

**Irvine United Congregational Church  
Administrative Board Meeting Minutes  
October 20, 2014**

Attendance:

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

Staff: Paul Tellström, Michael Spindle, Matthew Redrich, and Sarah Fiske-Phillips

Committee Chairs: Wayne Banwell, Bill Lawrence, and Laura Long

Ministries Board Chair: Dawn Price

Task Force Chair: David Schofield

Guests: Tommie Kozlov and Pat Sauter

1. Call to Order: The meeting was called to order at 7:00 p.m. by Chair Martha Selby.
2. Opening prayer was led by Rev. Paul Tellström.
3. Discussion: Jerry Price expressed concern that some important church decisions that should be fully explored and deliberated by the entire Admin Board are being made privately by a small group of people instead, then being run by the Admin Board for approval after the fact. In particular, he cited recent decisions related to filling the Adult Education Director position and the appropriateness of stewardship launch remarks made on Sunday regarding possible ECC recommendations, which he felt should have waited until a decision was made by the full Admin Board at the following night's meeting. In the ensuing discussion, the following points were expressed: (1) Some issues can be dealt with between monthly Admin Board meetings, while others have sufficient importance and/or financial impact to require full Admin Board discussion, (2) Addressing issues between monthly Admin Board meetings can be challenging at best, (3) It can be problematic and time-consuming to organize special meetings and/or email votes, (4) More transparency is needed, (5) There was never any intention to leave the Admin Board out of the process, (6) There was an assumption that because we are dependent on income from the ECC, our best chance for success is to go all in to make it profitable again, and (7) There are Policies & Procedures in place that govern what matters may be acted upon by the Coordinating Council in the time between Admin Board meetings. Chair Martha Selby made a personal commitment to be as transparent as possible going forward, and she and David Schofield will review the Policies & Procedures to ensure compliance.
4. Sept. 15, 2014 Minutes: There was one change to the September Minutes: On Item 3, change "submitted" to "corrected." Jarrod Anderson moved to approve the Minutes as corrected, seconded by Cindy O'Dell. Motion approved.
5. Treasurer's Report: Mark Allen discussed the Financial Statements for the nine months ending Sept. 30, 2013 (Draft as of 10/20/14). His summary included the following points:
  - Total IUCC results for Sept. 2014 produced a profit of \$0.3 thousand and net income adjusted for depreciation of \$3.3 thousand.
  - Total IUCC results for Sept. 2014 YTD produced a loss of (\$27.8) thousand, and net loss adjusted for depreciation of (\$1.9) thousand. Overall for the year, losses in the General Fund and ECC have been offset by the bequest in Jan 2014 of \$26.4 thousand and the wedding attendees building fund donations of \$15.2 thousand.
  - For Total IUCC, cash flow from operations was \$2 thousand for the period and (\$20) thousand YTD 2014.
  - Reserves (cash & short-term investments) were \$355 thousand as of Sept. 14, 2014, and reserves (unrestricted and undesignated) were \$99 thousand as of Sept. 14, 2014.
  - ECC headcount continues to lag significantly behind the budget and previous year's results.
  - ECC results worsened in July, August, and September over the prior 6 months, with an almost \$6 thousand loss for each of the periods.

- For YTD General Fund, pledged and non-pledged contributions at \$335 thousand were poorer by (0.9%) and (\$3.1k) poorer than budget but are \$22 thousand or 7% better than LY, and
- Undesignated assets are poorer than budget (\$24.1k) and LY (\$89k).

Mark provided the following synopsis: We've hit a hiccup in the road with ECC losses, but when you look at our history, the ECC is an important part of what we do. We need a minimum of 39 students at \$850 per month for the ECC to break even. He is willing to explain his accounting process to anyone interested and will provide two dates when this instruction will occur.

6. Childcare Attendant Position: Sarah Fiske-Phillips reported that due to a staff vacancy, we need to replace our Childcare Attendant. While we have four paid staff members working Sunday morning, all are busy either teaching Sunday School or floating (supervising) in compliance with our Safe Church Policy. No one on staff is available to do childcare. She has interviewed Becca Owen for the position and would like to hire her.

