

Irvine United Congregational Church

Administrative Board Minutes

October 21, 2013

Attendance: Mark Allen, Jerrod Anderson, Wayne Banwell, Lindy Garber, Frank Larkin, Jerry Price, Martha Selby, Paul Tellstrom, Pat Sauter  
Guests: Matt Mirmak, Matt Redman

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

The opening prayer was led by Pastor Paul.

Minutes: Jerry moved approval of the minutes after proposed revisions; Mark seconded. The revised minutes were approved.

**Reports:**

Boy Scout Sponsorship: Matt Mirmak

- Matt Mirmak submitted a request to the Board (attached) for IUCC sponsorship of a Boy Scouts unit. There is a \$40 sponsorship fee, which would cover us under Boy Scouts of America insurance.

Moderator: Anne Rosse

- Anne was not present but distributed a written report in advance (attached).
- Martha reviewed Anne's report, highlighting her thanks to church leadership for their \$135,000 in campaign pledges.

Treasurer: Mark Allen

- Mark noted that we are in a good position financially; however, based on previous pledge revenues, there was concern that a \$431,000 pledge budget is a stretch for the congregation.
- September was a very good month financially, with a positive variance of \$22,500 to budget.
- As of September we have a positive year-to-date net income of \$33,400; compared to the budgeted loss of \$22,700, this results in a positive variance to budget of \$56,100. \$46,500 of this variance is in the ECC, which is \$21,800 above budget in revenue and \$24,700 below budget in expenses.
- Our year-to-date non-pledged contributions of \$43,365 already exceed the annual budget of \$40,000.
- We are exploring whether it is possible to save \$2000 on Edison rates.
- Martha thanked Mark for his upgraded financial report.

Ministries Chair: Pat Sauter

- Overall, the Nuns on the Bus programs with Sister Simone were a success.
- Building and Grounds will be the ministries moment on November 3.
- On November 6 we will be hosting the next synagogue joint event.

#### Building Task Force: Martha Selby

- It will cost us \$100,000 for a new master plan plus \$111,000 for a conditional use permit from the city.
- The Building Task Force was proposing to recommend at the November 17 building forum that the church postpone the big building project because it was too costly for our size and financial status. Instead, the Task Force was planning to recommend that the \$50,000 already allocated for the project be redirected to improvements in the ECC, church sign, and perhaps the patio.
- The Board discussed at length whether a specific recommendation should be presented at the building forum. Frank moved that the Task Force provide a more neutral presentation of the financial facts at the forum instead of a specific recommendation; Wayne seconded the motion. Each member of the Board weighed in individually regarding her or his thoughts on the matter. The motion was approved.

#### Child Care Center: Laura Long

- The staff is presenting a proposed 2014 budget with an approximate \$4000 deficit (attached). The budget includes a 2% salary increase.
- Recently there was a 10% increase in tuition but the staff is concerned whether the facility reflects this increase.
- Jerrod moved that this budget be presented to the congregation, and Mark seconded. The motion was approved.
- Mark moved that \$750 be allocated for a consultant to conduct a program evaluation; Frank seconded. This consultant's report would highlight ECC needs for future investment. The motion was approved
- The staff also has discussed offering a \$100 referral incentive, rather than the one month's free tuition currently in place. They also are reconsidering their partial month payment practice which is not consistent with most of our competitors.

#### Building and Grounds: Lindy Garber

- The next work day is November 10; you're encouraged to bring your own lunch.
- It is recommended that the work day be promoted in the Comma Groups.

#### Pastor: Paul Tellstrom

- Paul distributed his report (attached).
- Paul noted that the denomination is encouraging congregations to embrace Boy Scout units who wish not to discriminate.
- Pilgrim Place needs volunteers for its Festival on November 8-9.

#### Old Business:

- a. AEMD position update
  - We have a bright prospect for the Adult Education position.
- b. Leadership Pledges of Support for IUCC
  - 100% of church leadership has pledged to the campaign.

New Business:

a. Boy Scout Sponsorship

- Frank moved that IUCC sponsor the Boy Scouts, including the \$40 fee; Mark seconded. The motion was approved.

The building project forum will be on Sunday, November 17.

The Congregational meeting on Sunday, November 24.

The next Administrative Board meeting will be Monday, November 18, at 7:00pm.

Wayne moved to adjourn, and Frank seconded. The meeting was adjourned at 9:45pm following a prayer by Pastor Paul.

Respectfully submitted,

Jerry Price  
Clerk  
Administrative Board