

**Irvine United Congregational Church
Administration Board Meeting Minutes Draft
August 17, 2020 via Zoom**

Attendance:

Administration Board:

Church Officers: Daniel Blackburn, Tricia Aynes, Mark Allen, and Laura Palen

Congregational Representatives: Penny Portillo, Dorothy Duncan, and Jonard Ingal

Committee/Task Force Chairs: Keith Boyum, Anne Rosse

Staff: Administrative Pastor Steve Swope and Interim Pastor David Pattee

Visitors: None

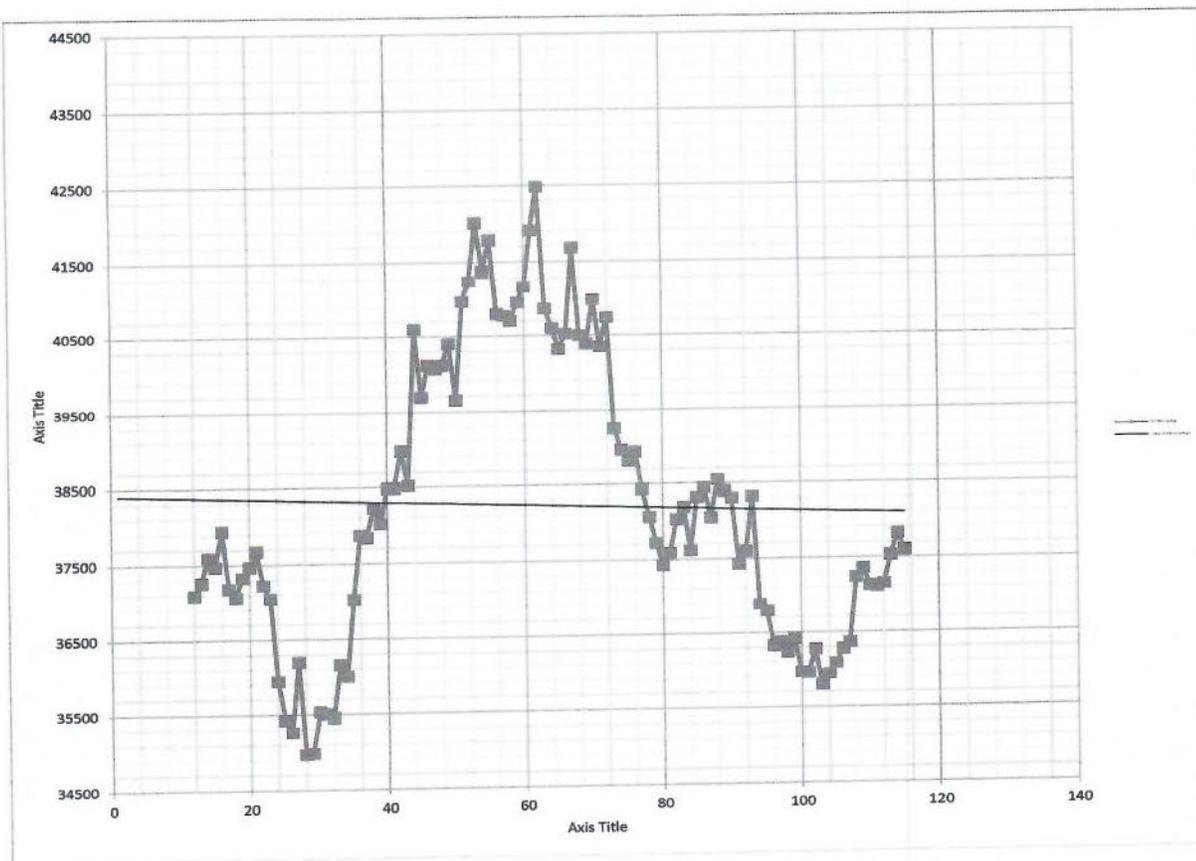
1. **Call to Order:** The meeting was called to order at 7:08 p.m. by Chair Daniel Blackburn.
2. **Opening Prayer:** The opening prayer was led by Rev. David Pattee.
3. **Approval of July 20 Meeting Minutes:** Approval postponed briefly until Admin Board review of minutes is completed.
4. **Treasurer's Report:** Mark Allen submitted verbal written report for the five months ending July 31, 2020. Key points included:

