Irvine United Congregational Church
Administration Board Meeting Minutes
March 18, 2019

Attendance:

Administration Board:
  Church Officers: Chairperson Daniel Blackburn, Moderator Renae Boyum, Treasurer Mark Allen, and Clerk Laura Palen
  Congregational Representatives: Penny Portillo, Randy Brown, and Scott Bollens

Committee/Task Force Chairs: Keith Boyum and Teri Houston

Staff: Rev. Paul Tellstrom, Assistant Pastor Sarah-Fiske Phillips, Administrative Pastor Steve Swope, and Aiden Mitchell

Visitors: Tommie Kozlov, Jim Martin, and Nitz Martin

1. Call to Order: The meeting was called to order at 7:01 p.m. by Chairperson Daniel Blackburn.

2. Opening Prayer: The opening prayer was led by Rev. Paul Tellstrom.

3. Approval of February 11 Meeting Minutes: Passed as described and submitted to Board Chairperson.

4. Approval of Randy Brown as Congregational Representative, member of Admin Board.

   MOTION: To approve Randy Brown as Congregational Representative, member of Administration Board. Moved by Scott Bollens and seconded by Penny Portillo. Motion carried.

5. Treasurer’s Report:

   Mark Allen submitted a written report for the eleven months ending February 28, 2018.
Irvine United Congregational Church  
General Fund Income Statement  
For Two Month Ended February 28, 2019

<table>
<thead>
<tr>
<th>Current Month</th>
<th>Variance</th>
<th>% Better</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual</td>
<td>Budget</td>
<td>Pos. Neg. (Poorer)</td>
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</tbody>
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**Income:**

- Contributions:
  - Pledged Contributions: 52,346 2,548 8% 8% 400,000
  - Non-Pledged Contributions: 5,274 5,276 0% 0% 50,000
  - In-Cr Budget Undesc. Contrib, Recog.: 4,996 0

- Other Income:
  - Total Contributions: 62,518 53,895 17% 450,000

**Expenses:**

- Compensation, Incl. P/R Taxes & Expenses:
  - Pastoral: 21,653 22,050 397 2% 155,109
  - Christian Education: 14,903 14,474 429 -3% 88,745

- Music:
  - Church Music: 13,046 12,740 306 -2% 76,443

- Miscellaneous Income (Expense) - Note 4:
  - 12,182 13,005 820 -8% 87,928

**Miscellaneous Income (Expense) - Note 4:**

- Total Income: 74,803 66,700 10,103 12% 537,328

**Ministries:**

- Adult Programs:
  - Deacons: 510 507 3 1% 3,401

- Advocates for Peace & Justice:

- Communications:
  - Funerals: 98 333 235 71% 8,715

- Congregational Care:
  - Hospitability: 0 0 0 100% 78

- Fellowships:
  - Office Expense:
    - Office Expense - excluding Depreciation: 5,186 5,204 18 0% 38,000

- Ministry:
  - Music Ministry:
    - New Member Dev. (fka Cong. Part.):

- Other:
  - Total Expenses: 99,395 94,955 4,440 -5% 613,991

- Net Income (Loss) or Chg Net Assets:
  - (24,592) (23,255) 3,637 (76,463)

**Memo:**

- Addback Depreciation (non-cash expense):
  - Adj. Net Inc. (Loss) or Change Net Assets:
    - (2,904) (2,526) 10% 40,000

**Notes:**

- (0)
6. Building Task Force/Capital Campaign Team Report: Chair Anne Rosse submitted a written report. Key points included:

- Project Status: final payment has been made.
- Project finances: project came in under budget; funds available for bioswale fencing.
- Capital Campaign: Suggest thank you letters and pledge summary to congregants.

7. Fund Development/Stewardship Report: No written report was submitted.

8. Child Care Committee Report:

Written report was submitted by Keith Boyum. Key points included:

- Enrollments and Staffing: Discussion of addition of staff member, lead teacher. Questions regarding pay and duties; staffing to be discussed in executive session.
- Staff Conflict, departure
- Employee Handbook revisions
- Days closed annually
- Expansion from 60 to 63 students (FTE): bathroom bids. Steve Swope described plumber recommendation; some construction will be needed; will bring number of toilets to three per room. Mark says the ECC will break even for the cost in one year or less. Cannot do project until Christmas break; do in 7-8 days to avoid ECC shutdown; permitting for the short time span may be problematic. No discussion requested at this meeting as more bids are under review and a decision is not yet needed.
9. **Technology Committee Report:** No written report was submitted.

10. **Building & Grounds Report:** Verbal and written reports submitted by Teri Houston. Key points included:
- Walkway Structure/ECC/Pergola (as a whole); questions regarding whether or not ECC has been tested for termites; not known. Recommendation for second review of the structure by the termite company (Orkin).
- Ramp directly to the parking lot from the patio; recommended for safety concerns; questions about lighting for the proposed ramp.
- Planting Day
- Website updates of building and landscape

11. **Moderator’s Report:** Written report was submitted by Renae Boyum. Key points included:
- Joint meeting of the Ministries and Administration Board.
- Interim Pastor Search Committee meetings and candidate profiles received.
- Permanent Pastor Search Committee.
- Congratulation to Pastor Sarah Averette-Phillips for a successful Ecclesiastical Council.
- The Ministries Fair was well-attended.
- May 19 is the day when we will celebrate and bid farewell to Pastor Paul.
- Nominating Committee begins its work to identify leadership for 2019-2020.

