

Irvine United Congregational Church

Admin Board Minutes

June 16, 2014

Attendance

Board: Mark Allen, Tricia Aynes (incoming), Jerrod Anderson, Wayne Banwell, Frank Larkin, Cindy O'Dell (incoming), Jerry Price, Anne Rosse, Martha Selby, Paul Tellström

Committee Chairs: Susie Lang, Laura Long, Bill Lawrence (incoming), Matt Redrich (incoming), Ken Wyant (incoming)

Ministries Board Chair: Dawn Price (incoming)

Guests: Tommie Kozlov, Michael Spindle

The meeting was called to order at 7:02pm. The opening prayer was led by Paul followed by introductions.

Minutes: Jerry moved approval of the May 2014 minutes as amended; Jerrod seconded. The minutes as amended were approved.

Reports:

Treasurer: Mark Allen

- Mark distributed a preliminary financial report on the first five months of 2014. Our year-to-date net loss is \$26,300. Termite and repair work in the Atwood building plus lower than anticipated ECC enrollments are significant contributors to this shortfall.
- While this shortfall number is a little high, Mark stated that it is not too far from what we expect this time of year and should not be too concerning at this time.

Moderator: Anne Rosse

- Anne distributed the Moderator's report (attached).
- Anne thanked everyone who contributed to the Spring Congregational Meeting, which was very productive.
- After being approved at the Spring Congregational Meeting, the new master plan is almost ready for submittal to the City of Irvine for a Modified Conditional Use Permit.
- The 2014-15 Leadership Retreat will be July 11-12. Priscilla Bizer, a Capital Fundraising Executive for UCC, will be joining us via Skype for a short session on capital campaign planning.
- The Bylaws Task Force will be looking at the responsibilities of the various standing committees, the definition of and requirements for church membership, and institutionalizing key policies.

Ministries Chair: Pat Sauter

- Pat was not in attendance and there was no report distributed.

Pastor: Paul Tellström

- Pastor Paul distributed his report as well as a copy of the 2015 budget of our UCC conference (both attached), which shows a \$720,000 deficit. The churches within our conference are not providing the level of financial support that is needed.
- Because we are a new church start, the deed of our campus is currently in the name of our UCC conference, not IUCC. This potentially could impact our equity if we undertake a capital campaign. We are researching how this can be changed.

Building and Grounds: Lindy Garber

- Lindy was not in attendance and there was no report distributed.
- Michael reviewed the setup of the new café lights in Plumer Hall. These lights produce 2800 watts which is more than the current lights have provided.
- Michael also reported that we have received two bids for the ductwork, but we are concerned about the large discrepancy in the cost and scope of work in the two bids. As a result, we are pursuing a third bid.

Early Childhood Center: Laura Long

- Laura distributed her report as well as a proposal for a Vision/Mission/Strategic Planning Process (both attached). This proposal includes a recommendation to contract with Dorothy Bregozzo, an early childhood education consultant with expertise in quality evaluation and improvement plans.
- Five new children have enrolled for the summer.
- Anne reported that the ECC contributes approximately \$62,000 to the IUCC budget annually. As a result, supporting the success of ECC will be a top priority over the next several months. A small working group will be assembled to provide leadership on this effort.

Old Business:

A. Clarification regarding approval of reassigning budget dollars for ECC updates

- Martha clarified that the recent decision to reallocate funds to invest in ECC enhancements does not require Administration Board approval, but it is beneficial to have Board support on the record. She also clarified that the tech improvements are being deferred. If we can fund them this year, we will; otherwise, they will be included in the 2015 budget.
- Jerrod moved that the Administration Board confirm its support of the recent budget reallocation and ECC enhancements; Wayne seconded. The motion was approved with no votes opposing.

B. Update regarding Journey/WVA parking meeting and parking lot signs

- Michael updated the Board on the handshake agreement established during a recent meeting with Journey and WVA.
- Moving forward, we will divide up the WVA lot so that both UCC and Journey have distinct sections for their parking spaces, as opposed to the "virtual parking spots" that currently are shared. A parking map will be posted to the IUCC website.

New Business:

A. Priscilla Bizer letter of intent

- The Board discussed issuing a letter of intent to Priscilla Bizer for her to manage our future capital campaign. The approximate cost for her to do so would be \$43,000.
- Priscilla will be at IUCC to provide some consulting in October. If we issue a letter of intent, these expenses would be covered in the \$43,000; if we do not, then IUCC would reimburse her for her October expenses.
- After discussing the pros and cons, Anne moved that a letter of intent be issued; Frank seconded. The motion was approved.

B. Approval of new PCs for Heidi and Michael

- The operating systems on Heidi's and Michael's computers are exceptionally old and require software upgrades. Questions arose regarding potential data security concerns.
- It was agreed that we would replace Heidi's PC and research further options.

Next meeting will be Monday, July 21, at 7:00pm.

The meeting was adjourned at 8:24pm followed by a closing prayer led by Paul.

Respectfully submitted,

Jerry Price
Clerk
Administration Board