Date: Aug 17, 2020

From: Mark Allen, treasurer

RE: July 2020 results

1. **Quick Overview.** Overall, we are still losing money as while IUCC (general fund) is doing better than budget as stewardship is doing relatively well versus both vs. budget and vs. LY YTD the ECC re-opening produced a relatively large loss in July of (\$21.2) thous. General fund had a loss of (\$25.6) thous. and a Total IUCC loss of (\$41.9) thous. vs. a LY YTD loss of (\$14.9) thous. vs. a budget of (\$26.5) thous.
2. Cash + investments decreased from \$411.7 thous. to \$367.2 thous., a drop of (\$44.5) thous.
3. Contributions at \$26.3 thous. were down (12%) in July vs Budget and (9%) vs LY. Total General Fund income at \$29.7 thous. was down (19%) vs Budget and (21%) vs. LY.
4. YTD @ \$229.4 thous. vs. Budget contributions are still up 2.8% and 1.9% vs. LY and Total income YTD \$280.7 thous. is up 3% vs Budget YTD and 3% vs. LY.



12- Month Moving Average of IUC Stewardship. As you can see over-all for the last more than the last 18 months the trend is upward ending July 31, 2020. July itself was slightly down over June 2020. Again remember that as a 12 month running average if the line moves up then the results are better than the last 12 months and if it goes down its poorer.

5. **PPP Funds.** One other thing to note as far as the P&L, we of course have been using the \$96 thousand in PPP funds to offset expenditures – payroll, rent-in-lieu, utilities, etc. so on a cash basis we don't look too bad, **but the income has not been recognized as income due to a loan being forgiven as the loan is technically not forgiven until we hand in a report showing what we spent.** Pacwest has said it will start taking reports some time in mid to late August. So overall you just need to recognize that the P&L looks a bit worse as we will likely not record the income until August. At this point we are done spending those funds and will hand-in the report sometime during August when PacWest is ready to take the forms.
6. **Budget Cuts and Payroll.** We have finished spending the \$96 thous. so we no longer have the obligation to pay at least 75% of employees salaries that are affected by the program.
7. **CIF results.** For all intense purposes, we are done collecting contributions for the building. While we collected almost \$80 thousand last year we have only collected \$6 thousand so far in 2020. As a result I will no longer report the results separately with and without the CIF. We will just go back to reporting Total IUC results with all funds. Given the large variances vs budget and LY anyway, reporting without the CIF really makes no difference.

8. Adj Net income for depreciation was (\$71.8) thous., versus a budget of \$78.4 thous., a negative variance of (\$150.3) thous. and vs. a LY number of \$115.7 thous. or a negative variance of (\$187.5) thous.

5. Bylaws, Policies, and Procedures: Written and verbal reports were submitted by Anne Rosse. Key points include:

(1) BYLAWS

• **Approved Amendments in 2020**

1. Ministry for Young People to Ministry with Young People name change (Feb 2020)
2. Article 8, Section 6: Congregational Meeting via Electronic Means (June 2020)

• **Proposed Amendments** (endorsed by the Admin Board/to be taken up at the next congregational meeting)

1. Indemnification language (provided by outside counsel)
2. Voting privileges for the Ministries Board Youth Representative from non-voting to voting on non-financial matters.
3. Revised Vision Statement (to add the bolded text: Irvine United Congregational Church seeks growth in spirit, fellowship, and number **by becoming a more culturally diverse congregation**; by strengthening our capacity to serve our neighbors and community; by caring for each other as God cares for us; by inviting others to be part of our community of faith; and by working to transform individual lives and our community through the power of God's love in human action.)

• **Pending**

1. Review of Bylaws terminology to ensure appropriately diverse and inclusive language (Diversity & Inclusion Task Force)

(2) POLICY AND PROCEDURES

• **Changes in 2020**

1. The Admin Board approved Policy and Procedure 3.07: The Pastor Paul Camper Fund.
2. The Admin Board approved changes to Policy and Procedure 2.02: Facility Hold Harmless Agreement and Policy 2.02 Appendix A (based on revised language recommended by outside counsel).

• **Pending**

1. Per a request from Treasurer Mark Allen, a policy and procedure for Board-Designated Funds: Operating and Emergency Reserves, Mortgage Reserves, Fixed Assets Reserves and Working Capital Usage.
2. Per a request from Treasurer Mark Allen, for the Committee to look at a policy and procedure related to cell phone usage by employees and volunteers (e.g., cell phone usage while driving that could lead to possible exposure for IUCC). The Committee should consult with Dale Vaughan (HR Chair and Steve Swope (Administrative Pastor) in the development of such policy that should, if approved by the Admin Board, also be reflected in the IUCC Employee Handbook.

