

Irvine United Congregational Church

Admin Board Minutes

December 12, 2011

Attendance: Cindy O'Dell, Keith Boyum, Pat Sauter, Greg Guth, Paul Tellstrom, Elizabeth Griswold, Wayne Banwell, Frank Larkin

Guests: Doreen Smith

The meeting was called to order at 7:06 PM

Keith Boyum led us in the opening prayer.

Minutes: The minutes of the November meeting were reviewed. The minutes were adopted as written.

Reports:

Early Childhood Center: Doreen Smith

- Doreen reported a full staff and 37 enrollees.
- The "bench project" will be drafted and presented to the Admin Board for review.
- Holiday show will be 12/16/11.

Building and Grounds: Gene Price

- Gene was not present but submitted a written report.
- Need to replace several florescent fixtures and bulbs. Bulbs were replaced but three fixtures need replacement. Doreen reported that the three fixtures are actually fine, but ballast needs to be fixed on lights in the parking light.

Ministries Board: Pat Sauter

- Nothing to report.

Financial Matters: Greg Guth

- We had a small loss for the month of November. Revenue was under budget by \$6,674; while expenses were below budget by \$5,735, for a total “loss” of \$939. Year-to-date the Congregation is still at a net loss of \$38,495. Pledged contributions are behind by \$30,890, when compared to budgeted amounts.
- The Early Childhood Center continues to generate income and has net income year-to-date of \$34,100.
- The Board discussed individual financial items.
- Greg reported that December’s collections are better than average, which will help us out.

Moderator’s Report: Keith Boyum

- Keith deferred discussion to “old business.”

Report from the Pastor: Dr. Paul Tellstrom

- Paul discussed his written report, distributed to the Board.
- Stewardship – pledges are currently at 93% of the goal. We currently foresee coming close to the budgeted amount of \$405,000 (less than the goal of \$415,000).
- We added 20 new members in 2011.

Old Business

- 2012 Budget. The Board discussed the 2012 budget. For the first time in several years, the parking contribution from Woodbridge Association will be budgeted as income instead of reserves. In addition, \$14,825 is proposed to be transferred from reserves to cover one-time expenditures. (This was discussed at the November Admin Board meeting. Please refer to those notes for details.) Overall, the budget shows a deficit of just under \$4,000. (After discussion among the Board members, the deficit was reduced to \$400.) There was discussion regarding funding for music. The consensus was that time constraints prevented further changes for the initial 2012 budget (the one to be presented to the Congregation at the January meeting), but that we could have an “updated” budget discussion at the May Congregational meeting. (The Admin Board would address music, and other potential changes, in March 2012.)
- Elizabeth discussed the Ministry for Young People 2012 plans. The Board also discussed the role of Sunday School Coordinator, and decided to eliminate the position from the 2012 budget while adding \$2,500 to the Admin Board discretionary funds, to be released in the third quarter based on Elizabeth’s recommendation to the Board at that time.
- The Board reviewed the Early Childcare Center 2012 budget. ECC will contribute \$42,000 to the IUCC General Fund in 2012. Total budgeted revenue is \$447,440 and budgeted expenses (including IUCC General Fund contribution) are \$444,921, showing a budgeted surplus of \$2,075. (Note that surplus does not include \$3,700 CA payroll tax expense.) Keith moved that the Board accept the ECC budget as discussed, with discretion to the

Treasurer and Doreen to make changes up to one percent to the approved budget. Seconded by Cindy. The Board approved the motion unanimously.

- Frank moved that the Board accept the Congregation Budget as amended, and give the Treasurer discretion to make changes of up to one percent to the approved budget. Seconded by Wayne. Carried unanimously.
- Keith discussed the agenda for the upcoming January Congregation meeting. He pointed out that the Bylaws are silent as to who drafts the agenda; but he took on the responsibility. (The Board agreed with his decision.) The agenda includes a discussion of the 2012 budget and a discussion of the Building Task Force report. The Board discussed the order of the agenda, and the Building Task Force report was moved to just after the Moderator's Report. Nick moved that the agenda be accepted as amended. Frank seconded, and the motion carried unanimously.
- Keith discussed the Building Task Force report. The Building Task Force has approved the Phase 1 estimated costs and a summary was distributed to the Admin Board for review. Estimated Phase 1 costs equaled \$1,722,000, including \$1.2 Million for the actual building cost, plus associated expense items (including contingencies). The salient point is that the Congregation will be committing only to the first \$7,000 (capital campaign readiness consultant). The Congregation will have further opportunities to approve expenditures over the three-year Phase 1 capital campaign, should it be undertaken. The general consensus of the Board was that the Building Task Force plans should be put forward to the Congregation.
- Keith discussed his written financial status report (currently in draft form). It recapitulates discussion points from above, plus adds details. This written report will be made available for the January 8th meeting but will not be included in the January 15th budget package.

New Business

- Elizabeth discussed plans for the 3rd Service (Bread for the Journey). It was proposed that the 3rd Service be put on hiatus, as far as worship, and, instead transform it into a young adults discussion/community group (similar to a Comma Group). Elizabeth would like to make some shifts in the 2012 Budget based on this proposed 3rd Service transformation. Those adjustments were discussed and approved by the Board.
- Next meeting January 16th. (There is also a Budget meeting on January 8th and the Congregation meeting on January 15th.)

Nick moved to adjourn and Pat seconded the motion, and so the meeting was adjourned at 8:58 PM after a prayer by Pastor Tellstrom.

Respectfully submitted,

Nick Sanders
Clerk
Administration Board