

**Irvine United Congregational Church  
Administration Board Meeting Minutes  
August 19, 2019**

**Attendance:**

**Administration Board:**

**Church Officers:** Daniel Blackburn, Renae Boyum, David Caruthers, and Laura Palen

**Congregational Representatives:** Penny Portillo and Agoorpa Ghosh

**Committee/Task Force Chairs:** Keith Boyum, Teri Houston, Pat Suter, and Janet Emery

**Staff:** Administrative Pastor Steve Swope, Assistant Pastor Sarah Averette-Phillips, Interim Pastor David Pattee

**Visitors:** Aiden Mitchell

1. **Call to Order:** The meeting was called to order at 7:03 p.m. by Chair Daniel Blackburn.
2. **Opening Prayer:** The opening prayer was led by Rev. David Pattee
3. **Approval of July 15 Meeting Minutes:** Passed as described and submitted to Board Chairperson.
4. **Treasurer's Report:** David Caruthers submitted verbal and written reports for the seven months ending July 31, 2019. Key point included:
  - **IUCC:** July is showing a net loss of \$23.6k before depreciation adjustment versus a budgeted net loss of \$14.3k. Year to date loss is \$114.4k versus a budgeted loss of \$101k. A primary driver of the poorer performances both month and year to date is lagging revenues from donations. Overall July expenses are almost right on budget, with the \$14.3k shortfall in revenues flowing right to the bottom line. The year to date \$13.4 higher than budget loss is accounted for by \$8.4K lower than budgeted revenues and \$5k higher expenses. The largest overage in expenses to date are in Compensation, primarily Pastoral, reflecting the timing of changes made in 2019 with Pastor Paul's retirement, offset by savings in other areas.  
The Church's balance sheet remains strong with \$417k in assets as of July 31, 2019.
  - **ECC:** Although July month shows a net loss of just under \$2k versus budget of net income of \$6k before depreciation adjustments, year to date net income of just under \$55k exceeds budgeted net income of \$45.9k. July experienced about a 20% drop in revenue from enrollee tuitions - a not-completely unexpected summer result. Year to date, revenues are only marginally below budget, however, overall expenses are well below budget, primarily Professional Publications & Dues, and Miscellaneous (a catch-all reserve for unexpected expenditures).  
The ECC balance sheet remains strong, with assets of \$492.7k: an increase of almost \$55k from the beginning of 2019.
  - **CIF:** The Capital Improvement Fund shows a balance of assets of \$2,216.2k at July 31, 2019, and year to date income after deduction of \$42.8k for depreciation, of \$28k. The largest liability of the Fund is the \$660k loan from Cornerstone. Although this loan is reflected on the balance sheet of this Fund, the interest payments are budgeted and recorded in the Income Statement of the General Fund, (\$26.8k year to date). The three year commitment pledged by church members and adherents ends July 31, 2019, and there are a number of outstanding pledges not yet paid, (total of ??) which we hope will be honored by year end.
  - **PEF:** The Plumer Endowment Fund has \$15.6k in assets as of July 31, 2019, a small increase over the prior month from interest income earned.

- Financial State of Affairs overall: Summer has traditionally been a time when church contributions lag but expenses do not. The Church and its entities remain financially strong, with sufficient cash and other resources to meet our goals and needs in the foreseeable future.

5. Building Task Force/Capital Campaign Team Report: No written report was submitted.

6. Fund Development/Stewardship Report: Verbal and written reports submitted by Janet Emery. Key points included:

- Stewardship Season
- Reasons to change dates for stewardship season and associated activities
- Implementation and timeline for proposed stewardship season:  
 October: Build the budget, Stewardship planning-letter writing, skit planning, etc.  
 November: Finalize the budget and finalize planning of campaign  
 December: Christmas and church year end.  
 January 2020: Public launch of campaign January 5, 2020  
 February: Follow-up campaign letters, etc. Finalized budget  
 March: Stewardship campaign evaluation and pre-planning for next year
- Concerns
- Advantages

**MOTION: To approve moving stewardship season to four weeks beginning January 5, 2020 and closing on January 26 (pledge dedication Sunday). Implementation and timeline as follows:**