6. Fund Development/Stewardship Report: Written and verbal reports were submitted by Renae Boyum. Key points include:

- Discussions regarding upcoming stewardship campaign that begins in October.
- Recruitment for the Fund Development Committee

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

- Background and outcome of resolution approved by the Administration Board regarding March tuition and letter to affected parents.

- Action requested because the issue arises as to how to handle the six families that did not respond to the patent letter.
- Updates; Enrollments. We are under-running expected numbers, serving only 18 for August, and anticipating 30 for September. We are licensed (in COVID circumstances) for 44.
- Encouragement for Staff. The committee plans a Zoom event where committee members will express appreciation to Childcare Center staff.

MOTION: To approve (a) sending a letter to the six non-responding families, which thanks them for their donation; and (b) if, upon receiving our “donation letter,” families then request a refund of any tuition owed to them, the Board approves making the refund. Moved by Mark Allen and seconded by Penny Portillo. Motion carried.

Note: Special meeting of CCC is scheduled for 8/18 to discuss research done by Pastor David Pattee regarding idea of using space and bandwidth at IUCC for school age children to come to do schoolwork. Calendar in Plummer Hall is open and there is a new router located there. Questions to consider include liability, legality, finances, tutorial leadership (possibly virtual), marketing, and mission.

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

- Completed Projects: Water-line leak and office maintenance
- Ongoing Projects: Larson Lighting installed most of the new sanctuary video equipment. Cameras are still back-ordered, but they supplied a temporary substitute and we will be testing the system’s capabilities.
- Future Projects: The patio cover has been indefinitely postponed. Another delayed project is the sanctuary carpet cleaning, light-bulb replacement, and window cleaning.
- ECC Separation: worked with Treasurer Mark Allen, CCC chair Keith Boyum, and Moderator Tricia Aynes to gather questions to share with our attorney. Further discussions are on hold until details of further government programs are finalized.
- Facility Reopening: Cub Scout Pack 697 has asked to hold their annual Pinewood Derby in Plumer Hall. Have asked them for a formal plan on distancing, disinfecting, etc
- 2020 Budget: Expenditures through mid-July.

Note: Following discussion regarding the use of Plumer Hall by Cub Scout Pack 697 for their annual Pinewood Derby the Administration board is concerned about health safety. The Administration Board decision is to not do the event.

10. Building & Grounds Report: No reports were submitted.

11. Moderator’s Report: Written and verbal reports were submitted by Tricia Aynes. Key points included:

Pastoral transition: Pastor Sarah will officially begin duties on September 24, 2020. Interim Pastor Dave Pattee will officially end duties on September 24, 2020. There will be one day of overlap between them.

12. Interim Pastor’s Report: Verbal report was submitted by Pastor David Pattee.

14. Old Business: None

15. New Business: ECC Separation Discussion. Outcomes: 1. Decisions will be tabled to another meeting. 2. No more money will be spent on legal assistance (lawyers) at this time. 3. A definite set of questions is needed in order to decide next steps.

16. Executive Session: The Administration Board entered into Executive Session at 8:48 pm.

17. Return to Regular Session: The Administration Board returned to regular session at 9:21 pm.

MOTION: To approve not filling Aidan Mitchell's position when she leaves at the end of the summer, furloughing Sara McComb beginning September 1, paying musical interns for hours worked, requesting that all other staff not exceed the number of work hours expected. Moved by Mark Allen and seconded by Dorothy Duncan. Motion carried.

MOTION: To do an audit (Heidi and Pastor Dave) of personnel files to follow section 1.16 of the Policies and Procedures regarding Hiring Practices for IUCC staff and ECC staff. Items to include:

a) Determine what's missing from personnel files and obtain if possible.

b) Develop standard offer letter with approved language for reasons for termination.

c) All offer/call letters need to go before the Administration Board before final signings are completed.

d) Enforcing policies and procedures outlined in section 1.16.

Moved by Mark Allen and seconded by Daniel Blackburn. Motion carried.

18. Adjournment/Closing Prayer: The meeting was adjourned at 9:31 p.m. per motion by Tricia Aynes and seconded by Mark Allen.

The next Administration Board meeting will be Monday, September 21, 2020 at 7 pm.

Respectfully Submitted,

Laura Palen, Clerk of the Administration Board