

Irvine United Congregational Church
Admin Board Meeting
October 19, 2009

Attendance: Lyle Norton, Keith Boyum, Cheryl Arguile, Frank Larkin, David Carruthers, Cindy O'Dell, Paul Tellström

Guests: Doreen Smith, Lindy Garber, Don Bjorklund, David Schofield, Michael Spindle

The meeting was called to order at 7:07 PM. Pastor Paul led us in the opening prayer.

Associate Pastor Search – David Schofield

David reported that Paul, Keith and he had discussed the new associate pastor's letter of call with the candidate, Elizabeth Griswold. The verbiage in the letter is almost identical to Paul's except that she is identified as the associate pastor.

The pertinent points of the letter are as follows:

IUCC will pay the new associate pastor's moving expenses up to a limit of \$7000.

However, as she doesn't have any furniture to move and she will probably under spend the moving allowance, Keith suggested the board might consider granting her a furniture allowance.

Salary and Housing allowance - \$55, 000 per annum (to be split at her discretion after ordination)

An additional 14% of salary is for pension annuity and medical, vision and dental insurance will be covered as well. IUCC will pay half of her social security

The terms are per the conference guidelines.

A standard five day work week with four weeks paid vacation. She is also entitled to take four three day weekends.

Paid holidays are included

She will also attend conferences and association meetings and is eligible for fourteen days of continuing education (not included as part of vacation entitlement)

Cindy O'Dell moved the board accept the Letter of Call as described with the addition that if the moving expenses are kept under \$3500 then the Board will allocate \$2500 to the candidate to be used as a furniture/household furnishings allowance. Frank Larkin seconded the motion. There was discussion. The motion passed.

Keith Boyum moved that the candidate's start date would be on November 16th or on a date mutually agreed upon by herself and the senior pastor but no later than November 23rd. Cindy O'Dell seconded the motion. The motion carried.

Reception for our new Associate Pastor Candidate – Cheryl Arguile moved we allocate up to \$1000 for providing a reception for the new candidate from the Admin Board Discretionary Fund. Cindy O'Dell seconded the motion. The motion carried.

Minutes

David Carruthers moved we accept the September minutes as written. Frank Larkin seconded the motion. The motion carried.

Child Care Center – Doreen Smith

Still need some kids in three year old class (currently at 31 full time equivalents). The refrigerator issue will be completed by November 7th. Additionally, there are some licensing issues with non preschool people using the front doors of the preschool to get to the church office. This is not allowed and can negatively impact our license.

Also, Doreen asked the Board to remind church members not to left over food in the child care kitchen – it causes problems with ants.

Building & Grounds – Lindy Garber

A church member fell on the sidewalk outside of Plumer Hall and hurt herself. It has been reported to our insurance carrier. Lindy suggests that rather than replacing the entire sidewalk, we put a large plant in the problem area so people won't trip. The Board recognizes that the Building and Grounds committee will be spending more money than they are currently allocated in the budget due to the upcoming costs of lighting in both Plumer Hall and the sanctuary. Additionally, the Building and Grounds committee will buy a large plant in a heavy pot and look into estimates for correcting the uneven pavement outside of Plumer Hall. Another safety issue is the bald spot by the coffee area. The board had a consensus to buy a tree for that area.

Financial Matters – David Carruthers

September income of \$33,000 (2K short of budget) pledge contributions exceeded budget, non-pledged was below budget. Non-pledged contributions are \$11,500 short of budget. Expenses overall are \$33,500 which is \$6,100 under budget. YTD \$311,700 income (includes WVA receipts) YTD expenses are 313,700 with a net loss of \$1900. We do have some catch up to do in the last three months of the year. Interest income is below budget on a month to month basis (due to the low interest rates currently being given by financial institutions)

Compensation is over budget in office expenses and recovering less money from the child care center. Utilities spiked in September but the treasurer hopes this will soon level out.

Early Childhood Education Center – YTD \$10,600 net loss versus \$800 of income budgeted putting us at \$11,400 negative. Hopefully, with improving enrollments, we'll make some of this loss up by the end of the year.

Cornerstone Loan – documents have been signed and sent back to Cornerstone. We're now paying our reduced mortgage amount as of 10/1/09.

2010 Budget – Paperwork sent out but only one proposed budget has been returned.

Pastor's Report – Paul Tellström

Paul's reported on a variety of topics. He preached a Stewardship sermon at Claremont UCC on 10/18/09. He also reported that Jeff Tortorelli is in the process of creating designs for IUCC that we could build as we can pay for them. Additionally, Paul has requested that before his salary is budgeted for 2010, he'd like someone in leadership to go over the conference guidelines.

Report from the Moderator – Keith Boyum

Keith helped David Schofield with the Letter of Call for the new associate pastor. He also discussed the new choir director and the challenges she might be facing. Additionally, Keith commented about ensemble music at the first service. With the advent/coming of an associate pastor, we've made it explicit we might want to add a third, non-Sunday service and this might result in more music and hence more compensation for all those involved in providing music to IUCC.

Ministries Board Update – Don Bjorkland

Mark Pettis ordination for this Sunday has been planned. October 25th is Youth Sunday and will be coordinated with the stewardship drive.

Don and Ernie Fowler went to the Southern Association meeting in San Diego. Don suggested that we elect delegates for all association/conference meetings at our next winter congregation meeting.

Old Business

None

New Business

Greek Festival Parking – we must do something to make sure they don't park and take our spots on that Sunday.

Propane BBQ donation – Two members want to donate their propane BBQ. However, we have a concern that a BBQ using propane might be a danger to the Child Care Center. The board doesn't want to accept this generous gift because we have already a policy in place prohibiting propane on the premises. Additionally, the church already has a charcoal BBQ and we don't need another one.

Next meeting - November 16th, 2009

Cheryl Arguile moved we adjourn. Cindy O'Dell seconded the motion. The motion carried.

Meeting adjourned at 9:05

Respectfully submitted,

Cheryl Arguile