**October: Build the budget, Stewardship planning-letter writing, skit planning, etc.**

**November: Finalize the budget and finalize planning of campaign**

**December: Christmas and church year end.**

**January 2020: Public launch of campaign January 5, 2020**

**February: Follow-up campaign letters, etc. Finalized budget**

**March: Stewardship campaign evaluation and pre-planning for next year**

**Moved by Agoorpa Ghosh and seconded by Renae Boyum. Motion carried.**

7. Child Care Committee Report: Verbal and written reports submitted by Keith Boyum. Key points included:

- Budget planning including salaries, equipment expenses, and year-end bonuses. Committee recommends using same process as previous year, described as follows: “approved (a) some adjustments in salary to recognize longevity, good performance, educational advancements, and equity (to bring employees to par vis-à-vis each other) along with (b) across-the-board raises at approximately the inflation rate, with 1% increases on January 1 and another 1% on July 1.” ECC committee recommendation to continue distribution of annual bonus of \$10,000.00 with distribution of portion determined by ECC committee. Will request approval in November. Advance notice that \$15,000.00 will be requested to refresh playground equipment; this follows several year pattern of alternate year playground updates.
- Fundraiser plans
- Professional development for ECC teachers
- Calendar request for two day ECC closure to install additional bathroom for each ECC classroom.
- ECC staff evaluations in October

**MOTION: To approve ECC staff raises as recommended by the ECC committee. Moved by Penny Portillo and seconded by Agoorpa Ghosh. Motion carried.**

**MOTION: To approve ECC closure on 01/02/2020 and 01/03/2020 for the purpose of adding one additional bathroom to each ECC classroom. Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_. Motion carried.**

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

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

- Replacing kitchen-side AC unit Plumer Hall
- LED lighting installed on IUCC grounds 08/19/2019
- Fundraiser for Plumer Adult Education Endowment Fund with John Dominic Crossan's October visit
- Ant problem addressed through Orkin
- Bids for Preschool restroom project

**MOTION: To approve holding a fundraising dinner, in conjunction with John Dominic Crossan's October visit, to benefit the Plumer Adult Education Endowment Fund. The dinner would be for up to 49 people at \$100.00 per person. Moved by Agoorpa Ghosh and seconded by Penny Portillo. Motion carried.**

10. Building & Grounds Report: Verbal and written reports submitted by Teri Houston. Key points included:

- Parking lot lights
- ECC sign in Parking Lot
- Evergreen by Phall
- Workday dates
- List of items that need addressing at ECC for workday
- Closing mechanism on glass exit door on Plumer Hall

Questions were submitted regarding update on pergola; response is awaiting for architect and WVA approval.

11. Moderator's Report: Written report was submitted by Renae Boyum. Key points included:

- Leadership weekend
- Task forces and committees
- Repairs to IUCC physical plant
- Pastor Paul Camper Fund

12. Pastor's Report: Verbal and written reports submitted by Pastor David Pattee. Key points included:

- Worship
- Stewardship
- Connections and meetings
- Pastoral care
- Request for plan for after Sarah moves on to new position; who will decide what follows; Admin Board will do this.

13. MYP and Assistant Pastor's Report: Verbal and written reports submitted by Assistant Pastor Sarah Averette-Phillips. Key points included:

- History of Sarah's positions at IUCC
- Current job description for Ministry for Young People Director
- Current job description for Youth Coordinator
- IUCC Policy and Procedure for Hiring Practices
- Art auction to raise funds for Family Camp in October; cost per person for camp is \$190.00

14. Old Business: None

15. New Business:

(A) Record IUCC eVote

Email from Daniel Blackburn 7/20 concerning request from Child Care Committee chairperson Keith Boyum to address ECC closure dates as recommended by Irma:

“I write to provide more information to the Administration Board about the Child Care Committee's recommendation that the school be closed, and teachers be given paid days off, on Good Friday and also on Easter Monday, 2020. If approved, and unless unexpected problems were to arise, the practice would be continued in 2021 and beyond.

Please note that we do request an e-vote by the Admin Board, if possible. Irma has it in mind to assemble and provide a packet of fall information for distribution to parent / clients in early August. Thank you.

#### RATIONALE.

1. The two days have especially low attendance, with absence rates measured this year at about 40%. There are no other comparably low-attended dates in the spring, per Director Irma Rosales' records. Thus, for example, when Irvine Unified School District takes a spring break, typically not aligned with the traditional Christian holidays, absences at that level do not occur.

