

**Irvine United Congregational Church  
Administration Board Meeting Minutes  
January 16, 2018**

Attendance:

Board: Dave Schofield, Renae Boyum, Scott Bollens, Mark Allen, and Daniel Blackburn

Committee/Task Force Chairs: Anne Rosse

Staff: Rev. Dr. Paul Tellstrom, Pastor Sarah Fiske-Phillips, and Michael Spindle

Visitors: Tommie Kozlov

1. Call to Order: The meeting was called to order at 7:08 p.m. by Chair Dave Schofield.
2. Opening Prayer: The opening prayer was led by the Rev. Dr. Paul Tellstrom
3. Approval of December 18, 2017 Meeting Minutes: The Minutes were approved with amendments. A discussion followed that some of the Board minutes from the past need to be posted on the website.
4. Treasurer's Report: Mark Allen submitted the Financial Statements for the twelve months which ended December 31, 2017 (draft). The highlights can be found on the attached report.
5. Building Task Force Report: See attached report. June 24 has now been tentatively selected for a building dedication celebration. A discussion followed that updates to our Policies and Procedures document will be needed to reflect rental costs for our new meeting rooms.
6. Fund Development/Stewardship Report: No report. Mark Allen and Michael Spindle commented on the fact that we have received \$399,032 in pledges to date. It was felt that there were still a few pledges still pending from individuals who are likely to make a pledge.
7. Child Care Committee Report: No report. A discussion followed concerning the need to finalize the schematic/bid work with Dennis for the new areas being converted to ECC space.
8. Technology Committee Report: No report. Pastor Sarah's report included the proposal that Ben Allen move from being the primary AV Tech to Youth leader. The tech position would be filled by Alyssa Wilkens. Renae Boyum made a motion to hire Alyssa as the primary tech and approve Ben's move to youth leader. Scott Bollens seconded:  
MOTION: To hire Alyssa Wilkens as primary AV technician and move Ben Allen to Youth Leader for 5 hours per week at the same salary.  
Motion carried.  
A suggestion followed that Alyssa and Ben would develop a list of secondary AV techs including Jillian Allen.
9. Building & Grounds Report: No report.
10. Moderator's Report: Moderator Renae Boyum reported. See attached report.
11. Pastor's Report: Rev. Dr. Paul Tellstrom reported. See attached report. Attendance in 2016 was 232, so we are down 11 members for 2017.
12. Old Business: An e-vote was held to advance vacation pay of \$692. for Melissa Thompson, an ECC teacher. The e-vote approved the advance.
13. New Business:

At 8:42 p.m., David Schofield moved the Board into Executive Session.

At 8:54 p.m., David Schofield called the meeting back into Order.

14. Adjournment/Closing Prayer: The meeting was adjourned at 9:02 p.m. per motion by Scott Bollens seconded by Daniel Blackburn. Sarah led the closing prayer.

Our next Administration Board meeting will be a joint meeting with the Ministries Board on Monday, February 12, 2018 at 7 pm.

Respectfully Submitted,

Tommy Kazlov for Laura Palen, Clerk of the Administration Board who was absent.