

Irvine United Congregational Church
Admin Board Minutes

June 20, 2011

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

Guests: Don Bjorklund, Nick Sanders, Doreen Smith, Martha Selby

The meeting was called to order at 7:07 PM

Pastor Paul led us in the opening prayer.

Minutes: The minutes of the May meeting were reviewed. There were no corrections or additions and the minutes were adopted as written.

Building and Grounds: Gene Price

Gene contacted an A/C service person who confirmed he's willing to give us a discount for upcoming service calls.

Additional clean up will be done around the preschool.

Cindy O'Dell commented that one of the doors still needs to be repaired.

Child Care Center: Doreen Smith

So that appropriate tuition rates for September can be assessed, Doreen passed out Child Care Center financial statements detailing tuition rate comparisons with local preschools. She suggests a rate of \$1030 per month for 2year olds and \$970 for pre schoolers. This puts us a bit below the local average and lets us be competitive.

We have new children enrolled for the fall (equivalent of 36 full time students) and they will replace the preschoolers who are moving up. We do have room in the 2 year old class

Doreen explained the methodology she used to do the budget for the remainder of the year and with the increase in tuition, we should end up in the black.

Doreen recommended that the two teachers that didn't get a salary increase in January (they hadn't been here long enough to qualify) be given an increase in line with the other teachers.

Cindy O'Dell moved we give the salary increase as described and recommended by Doreen.

David Carruthers seconded the motion The motion passed.

25th anniversary celebration of preschool - this will be done this Sunday and Doreen commented that she is going to use her miscellaneous fund to reward certain staff members with a small monetary amount. The monetary amount will be net, not gross.

Financial Matters: David Carruthers

May had five sundays and that gave us a leg up on the financials. We're ahead of budget on contributions for the month. Expenses for May were under budget for the month. Compensation category for Christian Ed & Music were over-budget for the month.

YTD we're still under-budget by \$21,600 in contributions. However, expenses are under-budget by \$8800. Costs for the third service is over-budget through the end of May.

Net income YTD is negative \$15,700 but that is usual for this time of year - so this will hopefully even out as the year progresses.

Early Childhood Center continues to be a bright spot income wise.

Report from the Senior Pastor: Paul Tellström

Paul's report detailed who will be in the pulpit during his half - sabbatical.

We will be putting together a new CD of the church to give out to prospective new members.

Susan Sherman is putting together an estimated cost for producing a DVD for IUCC.

The Annual gathering of the Conference was also a great success.

Global Mission Church - The conference passed a resolution urging all of our churches to become "Global Mission Churches" and Paul wants to assemble a group of church members to examine what this would mean for us.

Stephen Ministry - This looks like a very successful program and going forward, we will need more Stephen Ministers to be trained.

Three new members have joined the church.

Report from the Moderator: Keith Boyum

Building Task Force - they will meet to review modular construction examples/possibilities.

Keith briefly went over the options possible for relocating the child care center and the office/admin functions:

1) temporary modular building or 2) work a deal with St. Paul's to rent from them. Their opening bid is \$2500 per room per month plus utilities. However, we're not at a point to begin negotiations. Task Force has discussed potential of putting a one story building in part of the parking lot and work from there. The Task Force will meet again on July 13th to see a presentation from a modular building provider.

The Task Force has also had conversations with a UCC office in St. Louis that helps congregations produce fund raising efforts. For a modest cost of around \$7000- she will come in and evaluate our readiness for a Capital Campaign. A campaign would be in the range of 1.3 to 1.5 million dollars. The estimate for the UCC to chart/monitor a capital campaign would be around \$55,000.

The nature of a capital campaign is to have a three year pledge from individual congregation members for specific amounts of money.

Leadership retreat is June 25th/June 26th. The themes are: evaluating IUCC long range plan (how have we done) and how to engage volunteers.

Family Promise - Idea of hosting unhoused families has caught some serious interest in the congregation and we are now at the point where we're deciding whether we can actually host them physically or whether we'd just be serious supporters. This will be put to the congregation to see if we can get the required number of volunteers needed to do this properly (we'd need between 35 and 50 people). Additionally, we'll check with the city of Irvine to see if our Conditional Use Permit will allow us to do this.

Ministries Board Update: Don Bjorklund

Two of the biggest topics at the board meeting were the Family Promise issue and Susan Sherman's presentation about CD/DVD's for the church. The Ministries board consensus was that it might be best to take a support role for the Family Promise rather than a host role.

Old Business

Bylaws update - Don Bjorklund

Don has done the writing work and sent the material to Lyle Norton and Michael Spindle for uploading onto the web site.

Staff Reviews - Both ninety day reviews for new staff are scheduled to be completed soon.

All other staff reviews are either scheduled or completed.

New Business

None

Next meeting is July 18th, 2011

Cheryl Arguile moved we adjourn and Wayne Banwell seconded the motion. The motion passed.

The meeting adjourned with prayer at 8:35

Respectfully submitted,

Cheryl Arguile

Clerk of the Admin Board