

**Irvine United Congregational Church  
Administration Board Meeting Minutes  
April 15, 2019**

**Attendance:**

Administration Board:

Church Officers: Daniel Blackburn, Renae Boyum, Mark Allen, and Laura Palen  
Congregational Representatives: Scott Bollens

Committee/Task Force Chairs: Keith Boyum, Teri Houston, and Anne Rosse

Staff: Rev. Paul Tellstrom, Assistant Pastor Rev. Sarah-Fiske Averett-Phillips, and Administrative Pastor Steve Swope

Visitors: Aiden Mitchell

1. Call to Order: The meeting was called to order at 7:02 p.m. by Chair Daniel Blackburn.
2. Opening Prayer: The opening prayer was led by Rev. Paul Tellstrom.
3. Approval of March Meeting Minutes: Passed as described and submitted to Board Chairperson.
4. Treasurer's Report:

Mark Allen submitted verbal and written reports for the three months ending March 31, 2019.

- The GF and the ECC produced a loss of (\$1.3) thousand for the month of March, ex- CIF. This was vs. a budget of (\$2.9) thous. so \$1.6 thous. better than budget and (\$4.2) thous poorer than LY's profit of \$2.9 thousand; GF had loss of (\$18.1) thous. and the ECC had a profit of \$16.8 thous.
- YTD Mar 2019, the GF and the ECC produced a loss of (\$12.4) thous. YTD versus a budgeted amount of (\$21.9) thous. or a variance of \$9.5 thous. and vs. a LY loss of (\$11.1) the variance was \$26 thous.
- CIF capital expenditures were \$0 thous. for the month of March vs. \$0 thous. budgeted for the month.
  - CIF capital expenditures were \$32.2 thous. for March YTD vs. a budgeted amount YTD of \$37.4 thous.
  - Total capex for the project is \$2,203.2 thousand vs. total budget of \$2,210.4 thousand or \$7.2 thousand better in total
  - We are done with capex except for a few small items that we are working on.
- The CIF had pledged contributions of \$7.9 thousand for the month versus a budgeted amount of \$0.9 thous., mostly in-kind contributions  
The CIF had pledged contributions YTD of \$43.1 thousand for the month versus a budgeted amount of \$13.1 thous YTD.
- Total Contributions are \$1,270.0 thous. as of 3-31-19 or 106% of the original fixed contribution forecast of \$1,197.0 thous. based on total forecast pledges of \$1,327.6 thousand (original before adjustments was \$1.275mm).
  - Cornerstone debt was paid down to \$727 thous. or \$77 thousand more than the original budget amount of \$650 thousand; however, we have \$86 thousand in cash in the CIF so we could pay down the loan to \$650 thous. and have \$9 thousand left over to either apply against the loan or use for other expenditures should congregation/A-board approve.
- After the paydown of the Cornerstone loan to \$727 thous. we have used all the cash from the GF/ECC that we will use. The remainder of the paydown to \$650 thousand will come from the CIF funds at this point
  - Total GF/ECC funds as of 3/31/19 is \$338.2 thous. vs. budget of \$309.9 thous. or a positive variance of \$28.3 thousand. or 9% better than budget

- The General fund was down (7%) for total contributions for the month of March at \$35.2 thous. and up 7% versus March 2018. At \$41.8 thous. total support and revenue was down (6%) or (\$2.8) thous. vs. budget and up 10% or \$3.7 thous. vs. LY  
-Total support and revenue YTD March at \$116.6 thous. is \$5.4 thous. more than budget or 5% and is up \$4.0 thous. or 4% more than LY.
- The General Fund YTD March showed a loss of (\$42.7) thousand vs. a budget of (\$32.9) thous. or a variance of (\$9.9) thous. Pledged contributions at \$87.5 thousand were 2% or \$1.8 thous. above the budget of \$85.8 thous. & were \$5.2 thousand or 6% better than LY.  
Total exp. at \$159.3 thous. were (\$15.2) thous. poorer than budget or (11%) and were (\$25) thous. poorer than LY or (19%).
- ECC had a profit of \$16.8 thous. for March; personnel costs at \$34.9 thous. were \$3.0 thous. better than budget or 8% better and (7%) poorer than LY  
TY profit was \$3.4 thous. better than LY profit of \$13.5 thous. for the month  
-Revenue was at \$61.4 thousand was 6% over budget and 12% better than LY.  
-YTD profit was \$30.3 thous. vs. budget of \$10.9 thous or \$19.4 thous. better, vs. LY profit was \$36.5 thous. or (\$6.3) thous. poorer than LY.  
-Expenses were \$143 thous vs. a budget of \$156.4 thous or \$13.5 thous. better

5. Building Task Force/Capital Campaign Team Report: Chair Anne Rosse submitted a written report. Key points included:

- Anne reported on task force results including changes that need to be approved by the congregation. These must be approved by the May Administration Board meeting in order to be included in the Spring Congregational Meeting on June 2. Anne reviewed changes and additions with the board. After discussion and suggested change to statement 2 of #2 of The Bylaws, Policies, and Procedures Committee a motion was made to recommend the bylaw changes to the congregation at the June 2 meeting.

