

Irvine United Congregational Church  
Winter Congregational Meeting Minutes

February 1, 2015

Moderator Anne Rosse called the meeting to order at 12:13pm.

The agenda, meeting materials, and voting cards were distributed as participants arrived for the meeting.

The Church Administrator, Michael Spindle, was absent due to illness and Cindy O'Dell assumed his duties for this meeting. She reported that 111 of our corporate members were in attendance, thus quorum was established.

Interim Director, Adult Education & Media, Matthew Redrich led the congregation in an opening prayer.

Anne introduced Don Bjorklund as parliamentarian for the meeting and thanked Elizabeth Rodriguez, Ministries Board Clerk, for doing the minutes.

Doug Haynes moved for approval of the agenda and Brian Percy-Schofield seconded. The congregation approved the agenda unanimously.

The minutes of the June 1, 2014 Spring Congregational Meeting were accepted as presented.

David Schofield, Task Force on Bylaws, Policies and Procedures Chair, presented the Task Force's recommendations.

The Task Force reviewed the entire bylaws and made recommendations (as summarized in a document in the meeting materials) for:

- Article 6 Membership to be amended to add the word "transgender."
- Article 8 "Congregational Meetings" to specify "corporate members" establish quorum.
- Article 12, "Committees and Other Bodies of the Church, Section 2 to lower the required meeting frequency to "not less than twice a year."
- To add responsibility for organizing All-Church Work Days to the Building and Grounds Committee.
- Added "Progressive" in front of Christian in the Child Care Committee's responsibilities.
- Expanded the responsibilities of the Fund Development Committee to include working with both staff and the Admin Board to develop the proposed annual budget and also with the New Members Ministry to give an understanding of the need to support the

Church financially at Inquirers Classes, and will have responsibility for the “fund raising” line in the annual budget.

- Article 12, Section 4, “Human Relations Committee” to rename this committee “Human Resources” and add additional responsibilities, including: annual review of all job descriptions, ensure that annual performance reviews are completed, perform an annual review of employee benefit plans and perform an annual review (and update, if needed) on the Employee Handbook.

Jessie Billings moved to accept the proposed changes and Reefa Hanenberger seconded. The congregation approved the changes with one vote in opposition and no abstentions.

Laura Long, Child Care Committee Chair, gave an update on the Early Childhood Center (ECC). She related the history of how the ECC started and how it has progressed through the years.

The ECC was founded in 1986 and a Child Care Committee was formed. The contribution to IUCC during the past 29 years has brought deficits and surpluses but over its lifespan, it contributed more than half a million dollars to the IUCC general fund and more than \$300 thousand toward the church administrator’s and bookkeeper’s salaries. Over the past three years, the ECC has experienced lower than usual enrollment and the financial difficulties drew the attention of the church leadership. The Child Care Committee began to look more closely at the ECC program and developed a new vision and mission to reflect our open and affirming, just peace, global mission congregation. The committee also crafted a four-pillared strategic plan.

The four planks of the Strategic Plan for 2014-2017 are:

1. Quality Child Development and School Readiness
2. Enrollment
3. Facilities
4. ECC/IUCC Engagement

Laura introduced and thanked the talented congregants and leaders who have stepped to serve as members of the committee: Colin Austin, Joanie Burley, Eric Burley, Lyle Norton, Martha Shelby, Pastor Paul Tellström and Irma Rosales, ECC director. The duties and responsibilities have been clarified and monthly meetings take place at 6:30pm on the fourth Monday of the month in Plumer Hall.

Laura responded to some questions from the congregation including:

- Do we advertise? The advertising is based more on web and social media
- What can be done to provide a progressive “Christian “ view? – The ECC does not have a “Christian Curriculum.” It is intended to be inclusive, taking a Progressive Christian approach.

Martha Shelby, Admin Board Chair presented the Treasurer's Report in the absence of Mark Allen due to illness.

The budget preparation process started in August. In a series of meetings in October, November and into early December, the Budget Committee members approved a budget for presentation to the Administration Board that approved most of the aspirational requests and year over year expense considerations.

