

**Administration Board Meeting via Zoom
July 20, 2020**

Present:

Church Officers: Daniel Blackburn, Mark Allen, Tricia Aynes, Jon Ingal, Dorothy Duncan, & Penny Portillo

Committee Chairs: Keith Boyum, Teri Houston, and Anne Rosse

Staff: Administrative Pastor Steve Swope

1. Call to Order: The meeting was called to order at 7:05 p.m. by Board Chair Daniel Blackburn.
2. Opening Prayer: The opening prayer was led by Steve Swope.
3. Approval of June 15, 2020 Minutes: Tricia Aynes asked that the Minutes be corrected to reflect that she was present at the meeting as a visitor. The Minutes were approved as corrected.
4. Treasurer's Report: Treasurer Mark Allen reported that stewardship is doing well versus both budget and last year. However, he is concerned about our overall financial outlook due to significant losses sustained with the shuttering of the preschool. We have been using the PPP funds of \$96,000 to offset expenditures (payroll, rent-in-lieu, utilities, etc.). The income has not been recognized as such because the loan is technically not forgiven until we finish spending the funds and turn in a report. For all intents and purposes, we are done collecting contributions for the building fund, so he will no longer report the results separately. We will go back to reporting total IUCC results with all funds. Total IUCC w/CIF lost (\$30.6) thousand vs. a budgeted number of (\$10.7) thousand, producing a (\$41) thousand negative variance. For total year-to-date in June, we lost \$(140.4) thousand vs. a budgeted number of \$17,500, a negative variance of \$(158) thousand. Year to date total cash flow was \$17,000, primarily driven by the \$96,000 from the PPP loan.

Given how far we are off budget and the fact that we are unlikely to make up the balance this year, Mark has requested that we take the forecast he has prepared for the remainder of 2020 along with actuals through June and use this as the Revised 2020 budget going forward. He hopes to use the Revised 2020 budget for a Cornerstone line of credit.

5. Bylaws, Policies & Procedures: Per Chair Anne Rosse, there were two Bylaw Amendments this year:
 - Change name of program from Ministry for Young People to Ministry With Young People; and
 - Article 8, Section 6: Congregational Meeting via Electronic Means

Pending Amendments:

- Apparently the Admin Board approved (in April) a proposed amendment as follows: "to change the voting privilege for the Ministries Board Youth Representative from non-voting to voting, except on financial matters." (By CA law, those under 18 cannot vote on financial matters). This will need to be put on the agenda for our next Congregational Meeting.
- In its March 2020 report, the Committee informed the Admin Board that our current Bylaws do not carry a portion of our vision statement that had passed congregational approval some time ago but was not shown in the minutes – it does not appear that the Admin Board acted on the request. It was determined that we should approve it again.

MOTION: To approve adding the following highlighted phrase "Irvine United Congregational Church seeks growth in spirit, fellowship, and number **by becoming a more culturally diverse congregation ...**" to the Bylaws. Moved by Dorothy Duncan, seconded by Penny Portillo. Motion passed. This action to be followed by congregational review and approval.

Anne noted that the June 15, 2020 Minutes reflect a desire by the Diversity & Inclusion Task Force to review the Bylaws to ensure appropriately diverse and inclusive language – how would the Admin Board like her to proceed? She was directed to make a representative of the Bylaws Committee available to help the Diversity & Inclusion Task Force navigate the Bylaws.

Treasurer Mark Allen had asked for Policies & Procedures for Board Designated Funds: Operating and Emergency Reserves, Mortgage Reverses, Fixed Assets Reserves, and Working Capital Usage. He believes we have to be more explicit about defining terms and determining appropriate thresholds. He will be making a formal request to the Policies & Procedures Committee.

Anne asked for approval of the attorney-provided edits to the Hold Harmless Agreement.

MOTION: To accept the attorney's edits to the Hold Harmless Agreement. Moved by Tricia Aynes, seconded by Mark Allen. Motion passed.

At the June 28 Congregational Meeting, the congregation authorized the Admin Board to make changes that explicitly indemnify any IUCC director, officer, employee, agent or member who suffers a loss because of their service to IUCC.

MOTION: To add the attorney's recommended indemnity language to the Bylaws. Moved by Tricia Aynes, seconded by Mark Allen. Motion passed. These changes are to be reviewed at the next Regular or Special Congregational Meeting.

6. Fund Development/Stewardship Report - None

7. Child Care Committee: Chair Keith Boyum asked for approval to (a) refund \$10,756.50 in prepaid tuition to parents of Pre-K students who had aged out of the program and (b) Send a letter notifying parents that they could either request the refund or consider it a donation. This action was deemed necessary for parents who prepaid this tuition money in March but missed out on the second half of that month due to the center's closure due to the Covid-19 pandemic.

MOTION: To authorize refunds of half tuition to affected pre-K parents (if requested) and email them a letter notifying them that they can either request the refund or consider it a donation. Moved by Penny Portillo, seconded by Tricia Aynes. Motion passed 5–1.

Keith has discussed separating the Child Care Center into its own 501c3 with the committee, and they are in agreement.

8. Administrative Pastor's Report: Steve Swope reported as follows: The pastor's patio has been refreshed and the lightbulbs in the sanctuary restrooms have been replaced with LEDs; Larson Lighting has ordered the video equipment for the sanctuary; the patio cover contractor provided drawing revisions on July 1; Steve wants to discuss the possibility of making our facilities available to outside groups again; and a preschool teacher has raised the issue of removing names and salary information from the Minutes that are posted online.

The Admin Board agreed by consensus to take out names but leave numbers on staff salaries disclosed in our Minutes.

There was general consensus that it was still too early to make our facilities available to outside group meetings.

There was a spirited discussion about the letter received from the attorney regarding property tax ramifications associated with separating the preschool into its own 501c3. We agreed that there were many unanswered questions that needed to be answered before we could make a decision. Board members are encouraged to send specific questions to Mark, Steve, and Keith, who will collate them and send them to the attorney for response.

9. Building & Grounds report – Chair Teri Houston reported that all 16 lights had been replaced in the sanctuary restrooms, and low energy bulbs had been placed in Plumer Hall.

10. Moderator's Report – Tricia Aynes reported that the Call Agreement had been signed by all parties and the Leadership Retreat went fine.

11. Pastor's Report – None

12. Old Business - None

13. New Business

We have spent about \$16,000 on the pergola project so far (\$6000 in permits alone). The private donors wish to move the remaining \$45,500 originally earmarked for the project to fund the senior pastor's salary for the first year.

MOTION: To accept the repurposing of \$45,500 donated by a private donor which was earmarked for the pergola and move it to cover the differential in the senior pastor's salary for the first year. Moved by Tricia Aynes, seconded by Mark Allen. Motion passed.

MOTION: To authorize Steve Swope to contact the contractor and discuss options about the now de-funded pergola project: find out if we can delay the contract and/or do piecemeal portions of it going forward (like framework and sections of sail cloth). Moved by Tricia Aynes, seconded by Mark Allen. Motion passed unanimously.

There were two e-votes taken:

- Reinstatement membership of Robinmarie and Ian McClement, and
- Approve new authorized signers for church accounts.

14. Executive Session – We adjourned to go into Executive Session at 9:02 p.m. and returned at 9:33 p.m.

15. Adjournment – Mark Allen moved to adjourn, and Penny Portillo seconded. Motion passed. The meeting was adjourned at 9:33 p.m.

Respectfully submitted,
Tricia Aynes & Steve Swope