

**Irvine United Congregational Church
Administration Board Meeting Minutes
July 15, 2019**

Attendance:

Administration Board:

Church Officers: Daniel Blackburn and Laura Palen

Congregational Representatives: Penny Portillo and Apoor Ghosh

Committee/Task Force Chairs: Keith Boyum, Susie Lang, and Teri Houston

Staff: Administrative Pastor Rev. Steve Swope, Assistant Pastor Rev. Sarah Averette-Phillips

Visitors: Tommie Kazlov, Dale Lang, and Aiden Mitchell

1. **Call to Order:** The meeting was called to order at 7:07 p.m. by Chair Daniel Blackburn.
2. **Opening Prayer:** The opening prayer was led by Rev. Steve Swope.
3. **Approval of May 20 Meeting Minutes:** Passed as described and submitted to Board Chairperson.
Approval of June 17 Meeting Minutes: Passed as described and submitted to Board Chairperson.
4. **Treasurer's Report:** Written report was submitted for the the months ending June 30, 2019.

Irvine United Congregational Church - Treasurer's Report for June 2019

(\$ thousands) + variance = better; () variance = poorer

- The GF and the ECC produced a loss of (\$2.1) thousand for the month of June, ex- CIF. This was better than budget by \$11.5 thous. and \$1.3 thous. better than June 2018. General fund had a loss of (\$7.4) thous. and ECC had a profit of \$5.1 thous.
- IUCC, ex- CIF net income YTD June was (\$33.8) thous. vs. budgeted loss of (\$51.8) or \$18.0 thous. better and (\$63.5) thous. poorer than LY YTD The ECC had a YTD profit of \$56.9 thous. and the General Fund had a loss of (\$90.9) thous.
- The CIF had pledged contributions of \$18.7 thousand for the month; and \$66.3 thous. YTD.
- Total cash flow, ex-CIF was \$41.5 thous. for the period vs. a budgeted amount of (\$61.2) thous. and vs. LY of (\$14.0) thous.
- Cash & Investments dropped (\$13.6) thous from \$278.2 thous. To \$264.6 thous, excluding the CIF amounts.
- For the general fund, total contributions were up \$2.6 thous or 7.8% vs. budget and 11% vs. LY. At \$43.2 6. total support and revenue was 6% or \$2.4 thous. vs. budget 11% better than LY
- The General Fund YTD June showed a loss of (\$90.9) thousand vs. a budgeted loss of (\$91.8) thous. and a loss LY YTD of (\$40.4) thous. Pledged contributions at \$172.4 thousand were 1% or \$1.4 thous. better than budget of \$171.4 thous. & were (\$5.0) thous. or (2.8%) poore than LY

Non-pledged contributions at \$23.8 thousand were 34% better or \$1.7 thousand than budget & were 23% better than LY
Total Support and revenue were \$235.2 thous or 6% thous better than budget or 1% better than LY.
Total exp. at \$326.1 thous. were (\$5.0) thous. poorer than budget or (2%)
personnel.
LY expenses were \$275.3 thous. or \$1.7 thous. better or 0.3% poorer than TY expenses and (19%) poorer than LY

- ECC had a profit of \$5.1 thous. vs. a budget of \$7.5 thous.; personnel costs at \$40.2 thous. were (\$1.2) thous. poorer than budget or (5%) poorer
- YTD Revenue was @ \$352.0 thous. was (1.6%) over budget and 11% better than LY of \$293.1 thous.
- Net income YTD June was \$56.9 thous. vs. a budget of \$43.7 thous. and vs. a LY of \$72 thous.
- Personnel at \$231.2 thous. was (\$3.5) thous. better than budget of \$201.4 thous. or (2%) poorer and were (\$17.0) thous poorer than LY

5. Bylaws, Policies and Procedures: No written or verbal report was submitted.

6. Fund Development/Stewardship Report: Verbal report was submitted by Susie Lang. Topics included moving stewardship campaign date, Winter Congregational Meeting date, connections of proposed new dates to church calendar. Further discussion will occur at august Administration Board Meeting.

7. Child Care Committee Report: Written report was submitted by Keith Boyum. Key points included:

- Days closed annually
- New members for the Child Care Committee
- Financials, etc.

8. Technology Committee Report: No written report was submitted.

9. Administrative Pastor's Report: Rev. Steve Swope submitted verbal and written reports. Key points included:

- Three issues from last month were addressed; these included water issue, electric problem, Plumer Hall AC problem.
- New signature cards were signed on July 1 at Bank of America for church and ECC.
- Landscaper will provide estimate for purchasing and spreading mulch. Fence around bioswale expected completion 7/19/19.
- Mark Allen and Steve Swope are registered for IPD Interfaith Security Council Meeting 7/31/19.
- All employees are signed up for online sexual harassment training as mandated by California law.
- Former MYP office has been converted to break room for ECC employees; can also be used for small meetings after 6:00 pm weekdays and on weekends. MYP staff office is now in new wing.

10. Building & Grounds Report: Verbal report was submitted by Teri Houston. Key points included:

- Plumer Hall Women's restroom

11. Moderator's Report: No verbal or written report was submitted by Renae Boyum. Potluck and Leadership Retreat will take place July 20 and 21.

12. Pastor's Report: No written or verbal report was submitted.

13. MYP and Assistant Pastor's Report: Verbal report submitted by Assistant Pastor Rev. Sarah Avertte-Phillips. Key points included:

- Art program recently completed.
- Summer Camps.

14. Old Business: None

15. New Business: None

16. Executive Session: No matters needed to be addressed in executive session,

17. Return to Regular Session: Not needed.

18. Adjournment/Closing Prayer: The meeting was adjourned at 8:15 p.m. per motion by Penny Portillo and seconded by Agoorpa Ghosh. Closing prayer by Rev. Steve Swope.

The next Administration Board meeting will be Monday, August 19, 2019 at 7 pm.

Respectfully Submitted,

Laura Palen, Clerk of the Administration Board