reported that there are 65 tickets sold so far for the Nuns on the Bus lunch with Sister Simone.
- We also have sold 14 priority seats at a higher rate for the event; this has helped generate needed revenue, although we have received some pushback for offering this priority seating.

- Pat also reported that the Ministries Board fundraising budget for this year is \$15,000, although the actual will probably be a little more than \$5000. She said they will put together a more realistic budget for next year.

Early Childhood Center: Laura Long

- Laura was not present and no written report was submitted.
- The ECC staff has requested a sink be added outdoors by the sandbox, but the cost of doing so is quite high.
- The staff also has requested to change the ECC budget year to September 1-August 31. The Board seriously considered this possibility but was concerned about the feasibility of doing so. Mark moved to keep the budget year as is and Wayne seconded. The motion was approved.

Building and Grounds: Lindy Garber

- Lindy was not present and no written report was submitted.
- Board members did note that the drive area looks good after the improvements made on the last workday. The sprinklers are now working appropriately.
- The next work day is November 10.

Pastor: Paul Tellstrom

- Pastor Paul distributed his September report (attached).

Old Business:

a. Building Project update

- The estimated cost for the master plan development is \$108,000-\$126,000; the church already has approved \$50,000 from reserves for this purpose.
- The Board discussed how to fund the balance. Should we ask for additional allocation from reserves, seek private funding, or some combination of both? Is it appropriate to consider ECC reserve funds also for this purpose?
- After much discussion, Mark moved to fund the master plan development as follows: \$50,000 from the reserves (already allocated), \$25,000 from ECC reserves, \$10,000 already contributed to the building fund, and raise the rest from additional contributions. Wayne seconded the motion. The motion was approved.

b. AEMD position update

- We are working hard to fill this position.

New Business:

a. Upgrading the website

- Matt Redman is a member of the congregation and also serving as an intern. He has the background to help us upgrade the website, but it is not appropriate for him to do so as part of his internship. Wayne moved to allocate \$1650 to pay Matt to deliver a new website; Jerrod seconded. The motion was approved.

b. Plumer Hall cabinetry

- Michael updated the Board on the features of the new cabinetry, which is a recommendation from the Technical Task Force. The estimated cost is \$2000. Wayne moved to approve allocation of \$2000 for this purpose; Mark seconded. The motion was approved.
- c. Convenience fees associated with credit card use
- Anne reported that the church must pay a 2.75% fee for processing credit card transactions. We discussed whether we should charge the user this 2.75% fee.
 - We currently have two "squares" – devices that allow us to process credit cards easily – but these require an iPad or other type of electronic device to use. The Board discussed the possibility of acquiring two iPad minis (preferably through donations) and charging a 3% fee to users for credit card transactions. Jerrod moved approval of this plan; Wayne seconded. Motion was approved.
- d. Childcare policy
- The Board discussed the prospect of providing infant and child care for church events and meetings. Providing this care might be attractive to members with young children, but it is expensive and difficult to coordinate. Also, who should cover the costs of childcare when it is provided?
 - After significant discussion, Mark moved that childcare be offered during church events and extended Sundays, and that the childcare be funded centrally; Anne seconded. The motion was approved.
- e. Policy Committee
- There is a Policy Committee that has the responsibility for making sure new policies or revised policies are recorded administratively. The Board discussed whether this Policy Committee is the most effective way to get this done. It was agreed to discuss this further at the October meeting.

Next meeting will be Monday, October 21, at 7:00pm.

Wayne moved to adjourn, and Martha seconded. The meeting was adjourned at 9:40pm following a prayer by Pastor Paul.

Respectfully submitted,

Jerry Price
Clerk
Administrative Board