

**Irvine United Congregational Church
Administration Board Meeting Minutes
March 16, 2020**

Attendance:

Administration Board:

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

Congregational Representatives: Penny Portillo, Dorothy Duncan, and Apoorva Ghosh

Committee/Task Force Chairs: Keith Boyum, Sharon Lynn

Staff: Administrative Pastor Steve Swope and Interim Pastor David Pattee

Visitors: Tricia Aynes and Mark Allen

1. Call to Order: The meeting was called to order at 7:02 p.m. by Chair Daniel Blackburn.
2. Opening Prayer: The opening prayer was led by Rev. David Pattee.
3. Approval of February 10 Meeting Minutes: Passed as described and submitted to Board Chairperson.
4. Treasurer's Report: David Caruthers submitted written report for the seven months ending February 29, 2020.
5. By Laws, Policies, and Procedures: Written and Verbal Report was submitted by Anne Rosse
6. Fund Development/Stewardship Report:
7. Child Care Committee Report: Written and verbal reports were submitted by Keith Boyum.
8. Technology Committee Report: No written report was submitted.
9. Administrative Pastor's Report: Written and verbal reports were submitted by Pastor Steve Swope. Key points included:
10. Building & Grounds Report: No report was submitted.
11. Moderator's Report: No written or verbal reports were submitted.
12. Interim Pastor's Report: Verbal report was submitted by Pastor David Pattee. Key points included:
14. Old Business: None
15. New Business:

(A) Record IUCC eVote

2/18/20 per email from Daniel Blackburn:

“After some negotiation with our candidate for MYP Director, David Perez, we have a revised offer that will need to be approved by you. In order to meet his salary requirements, we have agreed to convert his cafeteria benefits (\$2400/year) and professional development allowance (\$1200/year) to wages and to increase his hours

from 20/week to 23/week. This will raise the total cost of the package we are offering him from \$28,600 to \$33,000, an increase of \$4400 or ~15%. Please reply-all with your vote to approve or reject this offer.”

Voting quorum was attained. **Motion passed per email 2/18/20 from Administration Board Chairperson.**

(B) Corona Virus impacts on IUCC (FP, ECC, worship)

(1) Child Care Committee Updates were submitted in a Special Report to the Administration Board by Keith Boyum. Key points included:

- School Closure: The ECC closed at 6 pm on Friday, 3/15/20. A meeting will be held with pre-school staff to discuss what the administration decides are likely next steps. A tentative reopen dated of 4/6/20 is an option to consider since this is the current guideline from IUSD and other area pre-schools to the Irvine community.
- Topics to be discussed at the meeting scheduled for 3/18/20 include state and federal guidelines or mandates for closure, reduced work hours and/or possible lay-off of teaching staff and other ECC employees, ongoing facilities maintenance for the ECC during closure, and communication(s) to pre-school parents.
- Keith Boyum requests action on items/resolutions in the written Special Report to the Administration Board as follows:

1. School Closure.

RESOLVED, that the Administration Board authorizes the Senior Pastor and the Early Childhood Center Director, in close coordination with the chair of the Administration Board, to close the IUCC Early Childhood Center, either (a) in compliance with an order to do so issued by competent county or state authorities; or (b) in the event that Early Childhood Center clients withdraw their children in numbers that make it impractical to continue operations; or (c) where closure is the prudent choice due to pandemic or other cause.

2. Reaffirmation of “At Will” Status for Early Childhood Center Employees

RESOLVED, that the Administration Board reaffirm the existing provision in the Employee Handbook that Early Childhood Center employees serve “at will,” in the sole discretion of the employer.

4. Establishment of a Seniority List for Child Care Center Employees

RESOLVED, that the Administration Board direct the Senior Pastor and the Early Childhood Center Director, to establish a list of Early Childhood Center employees showing the date of initial hire for each employee, and in that way to establish the relative seniority of Early Childhood Center employees, to be used in the event of reduced work hours or layoffs; and to distribute that list, after approval by the Administration Board, to all Early Childhood Center employees.

6. Concerning the Use of IUCC Facilities by Outside Groups

RESOLVED, that the Administration Board approves the following policy and directs that it be communicated to outside groups that regularly use IUCC facilities.

In the event of continuing and/or heightened concerns about an epidemic, or in response to other sudden or unexpected event(s), Irvine United Congregational Church via action of the Administration Board may, with no prior notice, withdraw permission to use its physical facilities; and in the event of a mandatory closure of the Irvine United Congregational Church Early Childhood Center, as ordered by competent county or state government authority, the Administration Board will promptly consider whether to close the facility to use by outside groups, and will communicate that decision with all deliberate speed.