12. **Pastor’s Report:** Written and verbal reports submitted by Rev. Paul Tellstrom. Key points included:
- MID process and vote regarding Eduardo Arismendi-Pardi request that the Southern Association of our Conference take him into care as a “Member in Discernment.” Paul explained that IUCC helps with MID process; committee serves as liaison between church and Southern Association of the Southern California Nevada Conference of the United Church of Christ. IUCC would be saying church endorses the MID; if MID completes process, then IUCC would be home church for MID. Scott Bollens spoke on behalf recommending of Eduardo.
- Ash Wednesday
- Preparation: gathering materials to be used by our staff for worship prep, and to leave behind for interim.
- Calendar for preaching for remaining Sundays.
- General Synod June 21-25.
- ECC items

**MOTION:** To approve that IUCC take Eduardo Arismendi-Pardi into care as a Member in Discernment (MID). Moved by Scott Bollens and seconded by Penny Portillo. Motion carried.

13. **MYP & Assistant Pastor’s Report:** Written and verbal reports submitted by Assistant Pastor Sarah Fiske-Phillips. Key points included:
- Youth/Young Adults
- Diversity and Inclusion Task Force updates
- Ordination next steps

14. **Administrative Pastor’s Report:** Written and verbal reports submitted by Administrative Pastor Steve Swope. Key points included:
- Projects
- Roof Repair
- Bioswale Fencing; more bids are coming.
- Legalities. Paul brought up concerns about neighboring church Journey and use of easement.

15. **Old Business:**

Bioswale Fencing

16. **New Business:**

(A) Record IUCC eVote

Per Irma’s email 2/27/19: “Today I met with Pastor Paul and introduced him to Homaira Zamani. We are looking to hire her for a part time position 8:30-2:30 p.m. Homaira has 15 ECE units, experience volunteering at Eastshore Elementary as well as experience working for ABC Child Care Center. Homaira has worked with children ages 2 to 12 years old. I am requesting that we hire Homaira at $14.00 an hour with paid vacation, Holidays and benefits. Please put this to an e-vote as soon as possible.”

**MOTION:** To hire Homaira Zamani for a part time position 8:30-2:30 p.m at $14.00 an hour with paid vacation, holidays and benefits. Voting quorum was attained. Motion carried 3/1/19.

(B) Jim Martin presented a proposed resolution titled Energy Innovation and Carbon Dividend Act to present at synod in June. Question: take to conference first? Response: Yes, makes the presentation stronger. Jim asks if board will vote in support of the resolution.

**MOTION:** To approve sending the resolution titled Energy Innovation and Carbon Dividend Act to synod June 21-25, 2019. Renae Boyum moved and Scott Bollens seconded. Motion carried.

(C) Scott Bollens suggested revisiting concerns regarding active shooter situations; mentioned mosque shooting. Suggested notifying congregation about webinar 3/21/19 about training pertaining to active shooter response. Teri Houston asked if board should reconsider armed guard during services and some events. Renae Boyum noted that a lot of the congregations would likely be uncomfortable with guards with guns at service. Mark Allen discussed idea of panic button in pulpit. Paul said front doors are locked during service; deacons admit congregants who arrive late. Teri reminded that in welcome at each service exits should be noted.

17. **Executive Session:** Administration Board entered Executive Session at 8:24 pm.

18. **Return to Regular Session:** Return to Regular session at 8:32 to vote on motion.

**Motion:** To approve ECC hiring of Xxxxx Xxxxxx at a rate of $16.00/hr. Scott Bollens moved; Penny Portillo seconded. Motion carried.

19. **Executive Session:** Administration Board entered Executive Session at 8:34 pm.

20 **Return to Regular Session:** Return to Regular session at 9:29 to vote on motion.
Motion: To approve hiring Alaina Haynes as a regular employee for thirty hours at $15.00 for writing Vacation Bible School (VBS) curriculum for the summer of 2019. Scott Bollens moved; Randy Brown seconded. Motion carried.

Motion: To approve affirming a recommendation from Section A of the Southern Association of the Southern California Nevada Conference of the United Church of Christ, to ordain Sarah Averette-Phillips here at IUCC on April 14 and issue a call to Sarah as Part-Time Assistant Pastor with no change in status, responsibilities, or hours, pending approval by the IUCC congregation on March 24, 2019. Renae Boyum moved; Scott Bollens seconded. Motion carried.

21. Adjournment/Closing Prayer: The meeting was adjourned at 9:37 p.m. per motion by Mark Allen and seconded by Penny Portillo. Closing prayer by Pastor Sarah Fiske-Phillips.

The next Administration Board meeting will be Monday, April 15, 2019 at 7 pm.

Respectfully Submitted,

Laura Palen, Clerk of the Administration Board