

**Irvine United Congregational Church  
Administration Board Meeting Minutes  
December 16, 2019**

**Attendance:**

Administration Board:

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

Committee/Task Force Chairs: Keith Boyum, Teri Houston, Anne Rosse, and Diane Rust

Staff: Administrative Pastor Steve Swope and Interim Pastor David Pattee

Visitors: Pat Sauter

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 November 18 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 November 30, 2019. Key point included:

Summary, Net Income (Loss) Month and Year to Date November 30, 2019

	<u>Month</u>	<u>11 Mo's to 11/30/19</u>
<u>Operating Entities</u>		
IUCC	\$(13,664)	\$(148,382)
ECC	<u>9,284</u>	<u>78,937</u>
Total	\$ (4,380)	\$ (69,445)
Add back depreciation	<u>3,735</u>	<u>42,218</u>
Actual	\$ (645)	\$ (27,227) close to budget
		of
Compared to Budget of	\$ 7,563	\$ (27,576)

November Month and Year to Date

IUCC

When measured against budget, the month and year to date figures have again fallen back from where they were two months ago.

**November** month is showing a net loss of \$13.7k before depreciation adjustment versus a budgeted net income of \$4.3k. The November loss increases the year to date loss to \$148.4k compared to a budgeted loss of \$140.2k. Pledged and other donor contributions were very close to budget in the month (\$0.8k better), but still below budget year to date by \$12.9k. Overall November expenses of \$61.5k were \$10.2k (or, 20%) higher than budget, with higher spending in Pastor Compensation and Buildings and Grounds. The higher spending in Pastoral Compensation reflects continued coverages for Pastor Paul in medical insurance, pension and life insurance, which ends this month. The large monthly excess spending in B&G is mostly for the cost of removal of the patio cover, plus A/C servicing.

**Year to date** Total Income received of \$451.1k is \$12.9k below budget. Year to date Expenses of \$599.5k are actually less than budget, by \$4.7k. As a consequence of these offsetting YTD results, the net loss year to date of \$148.4k is just \$8.2 worse than budget.

The largest areas of spending over budget are:  
Compensation over by \$8.9k

Building & Grounds over by \$17.1k

The Church's balance sheet remains strong with \$392.5 in assets as of November 30, 2019, with a net worth of \$259.5k. Cash and Short term Investments total \$31.7k.

#### ECC

**November** month shows a net gain of \$9.3k – a third higher than the \$7.1k budgeted for the month before depreciation adjustment. Income from Tuitions and Registrations was \$2.5k higher than budget, and Personnel Costs \$2.6k lower than budget. Personnel Costs consumed 68.9% of the income from Tuitions in the month, in line with the prior month. The only other expense variance of note is a favorable variance of \$1.8k in 'Miscellaneous'.

**Year to date** we have net income of \$78.9k, which exceeds budgeted net income by \$18.6k. Although Income from Tuition and Registrations of \$628.6k year to date is actually running behind budget (by \$10.3k, or 1.6%), expenses overall are also substantially below budget: by \$28.9k, mostly from the \$18.4k favorable variance in the 'Miscellaneous' account. The amount unspent in the Miscellaneous budget for the year should be sufficient to absorb the \$10k of yearend bonuses approved for staff at the last Admin Board meeting. Personnel expenses are \$4.4k over budget year to date, more than offset by underspending in "Professional Publications & Dues of \$13.4k, and other smaller variances.

The results are a bottom line' of \$78.9k before depreciation adjustment that is \$18.6k (or, 30.9%) better than budgeted.

The ECC balance sheet remains strong, with assets of \$519.7k: an increase of \$82.8k from the beginning of 2019. Assets include cash reserves of \$186.8k.

#### CIF

The Capital Improvement Fund shows a balance of assets of \$2,195.2k as at November 30, 2019, and year to date Income after deduction of \$67.3k for depreciation, of \$8.1k. Income to the CIF comes from Contributions directed to our recent building addition. The largest liability of the Fund is the Cornerstone loan. The principal balance owing on the Loan is \$633.9k at the end of November 2019.

#### PEF

The Plumer Endowment Fund has \$15.7k in assets as of November 30, 2019, unchanged from the prior month.

#### 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

Preliminary 2020 budgets for IUCC and the Child Care committee were reviewed by the Budget Finance Committee on Friday November 15<sup>th</sup> and again on Thursday December 12<sup>th</sup>. These preliminary 2020 budgets are being submitted to the Admin Board for review at its December 16<sup>th</sup> meeting, following review of this November 2019 financial report.

#### 2020 Stewardship Campaign

The Church's Campaign for 2020 will start on the first Sunday in Epiphany (January 5th). Since we won't have the results of pledges until late January, the budgets cannot be completed for presentation to the Congregation until early February.

Question from Pastor David Pattee:

Does IUCC have an Endowment Fund? Is there a procedure for creating an Endowment Fund? If so, would be a threshold for IUCC Board restriction(s) regarding use of the fund or size of the fund?

