

**Irvine United Congregational Church
Administration Board Meeting Minutes
October 21, 2019**

Attendance:

Administration Board:

Church Officers: Daniel Blackburn, Renae Boyum, David Caruthers, and Laura Palen
Congregational Representatives: Penny Portillo and Apoorva Ghosh

Committee/Task Force Chairs: Keith Boyum and Teri Houston

Staff: Administrative Pastor Steve Swope and Interim Pastor David Pattee

Visitors: Sharon Lynn

1. Call to Order: The meeting was called to order at 7:04 p.m. by Chair Daniel Blackburn.
2. Opening Prayer: The opening prayer was led by Rev. David Pattee
3. Approval of September 16 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 September 30, 2019. Key point included:

September Month and Year to Date

IUCC

Month and year to date figures are **further improved** from one month ago. September is showing a net gain of \$1.5k before depreciation adjustment versus a budgeted net loss of \$13.1k. The gain in September reduces the year to date loss to \$123.2k compared to an even higher budgeted loss of \$139.8k. Pledged and other donor contributions were substantially up in the month, exceeding the budget for September by \$10.0k. Overall September expenses are \$3.5k less than budget, mostly in the Ministries with underspending in Adult Programs and Communications.

Year to date Income of \$362.2k is pretty close to what was budgeted, a difference of less than \$1.0k. Year to date Expenses of \$485.4k are less than budgeted, by \$15.7k. These better than budgeted results have resulted in the bottom line Loss noted in the paragraph above being \$16.6k lower than budgeted.

The largest areas of spending over budget are:

Compensation over by \$7.3k

Building & Grounds over by \$6.0k

The Church's balance sheet remains strong with \$395.3 in assets as of September 30, 2019, with a net worth of \$284.7k.

ECC

September month shows a net gain of \$7.9k – which is higher than the \$4.5k budgeted for the month before depreciation adjustments. Not surprising, September Income from Tuitions was up from the prior month, and close to budget. There were savings in Expenses, particularly in Personnel Costs, (no Substitutes in month), and Medical expenses. Personnel Costs consumed 67% of the income from Tuitions in September – much improved from the 87% in August.

Year to date we have net income of \$60.6k, exceeding budgeted net income by \$14.2k. Although Income from Tuition and Registrations of \$506.0k year to date is actually running behind budget, Expenses overall are also below budget - and by more than the shortfall in Income. This results in a bottom line that is \$14.2k better than budgeted. This comes primarily from underspending in Professional Publications & Dues of \$13.1k and Miscellaneous Expenses of \$14.6k, with a mix of smaller amounts of over and underspending in other line items.

The ECC balance sheet remains strong, with assets of \$496.5k: an increase of \$60.6k from the beginning of 2019.

CIF

The Capital Improvement Fund shows a balance of assets of \$2,206.9k as at September 30, 2019, and year to date Income after deduction of \$55.0k for depreciation, of \$19.7k. The largest liability of the Fund is the \$650k loan from Cornerstone, (unchanged from last month). 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, (\$32.6k year to date). At this time the principal payments are also still being recorded in the General Fund, totaling \$14.2k to date, which means the true balance of the Loan is about \$636k.

There are a number of outstanding pledges not yet paid, which we hope will be honored by year end.

PEF

The Plumer Endowment Fund has \$15.6k in assets as of September 30, 2019, unchanged from the prior month.

Consolidated 2019 Statement of Activities 9 Months Year to Date

Please see the attached schedule, (prepared by former Treasurer Mark Allen). As can be seen in this summary table, although we are in a reasonable position at this point in the year relative to Budget, we are not doing as well financially at this point compared to last year even adjusting for the distortion of donations for the Capital Campaign, and Depreciation.

Detailed Financial Statements for IUCC and ECC Month and Year to Date

See attached summary financial statements. Detailed backup statements are available if needed.

2020 Budgets

We have now received all completed 2020 Budget worksheets for preparation of the prospective budget for IUCC for 2020. Former Treasurer Mark Allen has been working with Child Care Committee Chair Keith Boyum on the ECC Budget. I expect to provide the Admin Committee with a first draft of the ECC 2020 Budget, and IUCC's prospective 2020 Expenses at the next meeting, November 18, 2019.

2020 Stewardship Campaign

The Church's Campaign will start on the first Sunday in Epiphany (January 5, 2020). Although we won't have confirmed Pledged Income figures until late January, we will initially estimate Income based on past experience, and (hopefully and prayerfully) confirm the figures with the results of our Stewardship Campaign. Last year's Campaign approved a budget of \$400,000 for Pledged Income; based on a preliminary look at 2020 prospective Expenses, the 2020 Campaign will need to be not less than this amount.

Note: New business item was presented at this time by Sharon Lynn on behalf of Family Promise.

Key points included:

- Report for pilot of Family Promise families in residence at IUCC for one week in August, 2019. Including results of survey of volunteers, which were positive.

- Mission And Service agrees that this event should be done again in 2020 with the following recommendations:
Two weeks rather than one in possible calendar windows of 9/6-9/20 or 9/13-9/27.
Could reduce amount of yearly donation to Family Promise (currently \$5,000.00 annually) to just the amount raised by the congregation.
The Ministries Board has already approved the weeks of 4/5-4/19 for Family Promise families in residence at IUCC.

