

Irvine United Congregational Church
Admin Board Meeting
Jan 24, 2010

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

Guests: Don Bjorklund, Doreen Smith,

The meeting was called to order at 7:04 PM.

Cheryl Arguile led us in the opening prayer.

Minutes: The minutes of the December meeting were reviewed. Wayne Banwell moved we approve the minutes. Frank Larkin seconded the motion. The motion carried. The motion to approve covered both the December Minutes and the Addendum to the December meeting.

Child Care Center – Doreen Smith

Bids will be coming from various playground equipment manufacturers for equipment and these bids will be presented at the March or the April Admin board meeting. The bids will include costs for both new equipment and redoing some of the yard surfaces. 2011 is the 25th anniversary of the preschool and Doreen wants to liaise with the church staff to find a suitable date for a celebration. As part of the anniversary party, Doreen suggests we offer tuition discounts for church families.

Financial Matters – David Carruthers

Year 2010 ended with a better bottom line result than anticipated and better than budgeted with \$499,300 income against budgeted expenses of \$500,600 (a \$1200 net loss). We didn't achieve the budgeted amount of the pledged /non-pledged contributions however, we under spent on expenses.

Early Childhood Education Center – the increase in tuition fees and the pickup in registration meant we ended 2010 with \$374,200 in income and expenses of \$368,700 resulting in a \$5400 net income overall.

Building and Grounds – Gene Price

A chair needs to be repaired and will be taken care of soon.

Sanctuary lighting will be checked and Gene will report back to the board.

The patio lights in the walkway will be fixed.

The timer for the lights doesn't appear to be working properly and Gene will look into this as well.

Report from the Senior Pastor – Elizabeth Griswold for Paul Tellström

Pastor Paul's report covered Staff and Programs and Worship/General topics. The year ended with 43 new members and two members re-affiliating.

Report from the Associate Pastor – Elizabeth Griswold

Pastor Elizabeth brought a number of topics up for the board; Youth and Young Adults Coordinator job description could be two positions with separate job descriptions; instead of one job of twenty hours it would be split into two jobs of ten hours. Pastor Elizabeth provided job descriptions for each position. Additionally, she provided a job description for a music leader and a brief job description for the accompanist for the third service. The Music Leader/Accompanist positions expenses would be part of the costs already allocated for a third service. We currently have a candidate for both the Music Leader position and the Young Adult Coordinator (hours would be specifically defined as the pay grades for each position are different). General consensus of the board is that Pastor Griswold should go ahead with the third service/staffing plans as presented with approval to split the Youth/Young Adult coordinator positions and approval of the drafts of the job descriptions. \$1000 will come from the Admin Board reserves. The estimated costs for the third service were presented to the board. Pastor Elizabeth wants the congregation to be involved and supportive of the third service.

Report from the Moderator – Keith Boyum

Next newsletter deadline is Feb. 1

Long Range Planning Report Recommend: recurring agenda item to discuss course of action to long range planning task force for facilities improvement will be launching soon. Additionally, the report calls for us to get in touch with both the denomination/and an architect to determine/project what the campus should look like in ten years.

Ministries Board Update - Don Bjorklund

Feb meeting will be on Feb 7th, not Feb 14.

On the Feb 13th, Don will represent IUCC at the Southern Association of the Southern California Nevada Conference Meeting in La Jolla, CA

Long Range Planning Task Force Report – Lyle Norton

The goals/objectives of the recommendations of the LRPTF will become a standing agenda item for the Admin Board so that we can insure we're moving forward. Lyle passed out a grid of the goals/objectives approved by the congregation and detailing the specific recommendation from the Task Force, who is responsible for the task, when it should be accomplished and a spot for notes.

Old Business

Recap of Winter Congregational Meeting – Keith Boyum

Keith commented that the meeting went very well because we are keeping the congregation informed about everything that is happening. The budget forum, the on line availability of the Long Range Task Force Recommendations, etc, have insured that people had access to information about the items dealt with at the meeting.

New Business

Bylaws Update

In our previous congregational meeting we approved changes to the bylaws. This hasn't been changed on our documents and this needs to be dealt with as soon as possible.

Additionally, the moderator had a request for an organization chart.

Keith Boyum recommended a task force of a few people be formed to insure the bylaws are changed and that same task force also does an organization chart.

Policies and Procedures need to be implemented as well.

Staff reviews need to be started

Doreen Smith is going to find out how long Heidi Wilcox has been our bookkeeper and we need to honor her years of work.

We also await the Office Administrator's report on the insurance/non profit status of the Mosque and hope it will be here next month.

The next meeting is on Feb. 28th.

Cheryl Arguile moved we adjourn. Wayne Banwell seconded the motion. The motion passed.

The meeting adjourned with prayer at 8:30.

Respectfully submitted,

Cheryl Arguile