**MOTION:** To accept the proposal to hire Becca Owen to fill the Childcare Attendant position at \$13 per hour for 4-6 hours per week. Moved by Cindy O'Dell, seconded by Jarrod Anderson, motion carried.

7. Task Force on Bylaws, Policies and Procedures Report: Chair Dave Schofield reported that he had received a request to table the vote on this matter to next month. He reviewed the Task Force's Recommendations (see attached), with highlights as follows:

- Add three new definitions (IUCM Member, Membership Category, and UCC Member).
- Add two membership categories to Corporate Membership (one of baptism and transferability of membership, and one of non-baptism and non-transferability of membership).
- Article 8, Section 3, amend "Quorum" to specify that "Corporate Members" establish quorum.
- Article 12 "Committees and Other Bodies of the Church," Section 2 "General Duties" be amended in an effort to conform the Bylaws to actual practice.
- Article 12, Section 4 "Human Relations Committee" be changed to "Human Resources Committee," along with some clarification of this committee's responsibilities.

Additionally, Dave reported that there has been a Policy & Procedure in place for some time that every body of the church that has meetings requires a quorum. Minutes of said meetings are required to record any actions taken. In lieu of Minutes, ministries and committees may submit a record of the meeting to include the date, attendees, quorum, and actions taken. A sample form is available on the IUCM website. The Ministries Board has already begun to implement this requirement.

8. Building & Grounds Report: Wayne Banwell reported the following accomplishments:

- Parking lot lines have been painted.
- Installation of no parking signs in the back lot.
- Repair of women's toilets in Plumer Hall.
- Repair of front doors in Plumer Hall, ECC, and Sanctuary.
- Set All-Church Work Day for November 9.
- Scheduled opening and lock-up through May 2015.
- Light repairs to take place next month.
- We are still pursuing an air conditioning contract for next year.

9. Fund Development Report: Bill Lawrence reported that the stewardship campaign kicked off last Sunday, and speakers are lined up through the next four Sunday. \$189,498 has been raised to date, and online budgeting is working well. (No written report submitted.)

10. Technology Report: Matthew Redrich reported that the Sanctuary screen continues to work well and he hasn't heard about any technology-related concerns in the last month. (No written report submitted.)

11. Ministries Chair Report: Dawn Price submitted her report (attached), with highlights as follows:

- Dave Schofield reviewed Ministry Chair requirements with Ministry Board members.
- Dave Schofield reviewed the proposal that will be before the Admin Board requiring two types of membership.
- Chris Redrich, Outreach Chair, reviewed proposed guidelines for timing of announcements for events to ensure we aren't over-communicating and thus diluting our messages.
- Ministries are working to be more uniform and intentional with regard to event and activity sign-ups.
- She will coordinate the upcoming All Church Work Day lunch and refreshments.

12. Moderator's Report: Anne Rosse submitted her report (attached), with highlights as follows:

- The Budget Committee met and formulated a preliminary 2015 Budget with a goal of \$440,000, which will be challenging to meet.
- IUCC and its architectural firm have filed a supplemental submission to the City and expect to hear back by October 31. A likely next step will be a traffic study. Our project was also reviewed by the Architectural Committee of the Woodbridge Village Association (WVA), which will make its recommendation to the WVA Board of Directors on November 5.
- A small group has been formed to do preliminary planning in anticipation of a possible capital campaign. Members of the group include Renae Boyum, Pastor Paul, Dawn Price, Mark Allen, Anne Rosse, and Fund Development chairs Ken Wyant and Bill Lawrence.
- Her priorities are as follows: (1) Complete the ECC strategic planning process and facility "refresh," (2) Complete the changes to Sunday morning worship, (3) Grow the congregation, (4) Continue "best practices" approach re: our budget process and administrative oversight, (5) Encourage and support inter-ministry/committee collaboration, and (6) Broaden our volunteer base and get more people involved in the activities.

