

**Irvine United Congregational Church
Administration Board Meeting Minutes
February 10, 2020**

Attendance:

Administration Board:

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

Committee/Task Force Chairs: Keith Boyum

Staff: Administrative Pastor Steve Swope and Interim Pastor David Pattee

Visitors: Tricia Aynes

1. **Call to Order:** The meeting was called to order at 7:42 p.m. by Chair Daniel Blackburn (following joint meeting by Administration and Ministries Boards).
2. **Opening Prayer:** The opening prayer was led by Moderator Renae Boyum.
3. **Approval of January 27 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:

Treasurer's Report February 10, 2020

Note: k = thousand

Report on January 2020, and adjustments to 2019 Year End Financial Statements

From: David Carruthers

With the meeting of the Admin Board joining the Ministries for a meeting one week earlier than the usually scheduled meeting for Admin, I am unable to provide January 2020 financial statements at this time. However, I can report the Income figures (excluding expenses) for January month as follows:

	Actual	Budget	Diff.	%
IUCC General Fund	\$22,320	\$22,680	(\$360)	1.58
ECC Tuitions	\$62,479	\$63,921	(\$1,442)	2.25

So, we are pretty close on the top line of the financial results for the first month of the new year. Additionally, I want to advise that, subsequent to preparing and printing the package of information for the Congregational meeting yesterday (February 9th), some minor revisions had to be made to the year end 2019 financial results. These were necessitated because of changes in income tax law which meant we had to cover additional income tax imposed on Pastor Dave as a consequence of the Church covering his moving expenses, and additional tax on a childcare benefit given one of the teachers in our Childcare Center.

The impact on the 2019 figures is to increase the Net Loss of the GF from \$(97.0)k to \$101.7)k, and reduce the ECC's Net Income from \$88.k to \$87.5k. The net change is (\$6.1)k together. [Note: these net income/loss are after adding back depreciation.]

Re the CIF: we have pretty much finalized the accounting entries to merge the major assets and liabilities of this Fund into the General Fund. The adjusted results will be reported in next month's Treasurer's Report.

David Carruthers
Treasurer, 2019-2020

5. Building Task Force: No written or Verbal Reports were submitted.
6. By Laws, Policies, and Procedures: No written or Verbal Reports were submitted.
7. Fund Development/Stewardship Report: No written or Verbal Reports were submitted.
8. Child Care Committee Report: Written and verbal reports were submitted by Keith Boyum. Key points included:
 - Plans to Increase the Number of Children to 63, from the Current 60.
 - Demand for Child Care from our Child Care Center.
 - Tuition Rates; Teacher Salaries.

As to salaries, California's law requiring \$15 per hour minimum wage will apply to us as of January 1, 2021. Some salaries may have to increase. As background: Preschool employees received a 1% COLA on January 1, and we have budgeted for an additional 1% COLA for preschool employees on July 1.

 - Other.
 - Irma participated in a professional development activity for preschool owners and directors on February 8.
 - On February 28, the Child Care Center will feature a multicultural potluck.
 - As reported to the Board verbally at the January meeting, the Child Care Center Committee is beginning to review three areas for possible initiatives / actions:
 - o Website updates and improvements;
 - o Best practices regarding cameras in the preschool, and possible recommendations;
 - o The applicability of new California legislation regarding the disposal of food waste.
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:
 - Recent and current studies and events
 - John Pavlovitz is coming on Sunday, March 15
 - Upcoming events: Pastor Dave will be leading a 4-week study for Lent time that's most convenient! Along with TED Talks discussions and Yoga of Recovery, there are also three women's book groups meeting this spring. And sign-ups will soon be available for the annual women's retreat at Pilgrim Pines.
 - Update our pictorial directory by adding photos of new members
 - Outside groups regularly using our spaces. All told, our campus "inventory" for February is 31 outside events, 12 preschool "extras," 34 non-Sunday church meetings or gatherings, and 27 Sunday events!
 - LED bulbs (on order) will be installed in our 12 parking-lot lights soon. They will provide better, safer illumination (and they'll all work now) for much less energy!
 - Orange County Fire has passed the preschool, on our way to being certified for 63 children (up from our current 60). CA licensing is next, and we are waiting for revisions to our CUP application to be reviewed.
 - Alarm-system issues
 - Online pledge payment concerns
11. Building & Grounds Report: No report was submitted.
12. Moderator's Report: Written and verbal reports were submitted by Renae Boyum. Key points include:
 - Ministries and Committees Fair is next Sunday, February 16 after both services. We'll discuss this at tonight's meeting.

- Nominations for Leadership positions for 2020-21 Thanks to those of you who have already responded about serving as an IUCC leader. I want to discuss ways that we can reach out to all members regarding leadership opportunities.
- 2020 Budget was approved at the Winter Congregational Meeting. I want to spend a few minutes at the Joint meeting discussing aspects of the budget including fund raising and changes in some of the expenditures from 2019. Bring your copy of the meeting packet with you tonight.
- New patio pergola. The Administration Board has hired a contractor to construct the new patio pergola. If everything goes according to plan (?!), we'll have the pergola in place by Easter.

13. Interim Pastor's Report: Written report was submitted by Pastor David Pattee.

14. Old Business: None

15. New Business:

Record IUCC eVote

2/3/20 per email from Daniel Blackburn:

"Aidan has asked us to approve a request for IUCC to provide childcare at the conference's annual gathering.

The conference has asked IUCC to provide childcare for Annual Gathering at Chapman University this year on June 12th and 13th, as we have in past years. This with the understanding that the church would be reimbursed for the cost of providing childcare for the event.

Motion to allow IUCC staff (Aidan Mitchell and Sara McComb) to provide childcare for the event."

Voting quorum was attained. **Motion passed per email 2/4/20 from Administration Board Chairperson.**

16. Executive Session: Administration Board entered Executive Session at 8:00 pm.

17. Return to Regular Session: Return to Regular Session at 8:20 pm.

MOTION: To enter into negotiations inviting David Perez to serve as new Director of Ministries With Young People with compensation not to exceed \$25,000 with standard benefits pending satisfactory completion of references and background checks. Moved by Apoorva Ghosh and seconded by Dorothy Duncan. Motion carried unanimously.

18. Adjournment/Closing Prayer: The meeting was adjourned at 8:25 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, March 16, 2020 at 7 pm.

Respectfully Submitted,

Laura Palen, Clerk of the Administration Board