2. Five Irvine preschools to which we customarily compare ourselves (size, mission, "in our neighborhood" criteria) take days off as follows (with some special attention to spring / Easter break days).

A. Turtle rock -- Took a week break in 2019, April 1 - 6.

B. Good Shepherd (Lutheran) - Took a week break in 2019, April 15 - 19.

C. St. Andrews Episcopal - Took off good Friday (only) in 2019, closing April 19. they also closed for staff development in 2018-19 on August 20; October 8; November 12; February 18, and June 28. They also were closed January 2, 3, and 4.

D. Jenny Hart (Presbyterian) - Closes Good Friday, and also for President's Day, Memorial Day, Independence Day, Labor Day, New School Year Classroom Prep Day, and 1 Professional Development Day per year (variable date), in addition to Thanksgiving Day + the Friday after and the week between Christmas Eve through New Year's Day.

E. Mariner's - Closes for staff professional development on July 5, August 1 & 2 (classroom prep days), November 27 and February 17 in the school year to come (2019-2020), in addition to closing Labor Day, Thanksgiving, Christmas, New Year's Day, Independence Day, and Memorial Day. No mention is made about Good Friday / Easter Monday.

This information is from their web sites. One may see that IUCC closes less frequently than other local preschools.

3. In a measure, this proposal if adopted will let us do a little better by our teachers, more nearly providing them with paid days off as other preschools in our market do. Of course, it is worthwhile to have a staff that feels good about their calendars and work days.

4. If a parent is in need of child care referral for a day or days when our school is closed, Irma has specific resources available to provide to them. Nobody need be left high and dry.”

**MOTION: To approve the Child Care Committee's recommendation that the preschool (ECC) be closed, and teachers be given paid days off, on Good Friday and also on Easter Monday, 2020. Unless unexpected problems were to arise, the practice would be continued in 2021 and beyond.**

Voting quorum was attained. Motion passed 7/22/2019 per email from Administration Board Chairperson.

(B) Leftover money from Pastor Paul's farewell gift

Discussion: Renae suggests using some untapped remaining funds; shared balance sheets showing location of these funds; suggests putting all of these monies into Pastor Paul Campership Fund.

**MOTION: To approve putting these allocated gifts and accounts listed as unexpended designated contributions into the Pastor Paul Campership Fund. Procedures for application and distribution of the Pastor Paul Campership Fund will be determined by the Administration Board.**

Number	Item	Dollar Amount
22267	Gifts/Celebrations	2,061.21
22247	Children's Offerings	536.39
22280	Pilgrim Pines Camps	230.00
22309	Dru & Towny Price Memorial	1,200.00
	<b>Total</b>	<b>4,027.60</b>

Moved by Renae Boyum and seconded by Laura Palen. Motion carried.

(C) Plumer Hall AC repair

Discussion: Pastor Steve shared thoughts regarding ECC account money as load; would be an internal loan or interagency transfer. AC would be reflected as liability to be repaid.

**MOTION: To approve \$17,000.00 expenditure to replace AC in Plumer Hall with the money coming from ECC Reserves.**

Moved by Renae Boyum and seconded by Agoorpa Ghosh. Motion carried.

(D) Assistant Pastor Position

Sarah suggests separating out the management of young peoples' programs.

Sarah will look at timeline for preparing job description and send to MYP chairs, Penny Portillo, and Pastor David.

**MOTION: To approve the formation of a subcommittee composed of Interim Pastor David Pattee, co-chairs of MYP (Shanthi Nataraj and Lauren Louie), and Congregational Representative Penny Portillo which in consultation with Pastor Sarah will prepare the job description for IUCC Ministry for Young People and will submit report of that process at the September 16, 2019 Administration Board Meeting. Moved by Renae Boyum and seconded by Agoorpa Ghosh. Motion carried.**

16. Executive Session: Administration Board entered Executive Session at 8:56 pm.

17. Return to Regular Session: Return to Regular Session at 9:21 pm.

18. Adjournment/Closing Prayer: The meeting was adjourned at 9:23 p.m. per motion by Agoorpa Ghosh and seconded by Renae Boyum. Closing prayer by Pastor Sarah Averette-Phillips.

The next Administration Board meeting will be Monday, September 16, 2019 at 7 pm.

Respectfully Submitted,

Laura Palen, Clerk of the IUCC Administration Board