

Irvine United Congregational Church  
Admin Board Meeting  
Nov 15, 2010

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

Guests: Don Bjorklund, Doreen Smith, Michael Spindle

The meeting was called to order at 7:06 PM.

Pastor Paul led us in the opening prayer.

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

Child Care Center – Doreen Smith

Doreen has done a draft of the 2011 Child Care budget but she is still awaiting final numbers for the cost of Workman's Compensation and the final medical insurance costs. She'll present the final budget shortly. Personnel issues have been resolved.

Financial Matters – David Carruthers

IUCC had net income of \$900 in the month compared to a budgeted loss of \$300. October was helped by having five Sundays. Pledged giving was on budget while non-pledged was \$1300 over the budgeted amount for the month. Expenses had the same major negative variances as in past months – pastoral compensation and utilities. Buildings and Grounds was under budget for the month. YTD income is \$399,700 with expenses of \$415,700 which is actually \$6500 below budget. However, net loss to date is \$16,000 which is \$12,700 worse than budget but pledged and non-pledged income have picked up in the last couple of weeks.

Michael Spindle announced we received a credit amount of approx \$1083 from the utility company (Edison) over the disputed electric bill from August.

Early Childhood Education

The center had a \$400 net income. Tuition fees in the month exceeded budget by \$1900. YTD loss has been reduced to \$700 compared to a budgeted net income of \$600. Expenses are slightly over budget YTD by \$1800 which created a negative variance of \$1300.

Balance Sheet activity consolidation to General fund

David explained that this is an accepted accounting method of using our undesignated financial assets/items to reduce the liabilities on our General Fund balance sheet.

The motion for changing our insurance carrier was conducted by email vote and the motion was approved by the board.

#### Building & Grounds – Gene Price

Gene reported his committee had met and come up with a 2011 budget in the amount of \$51,200.

Lyle requested the timer for the lighting outside the sanctuary be adjusted so the lights come on earlier in the evening. Michael will check and see if these lights are even on a timer.

November workday was a big success with the replacement of light bulbs on the ceilings of the sanctuary and Plumer Hall (thanks to Cindy O'Dell and Scott Rychnovsky).

Two spotlights in the sanctuary were defective and this will be corrected the next time the lift is rented (the cost for this is \$300).

Insulation job for the Child Care Center has been completely installed.

Timer for the patio lights is inoperable. Gene will replace the battery and see if that fixes it.

#### Report from the Senior Pastor – Paul Tellström

Paul's report covered Staff and Programs, Worship and General church matters.

#### Moderators Report – Keith Boyum

Keith reported the date of the Winter Congregational Meeting needs to be moved to accommodate two forums on church meetings. That takes a motion from both Boards. The Ministries Board adopted the motion on 11/8/10.

Long Range Planning – Publication of the Prologue from the LRP report is scheduled to be rolled out in the December IUCC newsletter.

The congregational forum to discuss the recommendations of the Task Force is scheduled for January 9<sup>th</sup>.

Worship Innovations Task Force – this is underway and chaired by Anne Rosse.

There is a budget consideration here in that if we move forward with a third service, this will incur some additional costs that would need to be in the 2011 budget.

Buildings Innovation Task Force – this is called for by the Long Range Planning Task Force and would also incur costs; we'd need to hire an architect and plan for the addition of office/administrative space. Another consideration would be rebuilding the Child Care Center and/or Plumer Hall.

#### Ministries Board Update – Don Bjorklund

Don will be attending a UCC Ecclesiastical conference where there are two candidates for ordination on Dec. 5<sup>th</sup>.

#### Old Business

2010 Personnel reviews are completed.

2011 Budget – David Carruthers

David recommended we create a Budget Review committee for 2011. He also reported he hasn't received input from the Congregational Care Committee, the Worship Committee, the Stephen Ministry and the Assimilation Committee.

He also wrote to Cornerstone and spoke to them on the phone – there is nothing to be gained by modifying our current loan. He suggested that IUCC consider approaching Cornerstone to discuss any future needs we may have for financing our physical expansion.

David recommended the Budget Review Committee get together the first Wednesday in December to go over the 2011 budget.

New Business

Approval of job descriptions of Choral Intern & Apprentice

Cheryl Arguile moved we approve the job descriptions for the Choral Intern and the Choral Apprentice. Frank Larkin seconded the motion. The motion carried.

Keith Boyum moved we approve moving the Winter Congregational meeting to January 23<sup>rd</sup>. Cindy O'Dell seconded the motion. The motion carried.

The next meeting will be on Dec 20<sup>th</sup>.

Cindy O'Dell moved we adjourn. Frank Larkin seconded the motion. The meeting was adjourned at 8:25

Respectfully submitted,

Cheryl Arguile  
Clerk of the Admin Board