13. Pastor's Report: Pastor Paul submitted his report (attached), with highlights as follows:

- Jack Cahill resigned from his position as Adult Education Director, and Matthew Redrich will serve in a new position called "Interim Adult Education and Media Director." He and Matthew are planning the Joint Thanksgiving Service with University Synagogue, which will feature speaker Lolo Alcaez.
- Long-time IUCC member Karl Schiller has passed away, and his service will be November 1 at 1 p.m. Please also keep Gene Price and family in your prayers – his grandson died in his sleep.
- There are 9-10 young people in our Confirmation class
- He and others went on a Mission Trip to Japan and visited our UCC Mission House in Sendai, a Radiation Education Center, ruins from the tsunami, the Emmaus Center, and more. They will be making a presentation to the church soon.
- He needs to go to Florida later this week for his brother-in-law's memorial service, and the Rev. George Johnson has agreed to preach.

14. ECC Strategic Plan: IUCC Child Care Committee Chair Laura Long reported that the goal of the strategic plan is to improve ECC's quality and operational system. To facilitate the discussion, Martha distributed an ECC Enrollment Analysis prepared by Chris Redrich using data she had collected. Laura and Martha presented the proposed ECC Strategic Plan (see attached), which consisted of 5 planks, summarized as follows:

- Offer high quality early childhood educational experiences for children aged 2 through 6 based on the QualityStart OC QRIS Rating Matrix. The goal for June 30, 2015 is to attain a 2-Star Rating on QualityStart OC QRIS Matrix.

- Develop a consistent level of enrollment by using targeted marketing efforts, parental referrals, and employing an ECC tour process that has a robust follow-up routine. The goal for June 30, 2015 is a consistent average enrollment of 42 children with an average monthly tuition of \$850.
- Update the play yard and interior of the ECC to create a more attractive and child-centered physical environment to the extent that is financially possible. The goal for June 30, 2015 is to update entrance, bathrooms, and outdoor play yard to the extent financially possible.
- Have an active Child Care Committee made up of IUCC congregants and child care experts with responsibility to provide consistent, supportive management of ECC operations and staff management aimed at quality programming and consistent, profitable enrollment. The goal for November 2014 is to establish the Child Care Committee, complete an orientation to provide a description of purpose and process, and establish monthly meetings. The goal for June 30, 2015 is to create interactional opportunities for IUCC members and ECC staff to create a mutual understanding of their complementary missions.
- Establish an exploratory task force to explore alternative uses of the ECC space as well as permit use constraints and possible remodeling/furniture needs. The goal for June 30, 2015 is to vet several financially viable alternatives for the use of the ECC space, including possible remodeling and furniture needs.

Laura Long objected to the last plank because she said it was added without her knowledge or approval. A discussion ensued about the appropriateness of including this plank in the ECC Strategic Plan document.

**MOTION:** To accept ECC Strategic Plan Planks 1 through 4, minus Plank 5 (moved by Cindy O’Dell, seconded by Jarrod Anderson).

**FRIENDLY AMENDMENT TO MOTION:** Create a single Task Force challenged with two tasks:

- To create an objective assessment of the ECC; and
- To explore alternative uses of the ECC space as well as permit use constraints and possible remodeling/furniture needs (formerly known as plank 5).

Both Cindy and Jarrod accepted the friendly amendment. Both the amendment and the original motion passed unanimously. Anne Rosse, Jerry Price, and Tricia Aynes volunteered to serve on the newly created Task Force.

**MOTION:** To accept CCC Responsibilities & Expectations with one correction – on Page 21, under General Responsibilities, sentence two, change “provides” to “recommends.” Moved by Martha Selby, seconded by Anne Rosse. Motion passed unanimously.

**MOTION:** To accept ECC Vision-Mission-Values-Philosophy. Moved by Anne Rosse, seconded by Jarrod Anderson. Motion passed unanimously.

The meeting was adjourned at 10:08 p.m. followed by a closing prayer led by Matthew Redrich.

The next Admin Board meeting will be Monday, November 17, at 7 p.m.

Respectfully Submitted,

Tricia Aynes  
Clerk of Administrative Board