

Irvine United Congregational Church

Admin Board Minutes

November 21, 2011

Attendance: Cindy O'Dell, Keith Boyum, Pat Sauter, Greg Guth, Martha Selby, Paul Tellstrom, Wayne Banwell

Guests: Michael Spindle, Lyle Norton, Gene Price

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 offered two small corrections and the minutes were adopted as corrected.

Reports:

Technology Committee: Lyle Norton

- Plumer Hall Video System has been installed; developing a quick "User's Guide"
- Main Sanctuary is being worked; Jim's Music (Tustin) has been asked to give a plan on the following enhancements (cost will be \$250 for an evaluation and go-forward plan). This will happen before year-end.
 - Microphones
 - CD recording system/enhance sound quality
 - Video capture/distribution equipment
 - Projection
 - Hearing assistance (need focus group on this issue)
- The Board discussed timeframes and funding. Keith Boyum offered a motion to fund up to \$3,000 from the Capital Improvement Fund (in line with Lyle's presentation), seconded by Nick Sanders and carried unanimously.

Early Childhood Center: Doreen Smith

- Doreen was not present but Michael stated that the Center will be accepting three new part-time children starting in January

Building and Grounds: Gene Price

- The budget has been prepared; submitting a 4 percent decrease from last year.
- Some miscellaneous repairs were made to the Childhood Center.
- Need to replace several florescent fixtures and bulbs. Bulbs in the patio to be replaced before the December 11th choir presentation.

Ministries Board: Pat Sauter

- Vacancy in the Fellowship Ministry; to be filled by Lindy Garber

Financial Matters: Greg Guth

- We had a net income for the month of October, reversing the trend of the past months. However, year-to-date the Congregation is still at a net loss of \$36,973. Compared to last year, we are \$5,797 behind where we were at this point—i.e., pledged contributions are behind by \$27,856, when compared to budgeted amounts.
- The Early Childhood Center continues to generate income and has net income year-to-date of \$39,977.
- Notwithstanding the foregoing, the Congregation has more than \$200,000 in assets (cash, money market accounts, and short-term investments).
- Greg also reported on the activities of the Budget Committee. He noted that the Committee would meet again on Wednesday 11/30. Michael stated that, currently, the Congregation has \$355,600 in 2012 pledged contributions. Based on a high-level analysis, the Board was cautiously optimistic that the Congregation would end up pledging approximately \$400,000 vs. a goal of \$415,000.

Moderator's Report: Keith Boyum

- Leadership meeting at the Boyum's December 19th.
- Building Task Force to meet again in early December, to reach consensus and prepare a report to the Congregation.
- Keith discussed some personal thoughts on 2012 budgetary issues. The Board discussed how much reserves should be carried and whether it might be time to use some of the existing reserves for one-time expenditures, such as a new IUCC video, the building campaign consultant, and some new office equipment. In particular, the Board discussed whether the Woodbridge Association annual payment of \$8,000 might be taken to income instead of to reserves in 2012.
- The Budget Committee will bring its recommendation to the Admin Board at the next meeting.

Report from the Pastor: Dr. Paul Tellstrom

- The Board discussed Pastor Paul's written report. No actions were taken.
- Choir concert will be December 11th.
- Winter Meeting will be January 15th.
- The Board discussed the pending dispute regarding use of the phrase, "Bread for the Journey". A draft letter was reviewed and discussed. Martha moved that it be sent as drafted, it was seconded by Wayne, and the Board approved the motion unanimously.

Old Business

- None

New Business

- Michael discussed a recycle program for toner cartridges, PDAs, and small electronic items. He is looking to establish a post-Christmas electronics recycling collection point, in collaboration with Waste Management. The collection point would be open to the community and might generate revenue for the Congregation. Michael would like to have the collection on January 14th. He needs about 12 volunteers to man the tables for about 5 hours each. This will be included in the next Congregation newsletter.
- Next meeting December 12th.

Martha moved to adjourn and Wayne seconded the motion, and so the meeting was adjourned at 8:41 PM.

Respectfully submitted,

Nick Sanders
Clerk
Administration Board