MOTION: To approve hosting Family Promise for the weeks of 4/5/20-4/19/20 and 9/6/20-9/20/20 or 9/13/20-9/27/20 at IUCC. Moved by Renae Boyum and seconded by Penny Portillo. Motion carried.

5. Bylaws, Policies, and Procedures: No reports were submitted.
6. Fund Development/Stewardship Report: No reports were submitted. Request made to Leadership that Pledge Cards be returned by 12/1/19.
7. Child Care Committee Report: Written and verbal reports were submitted by Keith Boyum. Key points included:
 - Four issues of note have been discussed at the Admin Board at recent previous meetings.
 - Shall we pay teachers for December 26, 27, & 30?
 - Personnel reviews and other topics.
 - Installation of toilet and sink.

MOTION: To approve to contract with Hector Zelaya to install one sink and one toilet in each of the children's restrooms in ECC. Moved by Dave Caruthers and seconded by Apoorva Ghosh. Motion carried.

MOTION: To allocate \$3,000.00 deposit to the City of Irvine Planning Commission to consider a modification of the current CUP (Conditional Use Permit). Moved by Renae Boyum and seconded by Penny Potillo. Motion carried.

MOTION: To approve \$2,300.00 for grinding concrete protrusion when pergola posts are removed using the same contractor as for pergola removal. Moved by Dave Caruthers and seconded by Renae Boyum. Motion carried.

8. Technology Committee Report: No written report was submitted. It was noted that the staff envisions functioning with the current audio system; recognizes that there is a technology issue. Pastor Steve had a sound diagnosis done and recommendations were made.
9. Administrative Pastor's Report: Written and verbal reports were submitted by Pastor Steve Swope. Key points included:
 - Projects, including those completed, ongoing, and under consideration.
 - MYP job posting status.
 - Online Giving
 - 2020 Budget
 - South Coast Water District Flow Control.
10. Building & Grounds Report: Verbal and written reports submitted by Teri Houston. Key points included:
 - Plumer Hall AC

- Pergola
- Workday
- Immediate Needs
- Item requested by Aiden regarding compost bins in garden.
- Workday postponed to January, 2020.

Note: Teri voiced concerns about the bid for the pergola removal. Pastor Steve stated that he will monitor the project to ensure issues will be addressed.

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

- Upcoming calendar dates
- October 26 Dominic Crossan
 November 3 The Search Committee forum on November 3 after 2nd service.
 November 26 University Synagogue and IUCC Thanksgiving service at University Synagogue.
 December 8 The Advent Workshop and Chili Cookoff at 4 p.m. and Choir Christmas Concert at 7 p.m.
 December 9 Leadership Christmas Potluck at our home, 32 Birdsong. Details will follow.

Discussion of schedule for staff reviews; template for this process; by the end of the year if possible.

12. Interim Pastor's Report: Verbal report was submitted by Pastor David Pattee.

13. Old Business:

- Pergola Demolition

14. New Business:

(A) Record IUCC eVote

1. 9/20/19 per email from Daniel Blackburn:

Please vote yes or no to accept Steve's recommendation that we accept the bid from HandyCrew Services to demolish the existing pergola structure and Castle Electric to remove the light fixtures and associated power conduit.

Voting quorum was attained. **Motion passed per 9/22/19 email from Administration Board Chairperson.**

2. 9/22/19 per email from Daniel Blackburn regarding MYP job description following multiple emails regarding wording of the job description:

I have changed the requirement about education based on Pastor Dave's recommendation to read "*Bachelor's degree with coursework in religious studies and/or philosophy preferred. Relevant experience and competencies may be considered in lieu of a degree.*" Otherwise this version is the same as Penny's final updated version.

Let's go ahead and vote to approve it. Please reply all with your vote.

Voting quorum was attained. **Motion passed per 9/22/19 email from Administration Board Chairperson.**

3. 9/25/19 per email from Daniel Blackburn:

A few months ago we voted to create the Paul Tellstrom Campership Fund using the left over money donated for Paul's retirement as well as some leftover miscellaneous donations. We also decided to have our Bylaws, Policies and Procedures Committee craft guidelines as to how to handle disbursement of those funds. Renae and I have been in touch with Diane Rust who leads that committee and they are working on guidelines, but haven't completed them yet. Previously decisions on camperships were made by Pastors Paul or Sarah.

A member of the church has requested a campership so that they may attend family camp in a few weeks. In the absence of defined guidelines, Renae and I feel that the best way to handle the situation is for the Admin Board to do an e-vote to authorize the campership. I expect that this will be a one time action as we should have procedures in place before the next camp.

In order to preserve privacy I will not be sharing the individual's identity or circumstances, but Renae and I have determined that there is a legitimate need.

I am requesting that you all vote to authorize a campership in the amount of \$165 so a member family of IUCC can attend family camp in October.

Voting quorum was attained. **Motion passed per 9/30/19 email from Administration Board Chairperson.**

(B) Family Promise

Please see entry following Treasurer's Report above.

15. Executive Session: No executive session.

16. Return to Regular Session: N/A

17. Adjournment/Closing Prayer: The meeting was adjourned at 8:55 p.m. per motion by Penny Portillo and seconded by Renae Boyum. Closing prayer by Pastor Steve Swope.

The next Administration Board meeting will be Monday, November 18, 2019 at 7 pm.

Respectfully Submitted,

Laura Palen, Clerk of the Administration Board