Martha recognized the members of the Budget Committee who participated in the formation of the 2015 budget to present to the Administration Board:

- Mark Allen, Treasurer
- Anne Rosse, Moderator
- Dawn Price, Ministries Board Chair
- Martha Shelby, Administration Board Chair
- Pastor Paul
- Jerrod Anderson, Admin Board member (Congregational Rep)
- Bill Lawrence, Fund Development Co-Chair
- Michael Spindle, Church Administrator
- Heidi Wilcox, Bookkeeper
- Laura Long, Child Care Committee Chair
- Irma Rosales, Director of the ECC

The Administration Board reviewed the budget and approved it with a few minor adjustments. It was passed unanimously.

The year 2014 was a year of pluses and minus and because IUCC and the ECC are financially intertwined, the report was presented blended. Total expenses were better than budget for both IUCC and ECC. The ECC was very cautious in their spending because of the low enrollment. Caution resulted in less total expense than budgeted. Looking at the combined results there was a loss of \$14 thousand dollars.

The income and expenses recap for the 2015 Budget:

- Pledged contributions \$23, 000 better than 2014
- Rental income is budgeted \$3,000 less than 2014
- Tuition income from ECC has increased in recent months
- Total enrollment as of February 1, 2015 is 40.
- Based on a combined set of financials about \$3800 in net income is budgeted for 2015
- Cash position is projected to be approximately \$98,000 less at the end of 2015

- We owe \$163,707 on our building loan to Cornerstone as of December 2014

Martha Shelby moved to approve the 2015 Budget as presented and Bob McClean seconded the motion. The 2015 Budget was approved unanimously with 2 abstentions.

Jim Raver, member of the Building Task Force, gave an update on the building project and reviewed the Master Plan Timeline as presented in the meeting materials.

- January 13, 2015: KOA submitted a proposed scope of work for the traffic study to the City of Irvine for review and approval.
- January 21, 2015: Domusstudio Architects met with the City of Irvine to present what is hopefully the final submission of information. Feedback is encouraging from the City. Response is expected in 2-3 weeks.
- February 2015: Once the traffic study scope is approved, it will take KAO approximately 3 weeks to complete and file the study report.
- March 2015: Assuming no issues arise, the City of Irvine could approve the Modified Conditional Use Permit in approximately March.
- Once it is approved by the City of Irvine and there is a financial stability in the IUCC/Early Childhood Center, there will be a Special Congregational Meeting to consider a capital campaign for the first phase of the Master Plan.

Hopefully the City of Irvine will approve our Modified Conditional Use Permit in March.

Anne Rosse, also a member of the Building Task Force, thanked Jim for all his help and expertise. She stated that additional funds for the building project have come about as a result of directed gifts from recent weddings and memorial gifts. The project continues to remain within budget for the two phases of: (1) developing the Master Plan and (2) obtaining approval from the City of Irvine. Anne emphasized that we will not launch a capital campaign that will affect funding for IUCC programs. The Capital Campaign could be launched around the summer, if IUCC is ready, otherwise, it will wait until early 2016.

Dawn Price, Ministries Chair, discussed the importance of member involvement and announced that there is a new form to encourage involvement. The form was included in the packet given to the congregation.

Pastor Paul Tellström provided a report on the State of the Church and recognized the staff for rising to the challenges of the past year. He thanked Chris and Matthew Redrich for the introduction of the technology in our services. The two services experiment during Lent last year was a success and now is in place; Pastor Paul thanked John St. Marie for his leadership and the choir for agreeing to make the extra commitment. The feedback he has heard so far has been

positive. There has been a turn-around in attendance in the past few months. 2014 showed higher attendance than the two previous years.

Pastor Paul thanked Randy and Ken for the Japan trip (part of IUCC being a Global Mission Church) and Laura Long for stepping in to help the ECC. Pastor Paul finished his report by informing the congregation that he has just received a check from Cornerstone (lender). It was a rebate from interest on their investment and was donated to IUCC as a show of support for our church.

Dave Smith moved to adjourn the meeting and Felicity Figueroa seconded. The motion to adjourn was approved unanimously at 1:29pm.

Pastor Paul led the congregation in a closing prayer.

Respectfully submitted,

Elizabeth Rodriguez  
Clerk, Ministries Board