5. Building Task Force: written and Verbal Report was submitted by Anne Rosse. Key points included:

- Campus Refresh; Pergola and Paint Recommendations from **domusstudio** architecture.
- Three bids for Pergola Replacement.

6. By Laws, Policies, and Procedures: Request to change the youth ministry title.

**MOTION: To endorse changing the title of youth ministry from Ministry For Young People to Ministry With Young People. Moved by Penny Portillo and seconded by Dorothy Duncan. The congregation will approve this change at the Winter Congregational Meeting. Motion carried.**

7. Fund Development/Stewardship Report: Diane Rust reported that letters to the congregation regarding 2020 stewardship will be mailed the week after Christmas. The stewardship campaign will begin Jan. 5, 2020. Target will likely be \$425,000.00.

8. Child Care Committee Report: Written and verbal reports were submitted by Keith Boyum. Key points included:

- Playground Equipment
- Teacher pay when school is closed. As requested by the Board at the November, 2019 meeting a report on days the Child Care Center is closed was provided. It is noted that there are no costs to IUCC or the CCC because parent / clients get no tuition remission or rebate.
- Toilets, Sinks, Conditional Use Permit. Irma plans for new / additional children to start in February.
- Painting. Planned for January & February painting of Atwood Building exterior. The back side can be done on a Saturday, when kids are not present.
- Sexual Harassment Training. All staff have done this per CA law.
- F. Future Possibilities / Expenses. (A) AED devices for the Atwood Building, including devices sized for children; and (B) video camera monitoring.
- Other Child Care Center Calendar Updates  
December 6, 2019: Annual staff appreciation dinner was held and bonus checks were distributed.  
December 13, 2019: Preschool holiday program was held.  
January 12, 2020: Recognition of preschool staff during worship. Preschool open house after second service. Members and friends attending worship that day will be invited to tour the facility.

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

10. Administrative Pastor's Report: Written and verbal reports were submitted by Pastor Steve Swope. Key points included:

- Completed Projects: Termite remediation, LED lights, AC issues in Plumer Hall; Alarm system has been repaired and inspected. Larson Lighting will finish work on the sanctuary's audio system Monday. BIG THANKS to Wayne Banwell for replacing choir lights before the concert!
- Ongoing Projects: Restroom project in the preschool. The Conference has submitted paperwork to the OC Assessor's Office for a Welfare Exemption on our behalf; after submitting additional documents, they are waiting for final determination. Since the first-half tax bill was due, the Conference paid it and will apply for a refund of the overpayment.
- Cindy O'Dell is coordinating the transition to Bank of America's online payment system, which should be "live" by Jan. 1.
- Met with city case planner Stacy Tran to discuss modifying our Conditional Use Permit and sent a formal letter of application and deposit (approved by the Admin Board in October).
- Upcoming Projects: Would recommend the bid from Glassfixer; have met with 3 painters and received estimates from 2 for patio-walkway cover replacement; Larson Lighting has provided an estimate for updated video capability in the sanctuary
- MYP Posting: A total of 5 applications were received and forwarded to the search committee.
- Inactive Members: Last month sent letters to 27 corporate members who met qualifications for "inactive" status, requesting their reply by Dec. 13. Attached is a list of current members to be considered for "inactive membership" before the Winter Congregational Meeting.
- In preparation for the Winter Meeting, Pastor Steve Swope analyzed building usage by outside groups during 2019. The second half of the year showed an 11.5% increase over the first half, primarily in weekly and one-time usage. There are 35 scheduled outside events this month.

**MOTION: To approve CertaPro Painters bid of \$5,100.00 for painting exterior of ECC and Plummer Hall as recommended. Moved by Dorothy Duncan and seconded by David Caruthers. Motion carried.**

**MOTION: To approve The Glass Fixers bid of \$1,900.00 to replace the glass at the front entrance of Plummer Hall as recommended. Moved by Renae Boyum and seconded by Penny Portillo. Motion carried.**

**MOTION: To approve listing candidates for Inactive Membership as recommended based on lack of activity for a period of at least twenty-four months.**

**Candidates for Inactive Membership**

Carol Ballesty (Palm Springs)	Laura Kemp
Eric & Joanie Burley and Julianna	Judy Lucas
Suzanne Campbell and Rianne	Deborah Marquez & Martha Rankin
David Cherry & David Kopfer (East Coast)	Katrinka Sanborn
Megan Dukett (Ukiah)	Barb & Randy Sellke
Elise Eggett	Jane Smith
Stefania Forner & Alessandra Martini	Rachel Stumpf (Redwood City)
Mark Fowler	Carol Welsch
Elizabeth Hall	Andrea Woodford
Dara & Dave Hodges (Indio)	

