

Irvine United Congregational Church  
Admin Board Meeting  
Dec 20, 2010

Attendance: Lyle Norton, Keith Boyum, Cheryl Arguile, Paul Tellström, Wayne Banwell, David Carruthers, Elizabeth Griswold, Cindy O'Dell

Guests: Don Bjorklund, Doreen Smith, Michael Spindle

The meeting was called to order at 7:14 PM.

Pastor Paul led us in the opening prayer.

Minutes: The minutes of the November meeting were reviewed. Wayne Banwell moved we approve the minutes. Cindy O'Dell seconded the motion. The motion carried.

Child Care Center - Doreen Smith

Final Budget has been submitted to the committee and reviewed. Income is \$412,293 against expenses of \$405,914. Projected profit is approx. \$5000. The budget includes a salary increase for the staff of 2% however; the insurance rate for the CCC is still pending.

Financial Matters – David Carruthers

November is the 3<sup>rd</sup> consecutive month of net income. \$43,200 revenue with a spike in pledged and non - pledged contributions. Expenses have been pared down and we've whittled away the loss to date of \$11,900 (down \$4100 since end of Oct). Budget variances are the same as in previous months.

Child Care Center – had a very good month with an increase in registration and tuition fees. Total income is over budget by \$700 and overall expenses are down.

2011 is the 25<sup>th</sup> anniversary of the founding of the Child Care Center and Doreen Smith suggested the church honor this milestone. She will be forming a task force to make plans for some type of appropriate event.

Report from the Associate Pastor – Elizabeth Griswold

Pastor Elizabeth's report covered the Worship Innovations Task Force, Ministry for Young People (with details on recent and upcoming events)

Progressive Christians Uniting – that meeting has been changed to 4<sup>th</sup> Thursday of the month.

Clergy and Laity United for Economic Justice – need support for local campaigns on economic justice. (Embassy Suites in Irvine)

Pastor Elizabeth will be presenting a report to the congregation at the Winter Congregational meeting on ideas/recommendations for a third service.

William Sommerville has resigned and will be leaving us Dec 31<sup>st</sup>. We now will be searching for someone new and Martha Selby has offered to help us find another appropriate candidate.

Photo Release form – Pastor Elizabeth gave us a photo release form that we'll use when outside groups/media cover our activities. Parents would be asked to sign the form at some appropriate time/or as events happen. This is part of our 'safe church' program. Additionally, we will only identify children by their first names when outside media is covering our events. Cheryl Arguile moved we adopt the photo release form as written. Wayne Banwell seconded the motion. The motion carried.

#### Senior Pastor's Report – Paul Tellström

Pastor Paul's report covered Staff & Programs, Worship & General Church matters and Stewardship.

The music department has been tasked with planning a 'thank you' for Jill Brenner who is leaving us in January.

Stephen Ministry Training is going well.

Donna Norton's family has donated \$3000 for a memorial and this will be used to help fund the new altar.

Long Range Planning Task Force is considering ways to help increase first service attendance.

#### Moderator's Report – Keith Boyum

Long Range Planning – There is a meeting on January 9<sup>th</sup> to discuss the recommendations in the report.

Buildings Innovations Task force – will gear up after the first of the year.

Worship Innovations Task Force – this is underway and chaired by Anne Rosse – report to the congregation will be done for the Winter Congregation Meeting

Finances – Stewardship topped \$390,000.

#### Ministries Board Update Don Bjorklund

On 12/5/10 Don represented IUCC at a Southern Association Ecclesiastical council.

#### 2011 Budget – David Carruthers

The treasurer proposed that the balance sheet of the General Fund be cleaned up early in 2011 by applying, where deemed appropriate, some Unexpended Designated Contributions as detailed in Note 5 of the Balance Sheet to offset related expenses in the 2011 budget. This would create a line item in the 2011 Budget for Provision for allocation of Unexpended Designated Contributions \$5,600.

David passed around the 2011 budget packet.

Income is projected to be \$410,00 (Pledges are at \$395,600)

Expenses – compensation of permanent staff budgeted with 2% increase from April 2011.

Congregational Care budget increased by \$1,300 – increase is related to the Stephen Ministry training & expenses.

Ministry for Young People – 10% cross the board reduction in projected expenses.  
Allocation of Unexpended Designated Contributions is \$5,600

Old Business – 2011 Budget

Rental Income - Michael Spindle reported on the difficulty of getting insurance/non-profit status tax information from the representatives of the Mosque. After a discussion the Board asked Michael to make it clear we need these documents and to give them a deadline. The board then discussed other ideas for insuring that the hand of friendship is extended to the mosque. Michael will report back to us next month.

The board discussed raising the Fund Raisers Line Item to \$6,000 instead of \$1,500. Additionally, the Fund Raising figure for the current year will be adjusted to include the income from the Winter Solstice Concert and the annual Christmas Gift letter funds.

David Carruthers proposed the Admin Board accept the ‘third cut’ proposed budget to be presented to the congregation at the Winter Congregational Meeting with a \$7800 dollar net loss projected for 2011. This version included a change for the Stephen Ministry that would permit some spending in 2010 with a corresponding smaller allocation in 2011. The board discussed the budget and thanked David for all his hard work. The budget including the referenced change was adopted by consensus, and will be presented to the congregation.

New Business

Inactive List – Michael Spindle notified the board that he would be sending out letters to members that have not participated in church life for the past year. The letters give these members the chance to let us know if they do not wish to be considered ‘Inactive’. There are twenty one people that will be receiving these letters. Cindy O’Dell moved we authorize the church administrator to send ‘inactive list’ letters to the appropriate individuals. Cheryl Arguile seconded the motion carried.

The next meeting will be January 24<sup>th</sup>, 2011

Cheryl Arguile moved we adjourn. Wayne Banwell seconded the motion. The motion carried and the meeting adjourned at 9:05 PM.

Respectfully submitted,

Cheryl Arguile

