

Irvine United Congregational Church
Admin Board Meeting
September 21, 2009

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

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

The meeting was called to order at 7:05 PM. Keith Boyum led us in the opening prayer.

IUCC Advocates for Peace and Justice – David Smith

David reported that on 10/10/09, IUCC will host Carl Wilkins who will speak to us about genocide. David requested that IUCC put up \$500.00 towards the expenses for this event – other institutions will come up with the rest of the money. Lyle commented that the Admin Board discretionary fund only has \$395 available for the remainder of the year. Don Bjorklund said that the Ministries Board has some money and he is willing to transfer funds (\$105) from the Ministries Board to the Admin Board Discretionary Fund. Shirley Lorenz reported that they are attempting to get other churches to help sponsor this event. Keith Boyum moved that we give \$500 from the Admin Board Discretionary Fund for the OC for Darfur event. Wayne Banwell seconded the motion. The motion carried. Keith Boyum moved the board authorize a free will offering to be taken by the OC for Darfur and all the proceeds are used for the specific purposes of the group and not hit our books. Cindy O'Dell seconded the motion. The motion carried.

Minutes

Frank Larkin moved we accept the August minutes as written. Cindy O'Dell seconded the motion. The motion carried.

Child Care Center – Doreen Smith

31.5 full time equivalents are currently enrolled in the school. Doreen Smith and the director will be taking steps in an exploratory project to determine the feasibility of becoming an 'accredited' pre-school. The project should help us improve our curriculum.

The refrigerator broke and a new one needs to be purchased. Doreen will try to find an 'industrial' model that will fit in the current space. Michael Spindle is going to get some prices for the industrial models. As this is a major purchase, Doreen requests that it be paid for out of the CCC savings account.

Building & Grounds – Lindy Garber

Lighting – the side lights are still to be done. Additionally, the lift will need to be brought in to replace the lights that are burned out in the sanctuary. Michael Spindle suggested we do the lights closer to the holiday season so the spotlights are available for

the winter concert. Lindy suggested we schedule it for 11/7/09 and we will also make this an all church work day.

Parking is still an issue with the WVA on Sunday mornings, but Michael reminded us we must handle this issue tactfully in order to be good neighbors. We will revisit the issue in the springtime – as the issue mainly pertains to the summer lifeguards parking in our spots on Sundays.

Stewardship Campaign – Renae Boyum

The Fund Development Committee has met several times and established a goal for the 2010 campaign. The FDC committee has recommended we have a goal of \$390,000 for 2010. Cheryl Arguile moved the board authorize \$390,000 for the 2010 campaign goal. Keith Boyum seconded the motion. The motion carried.

Additionally, on 10/3/09, the FDC is hosting a dinner event for the Giving Leaders of IUCC and asking them to help us move to the next financial level by making a head start on their financial pledge. Renae shared some pledge statistics with the Board. On behalf of the FDC, Renae requested the Admin Board authorize funds of up to \$400.00 for the pre-pledge campaign dinner event. Cheryl Arguile moved we allocate \$400 from the Fund Raising income line item to pay for the pre-pledge campaign dinner event. Cindy O'Dell seconded the motion. The motion carried.

Financial Matters – David Carruthers

General fund – total income for August was \$36K which was close to budget (1K over actually). Fund raiser income was increased by someone donating the proceeds from selling their car. Expenses are on budget for the month. Building & Grounds overspent for the month due to lighting issues, alarm certifications and tree trimming. Utilities spiked again in August.

YTD – confusing due to recent accounting changes but the income for YTD is \$278K close to budget of \$281K (includes 12K of WVA income) so if you adjust the WVA income out (and it wasn't in the budget) then we're short.

\$13200 net loss worse than budget. Pledged contributions are running ahead of YTD estimates. Non-pledged contributions are lagging by over \$9600.

Last year at this time, we were ahead in net income, this year we're not. Against expenditures, we're close to even for the year.

Early Childhood Education Center – Loss of \$1800 for the month. YTD total income is \$17K below budget but expenses are below budget as well. Net loss YTD is \$3900.

Cornerstone Loan (Refinancing)

Refinancing fee has been sent in (\$1200) but the documents for signature have not arrived as yet. The treasurer will phone them to follow up.

Report from the Moderator – Keith Boyum

Employee Salaries for 2010 – Keith recommended the board discuss what the policy regarding staff pay increases should be for the coming year. There was an interesting discussion on the issue with a variety of points of view being expressed.

Fund raising appeal for the Music Committee – this was discussed at the Ministries Board meeting. The committee wants to send out a letter soliciting funds for a Commissioned Piece to honor Rob Istad’s service at IUCC. Keith Boyum moved we approve a fund raising appeal for a special ‘commissioned work of sacred music in honor of Dr. Robert Istad. Cindy O’Dell seconded the motion. The motion carried.

Personnel Matters

Job Description and Employment Agreement for Interim Director of Music
Part time/Contractual Position

Copies of the agreement were given to the board and discussed. Keith moved we approve the Job Description/Employment agreement. Lyle seconded the motion. The motion carried.

Associate Pastor Search – Committee is getting close. Candidates have expressed interest in the details of the job description. This will entail revising the current Christian Education Director’s job description and rewriting that document so it doesn’t conflict with the particulars of the new associate pastor.

Window for new Associate Pastor’s office – Michael Spindle

Two bids have been obtained 1) \$2500 and 2) \$4850. The money for the window will come from the Capitol Improvement Fund. The consensus was that we accept the lower cost window bid.

Pastor’s Report – Written and distributed electronically.

Paul’s report touched on Worship and General church business. Jeff Tortorelli has been hired (at a rate of \$55 per hour for four hours work) to do drawings for the remaining chancel pieces in the sanctuary. Hopefully, the drawings will raise enthusiasm from the congregation to pay for the actual pieces. His report also included the upcoming Irvine Global Village, Family Camp, the IUCC Carl Wilkens event, the CROP walk, Associate Pastor Search Committee and the Mark Pettis Ordination on 10/25/09.

Ministries Board Update – Don Bjorklund

Assimilation Committee (temporary committee) has been formed and Walter Carnwright has been suggested as a chairperson. Cindy O’Dell moved we establish an Assimilation Committee and that Walter Carnwright serve as the interim chair (until the congregation votes to establish the committee as a permanent, standing committee). Lyle Norton seconded the motion. The motion carried.

Old Business- items already discussed

New Business

Budget packages have been sent out to those committee chairs that need to establish a 2010 budget. The packages need to be returned before the October Ministries Board meeting. The treasurer will then ask representatives of the church leadership to serve on the Budget committee.

Oct. 19th is the next meeting.

Cheryl Arguile moved we adjourn. Wayne Banwell seconded. The motion carried.

Meeting adjourned at 9:10 PM

Respectfully submitted,

Cheryl Arguile
Clerk of the Admin Board