**Moved by Dorothy Duncan and seconded by Renae Boyum. Motion carried.**

11. Building & Grounds Report: No report was submitted.

12. Moderator's Report: No written or verbal reports were submitted.

13. Interim Pastor's Report: Verbal report was submitted by Pastor David Pattee. Key points included:
- **Worship:** The 31<sup>st</sup> annual interfaith Thanksgiving celebration was well received; Rabbi Rachlis has proposed and we have tentatively agreed that next year's celebration, here at IUCC, should be shifted to the Friday before Thanksgiving, November 20. Sunday, January 5 we will celebrate the Epiphany, and off 2020 stewardship campaign. Will celebrate the life and Legacy of Martin Luther King, Jr. at both services on the 19<sup>th</sup>, and will commission the settled pastor search committee at both services on the 26<sup>th</sup>.
  - **Diversity & Inclusion:** The D&I Task Force is organizing a program for January 19 after worship
  - **Personnel:** Year-end evaluations with staff are in progress.
  - **Designations:** Review of IUCC four designations: ONA, Just Peace, Green Faith, and Global Mission Partner.
  - **Community Involvements:** Pastoral visits in the last month and connections in the community with CLUE organizers, with the local Progressive Clergy group, and progressive community leaders at UCI.
  - **Irma Rosales requests to cash out vacation time not taken; Amount comes to \$1,022.00.**

**MOTION: To give Irma Rosales forty hours payment in compensation for vacation not taken during 2019. Moved by Renae Boyum and seconded by Dorothy Duncan. Motion carried.**

14. Old Business: None

15. New Business:

(A) Record IUCC eVote

1. 12/4/19 per email from Daniel Blackburn:

“Steve has requested we vote to adopt a new privacy policy via e-vote. The policy below (or something similar) is required by Bank of America before we can transition to their online-payment system. Cindy O'Dell edited this (lightly) from the policy on the national UCC website.

This privacy policy explains the privacy practices of the Irvine United Congregational Church (“IUCC”) and how the IUCC treats your information.

This policy only applies to information we collect from visitors to our website, [iucc.org](http://iucc.org). This policy does not apply to information collected offline or through any other means, or from any third party.

IUCC collects the personal information that you make available to IUCC, including first and last name, email address, mobile phone number, Facebook URL, Twitter URL, profile headline, user name, passwords, survey responses, photos, and cookie data. We also collect some information automatically about your computer hardware and software, which can include your IP address, browser type, domain names, access times and dates, referring website addresses, cookies, flash cookies, web beacons, and log file information. The information that we automatically collect does not by itself identify a specific individual and is statistical data typically aggregated with other data to help us improve our website. IUCC collects your information when you provide consent; for purposes that are required by law; and for the purposes of responding to requests by the government, a court of law, or law enforcement authorities conducting an investigation.

IUCC uses your information to present our website and its contents to you; to communicate with you via newsletters to which you subscribe; to fulfill contracts, in particular, facilitating and processing transactions; and where it is necessary to fulfill IUCC’s legitimate interests, which include operating our website; providing information and services described on our website; verifying your identity; determining how to improve our website; and responding to your questions and comments.

IUCC retains your personal information for as long as necessary to provide the services to you and to comply with legal obligations. If you no longer want IUCC to use your personal information you can request that IUCC delete your personal information by contacting Steve Swope at [iucc@ucc.org](mailto:iucc@ucc.org); however, IUCC will retain information as is necessary for IUCC’s legitimate business interests.

IUCC reserves the right to change our website and this privacy policy, at our discretion. When any change is made, a revised version will be posted here and will be effective as of the revised date.

Some functions on our website are managed by third parties, which have their own data privacy policies. These functions include, but may not be limited to, donations and comment functions.

Voting quorum was attained. **Motion passed per 12/5/19 email from Administration Board Chairperson.**

**(B) Reclassify Arts for Activism**

**MOTION: To approve use of Lilly Grant Funds to fund Arts for Activism activities that took place during the summer of 2019 as recommended. Total amount is \$282.16. Moved by Penny Portillo and seconded by David Caruthers. Motion carried.**

**(C) Reschedule January IUCC Administration Board Meeting**

**MOTION: To move the January IUCC Administration Board meeting from January 20, 2020 to January 27, 2020. Moved by Dorothy Duncan and seconded by Penny Portillo. Motion carried.**

**(D) Pergola Replacement**

**(E) Video Equipment Upgrades**

**(F) Refund Policy**

**(G) Request to recognize Music Ministry work by Brianna Finnell with one-time bonus.**

**MOTION: To approve a one-time bonus of \$400.00 for Brianna Finnell for exceptional service as a choral intern for 2019 by the close of the 2019 calendar year as recommended. Moved by Renae Boyum and seconded by Dorothy Duncan. Motion carried.**

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

17. Return to Regular Session: Return to Regular Session at 9:06pm.

18. Adjournment/Closing Prayer: The meeting was adjourned at p.m. per motion by David Caruthers and seconded by Penny Portillo. Closing prayer by Pastor Steve Swope.

The next Administration Board meeting will be Monday, January 27, 2020 at 7 pm.

Respectfully Submitted,

Laura Palen, Clerk of the Administration Board