

# Irvine United Congregational Church

## Administration Board Minutes

February 24, 2014

### Attendance

Board: Mark Allen, Jerrod Anderson, Wayne Banwell, Frank Larkin, Jerry Price, Paul Tellström, Anne Rosse, Martha Selby

Committee Chairs: Janet Emery, Lindy Garber, Laura Long

Guests: Michael Spindle

The meeting was called to order at 7:03 PM.

The opening prayer was led by Pastor Paul.

Minutes: Jerry moved approval of the minutes; Jerrod seconded. The minutes as amended were approved.

### **Reports:**

#### Pastor: Paul Tellstrom

- Pastor Paul covered the highlights of his report (attached).
- The new service structure pilot begins March 9.
- The choir is interested in installing hardwood flooring in the chancel area. The estimated cost is \$15,000 (excluding the risers); there is a \$5000 donor so the net cost to IUCC would be \$10,000. The Board felt that since this was not part of the budget process, it is too big of an expense to absorb at this time. It is recommended that we revisit this request as part of next year's budget process; if budget circumstances permit, we perhaps could reconsider it earlier.

#### Moderator: Anne Rosse

- Anne distributed her report (attached), which she also distributed in advance.
- We are making a concerted effort to redirect our Facebook traffic from our Facebook group to our Facebook page. We believe this will help us reach a wider audience, particularly among prospective members.
- The Coordinating Council is working to ensure that we are appropriately implementing our Safe Church Policy as revised at the Congregational Meeting on January 19.
- The Building Task Force is planning to present the master plan for review and approval at the May Congregational Meeting. If things progress as planned we should be ready by January 2015 for a congregational vote on the project and the associated capital campaign.

Ministries Chair: Pat Sauter

- Pat reported that the Ministries Board had a long discussion regarding fundraisers. Pastor Paul indicated that Carl is willing to do an evening of parlor songs as a fundraiser; Carl wants choir members involved as well. A tentative date of June 29 at 6:30 PM was set.
- The next workday will be 9am to noon on Saturday, April 12.

Building and Grounds: Lindy Garber

- Lindy reported that the light has been repaired in the ECC.
- The Board discussed at length the pending termite problem, specifically the benefits of tenting versus a local application treatment; we are awaiting feedback from the structural engineers at domusstudios before proceeding. The Board also discussed the benefits of proceeding immediately with treatment versus waiting until a later date.
- The sidewalk repair will begin Monday, March 3.
- The newly-trimmed trees look nice.

Early Childhood Center: Laura Long

- Laura distributed the ECC report (attached), which she also distributed in advance.
- Laura has begun regular one-on-one meetings with Irma each month; the most recent meeting focused on ECERS evaluation follow-up. Laura and Irma outlined steps that will be taken with the staff members. They are hoping this process will have a positive impact on staff morale.
- The Board discussed ways church members can get involved with supporting the ECC through acquisition of educational materials, musical instruments, etc.
- The Board discussed the current ECC enrollment status. Laura indicated it was difficult to say whether the recent fee increase has negatively affected enrollment.

Treasurer: Mark Allen

- Mark distributed the Treasurer's report.
- The Board reviewed the January financials, which show we were \$16,000 below budget for the month; however, Mark indicated that there are seasonal trends that skew month by month analyses. Mark will develop a report that shows the five year average per month so we can establish more accurate benchmarks. (We recognize that some months have four weeks in one year and five weeks in another, and this variation will have some impact on the report's accuracy.)
- We have received a \$26,400 bequest.
- The Board expressed concern regarding ECC revenue and discussed how we can increase enrollment. A smaller group will be identified to explore this issue in greater depth.

Old Business:

A. Building Project update

- Discussed during the Moderator's Report.

New Business:

A. Liberty Tax Preparers Proposal

- Liberty Tax Preparers has offered a \$50 donation to IUCC for each new client from IUCC. They also are willing to bring a mobile unit on site if 10 or more congregation members are interested. Some congregation members have expressed concerns about this intermingling of members' businesses with church life. The Board concluded this is not a proposal we are interested in pursuing.

B. Hardwood Flooring Proposal

- Discussed during the Pastor's Report.

Next meeting will be Monday, March 17, at 7:00pm.

Wayne moved to adjourn, and Frank seconded. The meeting was adjourned at 8:38pm following a prayer by Pastor Paul.

Respectfully submitted,

Jerry Price  
Clerk  
Administration Board