In the event of any such closure, Irvine United Congregational Church will ordinarily refund any fees paid for facility usage that has not taken place as of the date of closure; but some or all of any such fees may not be refunded if the Church has already incurred expenses related to the anticipated facilities usage.

7. Concerning an Employee who Falls Ill due to Coronavirus / COVID-19

RESOLVED, that the Administration Board approves the following policy and directs that (a) it be communicated to Child Care Center employees, and (b) it be added to the IUCC Employee Handbook:

Except as may otherwise be mandated or prohibited by state law, any employee of Irvine United Congregational Church, including but not limited to employees of the Early Childhood Center, who takes sick leave is required to report to his / her supervisor as to the nature of the illness and what diagnosis or diagnoses, if any, have been rendered by competent medical authority. This specifically includes any diagnosis, or any reasonable suspicion, communicated by competent medical authority, of an illness due to Coronavirus or COVID-19.

The supervisor shall take immediate and reasonable action, specifically including a report to the county or state health authorities, notification to parents of Early Childhood Center-enrolled children, notification to the congregation, notification to other persons who may be contracted to provide services to Irvine United Congregational Church, including but not limited to cleaning services, and notification to any outside groups who may be using congregational facilities. Any such report will preserve the confidentiality of the employee to the limits established in state law.

To the extent possible, the supervisor receiving the report of illness will urgently and confidentially confer with either the Chair of the Administration Board, the Moderator, or both, and to other members of the Irvine United Congregational Church Administration Board, prior to making any such reports.

MOTION: To approve items 1, 2, 4, 6, and 7, as submitted in the Special Report to the Administration Board by Keith Boyum, Chair, Child Care Center Committee March 16, 2020. Moved by Renae Boyum and seconded by Apoorva Ghosh. Motion carried.

- Discussion followed including questions regarding tuition credit when the school reopens, projected loss of revenue, expenses incurred such as payroll and maintenance during the week of 3/16 thru 3/20, and potential reduction of hours and/or layoffs.

MOTION: To pay teachers normal salary through Friday, March 20, 2020 and not require teachers to report to the ECC site for work. Moved by Apoorva Ghosh and seconded by Penny Portillo. Motion carried.

(2) Family Promise Updates were submitted in a Special Report to the Administration Board by Sharon Lynn.

Family Promise is scheduled to be in residence in Plummer Hall for two weeks during April, 2020. In view of state and local guidelines and mandates it does not appear that this can take place. Sharon requested discussion regarding some options that can be considered. She reports that Family Promise is not taking any new families at this time and it is likely that three small families are the expected participants for the scheduled April, 2020 residency at IUCC. Sharon reported that Family Promise is looking at ways to house these families such as Airbnb and hotels. The cost associated with this is expected to be \$2,000.00 to \$3,000.00.

The Admin board discussed various aspects of the Family Promise commitment. Interim Pastor David Pattee suggests sending a letter and update to the congregation including links on which members and attendees can donate to support this effort. Pastor Steve Swope stated that this can also be done on the current giving page where donations can be directed to a particular purpose. David Caruthers stated that this is a great opportunity to encourage giving.

Renae Boyum summarized discussion about donations having two main areas of focus – pledge giving and giving to support the previous commitment to Family Promise in the form of financial gifts in lieu of having families in residence at Plummer Hall during April, 2020.

(C) Cornerstone Loan

Mark Allen reported that there is discussion with Cornerstone regarding an amendment to the original loan to provide an extension of the loan amount by \$150,000 to \$200,000, which would still put the total loan amount maximum well below the amount approved by Cornerstone. He requests action by the Administration Board to proceed with the process to work with Cornerstone to draw against the loan currently approved.

MOTION: To give Mark Allen permission to proceed with the process to work with Cornerstone to draw against the loan to IUCC for the new building addition currently held by Cornerstone. David Caruthers moved and Renae Boyum seconded. Motion carried.

(D) Questions regarding outside organizations meeting at IUCC.

Pastor David Pattee stated that outside organizations will not meet at IUCC until further notice. However, he requests that the Administration consider AA meetings on a special basis and requests discussion about this. Renae suggests that Pastor Steve Swope send a email to the AA organization limiting the number of participants to ten and that the local organization follow the digital guidelines as described in the 3/16 memo posted on the National AA Organization website at AA.org.

16. Executive Session: Administration Board entered Executive Session at 9:11 pm.

17. Return to Regular Session: Return to Regular Session at 9:32 pm.

18. Adjournment/Closing Prayer: The meeting was adjourned at 9:33 p.m. per motion by Dorothy Duncan and seconded by David Caruthers. Closing prayer by Pastor Steve Swope.

The next Administration Board meeting will be Monday, April 20, 2020 at 7 pm.

Respectfully Submitted,

Laura Palen, Clerk of the Administration Board