

Irvine United Congregational Church  
Admin Board Meeting  
January 20, 2009

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

Guests: Doreen Smith, Don Bjorklund, Michael Spindle, Jenna McCarty

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

Minutes: The December minutes were corrected as follows: on page 3 at the end of the 2010 Budget, add the words "The motion carried." to David Carruthers motion. Cindy O'Dell moved we accept minutes as revised. The motion carried.

Building and Grounds: Guest Jenna McCarty

Jenna discussed the possibility of composting on the IUCC campus. She asked the board if it would be possible to have a compost bin on site if there were a group of people to maintain the bin. The board asked our guest to write up a small item for Michael's weekly message to see if anyone was interested in doing this/taking on the maintenance of the task.

Pastor Elizabeth told the board that the UCC denomination has a "Whole Earth" program and that churches are encouraged to support. She suggested that a compost area on campus might tie in with that very nicely. She will give the board a more comprehensive report at our next meeting.

Doreen Smith wanted the board to recognize the wonderful job that Lindy Garber did on the patio lights/new beams supporting the patio.

Child Care Center – Doreen Smith

There have been several new children enrolled in the preschool as well as sixteen parent tours of the school. If the parent tours result in additional pupils, we wouldn't have to hire any additional staff (thus not raising our expenses) but we would increase our income.

Financial Matters – David Carruthers

David reported we ended the year in the black by \$1000 which compares to a budgeted loss to the year of \$6300. Total contributions came in almost spot on to budget (\$1126 under).

There is a positive variance in rental income due to the WVA rental income. Interest income is down as compared to budget Expense area is under budget due to hiring of our associate pastor much later in the year than anticipated.

Office compensation is over budget as is music, admin board discretionary fund and utilities. The Early Childhood Education Center had a loss of \$32,083 however; this loss was offset by expense reductions (primarily in personnel).

2010 Budget – The 2010 Budget will be presented to the congregation at the Winter Congregational Meeting. Keith Boyum had a budget forum meeting this past Sunday at the church and discussed a number of issues.

Music Committee: Microphone & Stand

Keith Boyum received a proposal from the Connie Jones, Chair of the Music Committee to spend \$769 for a new microphone (and a stand). However, our sound person, Jim Raver might have another solution to our need for acoustical improvements which might include the new microphone and stand. Pastor Paul commented that the stand wouldn't need to be included in the sound improvement. The music committee was hoping there might be a designated gift for the purchase of the needed items and the board asked Michael to investigate this further. Paul is going to ask Jim Raver for his suggestions regarding the sound system upgrade. Wayne Banwell suggested we have a look at purchasing an entire new sound system rather than do piecemeal upgrades. Lyle Norton commented that the stand can be separated from the sound system upgrade. Keith said he would go back to the Music Committee chair with the information that we want more input from Jim Raver before we make any decisions about the sound system.

Report from the Pastor: Pastor Paul Tellström

Paul gave us a leaflet published by the Southern California Nevada conference which explains what “Our Church’s Wider Mission” actually does.

His pastor’s report touched on a variety of topics:

Worship and General – Pastor Elizabeth’s ordination was an amazing and beautiful event. Our Pastor Emeritus, Fred Plumer will be preaching on 1/24/10 and there has been an upsurge in families coming to the church.

Attendance has increased and Paul is anticipating we might need extra seating in the sanctuary. However, we do have an issue with where we could store additional seats. The board discussed the merits of purchasing our current style of chair or stackable ones. Paul reminded the board that there is money set aside for sanctuary improvements and we can purchase what we need. The consensus was that the flexibility of stackable chairs is the best way to go.

Ministry Board – discussions ongoing about how to train leadership now that we’re a growing congregation. We want to encourage and empower our leaders to open up the ranks and make sure each ministry has at least four members.

Memorial Funds – our designer, Jeff Tortorelli, has dropped his price again to build us a pulpit (phase one of the sanctuary improvement plan). Phase two is the building of an altar (to be done at a later date). The board discussed the best way to fund these improvements – whether to take the money out of designated memorial funds or to have fundraisers, etc. We currently have the money for the pulpit but the Architectural Committee needs to put in place a plan to pay for phase two and present that plan to the board. Lyle Norton moved we have Paul move ahead with the purchase of the pulpit in conjunction with the existing Architectural Committee - with the target date for the unveiling to be Palm Sunday 2010. Cindy O’Dell seconded the motion. The motion carried.

PCU – Progressive Christians Uniting Big Gala is 2/15/10. All are welcome and tickets are available.

Conference Minister Search Committee – The search is ongoing and the committee hopes to have a candidate for the annual conference in June.

Associate Pastor's Report – Pastor Elizabeth Griswold

Elizabeth's report covered a number of items. Christmas Wrap up, the new curriculum for the Sunday school, her ordination/installation service, the Task Force on Ministry to Children, Youth, Young Adults, and Young Families.

Elizabeth reported that we currently have enough teachers to serve the Sunday school.

Report from the Moderator – Keith Boyum

The Search Committee for a new Director of Music – the makeup of this committee was discussed at the last Admin board meeting. Since then the Coordinating Council has considered the following changes: Jim Hamilton was named as a candidate for the Search Committee but will be unable to serve. Pam Blaine is named as his replacement. Laura Long and Martha Selby were recommended/volunteered to serve in addition to the people named at last month's meeting.

Keith passed out a comparison of compensation packages broken down by region/size of church/education level of candidate, etc. Keith recommends we use this document as a reference to give to the Search Committee. Additionally, our salary levels for this position appear to be at the top of the range. Keith will move forward with the committee in the hiring of a Director of Music.

Long Range Planning Task Force – Coordinating Council and the moderator are moving ahead with putting together the Long Range Planning Task Force. To date, David Schofield, Lindy Garber, Renae Boyum, Kathy Saylor, Yvette Hill, Laura Kemp and Francesca Cancian have volunteered to serve on this Task Force. Cindy O'Dell asked for a time frame and Keith replied that their work should be completed by Sept. 2010. Lyle Norton requested that the Task Force give us updates on their progress on a regular basis.

Advocates for Peace and Justice Facilities Usage – Frequently, the Advocates want to use our facilities on very short notice for a variety of groups. We must make certain that anytime the Advocates use our facility that we insure they are acting as an officially sanctioned/sponsored church event under the auspices of whatever ministry is sponsoring the group.

Lyle Norton asked that at the next Ministries Board meeting everyone be reminded there is a process for using IUCC facilities.

Congregational Meeting – Sunday, Jan 24<sup>th</sup>.

Ministries Board Update – Don Bjorklund

The board met last Monday. The Assimilation committee met on Wednesday and put together a package of information for people who have volunteered to help guide new members into the church. The name "Assimilation" committee will probably be changed.

Information sheets will be sent to all Ministry chairs to help/encourage people to participate in church life.

Old Business

Utility review – Michael Spindle – we’re having an energy audit on this coming Friday to help us improve our energy usage. Additionally, we’ve been reading our meter along with the meter reader and we now have the formula for computing the rate of energy consumption/cost.

New Business

David Carruthers suggested we might want to change our Admin Board meetings to the third Wednesday of the month rather than the third Monday. However, it looks as if Wednesday is already pretty full of activity and it would be difficult to make this change.

Next meeting is Monday, Feb 22<sup>nd</sup>.

Cheryl Arguile moved we adjourn. Frank Larkin seconded the motion. The motion carried.

Meeting adjourned with prayer from Pastor Elizabeth at 9:07 PM

Respectfully submitted,

Cheryl Arguile  
Clerk of the Admin Board