**MOTION: To recommend the bylaw changes including suggested change to statement 2 of #2 of The Bylaws, Policies, and Procedures Committee (to read subject to approval by the Administration Board) to the congregation at the June 2, 2019 Annual Spring Congregational Meeting. Moved by Renae Boyum and seconded by Mark Allen. Motion carried.**

- Anne reviewed Hiring Practices and Hiring Checklist described in Policies and Procedures. After discussion and suggested addition to section D 1 to define who qualifies as a Hiring Manager Anne requested a motion to approve these practices.

**MOTION: To approve the Hiring Practices with suggested change to section D part 1. Scott Bollens moved and Mark Allen seconded. Motion carried.**

- Anne described policy related to Facilities/Security Doc Number 2.04; requested approval of this policy and procedure.

**MOTION: To approve Key Policy described in document number 2.04 Policy and Procedure. Renae Boyum moved and Mark Allen seconded. Motion carried.**

- Anne stated that the task force will look into adding recommendation to lock exterior doors during church events.

6. Fund Development/Stewardship Report: No written report was submitted.

7. Child Care Committee Report: Written report was submitted by Keith Boyum. Key points included:

- Enrollments and Staffing
- Financial Strength
- Tuition Rates for 2020
- Employee Handbook Revisions
- Days Closed Annually
- Expansion from 60 to 63 students (FTE) and Bathroom Bids

8. Technology Committee Report: No written report was submitted.

9. Building & Grounds Report: Verbal and written reports submitted by Teri Houston. Key points included:

- Access in front of new building/ addition of ramp
- Walkway pergola
- Lighting in the new building for special services
- Bioswale maintenance and fencing

10. Moderator's Report: Written report was submitted by Renae Boyum. Key points included:

- Update on Interim Pastor Search
- Update on Permanent Pastor Search Committee
- Sarah Averette-Phillips Ordination and reception
- Calendar reminders for May 19

11. Pastor's Report: Verbal report submitted by Rev. Paul Tellstrom.

Paul reported that there are three applicants for the current opening for lead teacher for the two year olds at ECC.

Irma has requested hiring a substitute cook as she has to fill in when the cook is absent.

**MOTION: To hire Tamar Saligan at \$15.00 as substitute cook as needed. Renae Boyum moved and Mark Allen seconded. Motion carried.**

12. MYP & Assistant Pastor's Report: Written and verbal reports submitted by Assistant Pastor Rev. Sarah Averette-Phillips. Key points included:

- Youth/Young Adults
- Worship/Pastoral Care
- Diversity and Inclusion Task Force
- Ordination

13. Administrative Pastor's Report: Written and verbal reports submitted by Administrative Pastor Steve Swope. Key points included:

- Roofing
- Fire Sprinkler
- New AED devices
- Landscape irrigation
- Patio ramp
- Bioswale Fencing

After discussion and suggestions regarding the ramp to the patio the following motion was made:

**MOTION: To move forward with construction of ramp, cost not to exceed \$5,000.00. Renae Boyum moved and Mark Allen seconded. Motion carried.**

14. Old Business:

A) Bioswale Fencing

Three bids are provided. Steve recommends using the Lowe's bid using aluminum to be installed around the bioswale.

**MOTION: To approve installing the fencing around the bioswale using the bid from Lowe's. Renae Boyum moved and Mark Allen seconded. Motion carried.**

B) Pergola

As described in the Building and Grounds report it has been determined that complete removal of the entire structure is necessary due to termites and wood rot. Wood repair and paint on ECC will need to be done where the cuts are made. Further investigation will be done for replacement of the current structure.

C) Plumer Hall Roof

Plumer Hall leaking has been fixed. Skylights installed April 12. Estimated cost \$24,700.00.

15. New Business:

Childcare for Annual Gathering

**MOTION: To approve providing childcare at the annual conference gathering using 3 staff members for up to 16 hours over 2 days at \$15.00/hr with IUCC to be reimbursed by the conference. Renae Boyum moved and Mark Allen seconded. Motion carried.**

16. Executive Session: Administration Board entered Executive Session at 9:15 pm.

17. Return to Regular Session: Return to Regular session at 9:58.

**MOTION: To approve Administration Board vote to put in DCAP plan for ECC, details to be worked out with Early Childhood Center. Renae Boyum moved and Scott Bollens seconded. Motion carried.**

18. Adjournment/Closing Prayer: The meeting was adjourned at 10:04 p.m. per motion by Renae Boyum and seconded by Scott Collens.

The next Administration Board meeting will be Monday, May 20, 2019 at 7 pm.

Respectfully Submitted,

Laura Palen, Clerk of the Administration Board