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. Steve Swope.

3. Approval of June 15 Meeting Minutes and July 20 Meeting Minutes: Passed as described and submitted to Board Chairperson.

4. Treasurer’s Report: Mark Allen submitted verbal written report for the five months ending August 31, 2020. Key points included:

   Date: Sept 20, 2020

   From: Mark Allen, Treasurer IUCC

   Re: IUCC Aug. FS

   Summary: Our biggest issue is the poor ECC performance. While the ECC’s forecast showed we would likely breakeven in Sept/Oct. timeframe that no longer appears possible given the low number of kids and the much higher than forecast payroll than we expected. At this point it is difficult to say when we will achieve breakeven performance. The general fund is doing better than both budget and LY but not nearly well enough to offset the losses in the ECC.

   We had believed that the PPP program might have come through by now and we could receive another PPP loan but that has not yet happened. At this point we are going to have to make payroll cuts to stem the cash losses in both the ECC and the church. On a normal combined basis our payroll runs about 65-70% for total IUCC, but with revenue running so low in the ECC compared to its payroll, total payroll is running about 80% of revenues. There just aren’t that any other areas we can reduce the cash outflow that are not payroll. Many of these expenses are fixed – taxes, insurance, janitorial service, etc. that we cannot cut much.
Re: Aug. Performance
In total IUCC, during August, we lost ($37.6) thous. and Net inc. adj for dep. was a ($25) thous. For YTD Aug. we have a loss of ($215.4) thous. and Net income adj for dep. YTD Aug. was ($93.3) thous. Do keep in mind that although we got the $96 thous. in cash and its in our cash figures until we get the actual forgiveness we can’t book it as income, so the proforma loss with the PPP would have been ($119.4) thous.

For the month of Aug in total IUCC we lost ($49.2) thous. in cash from $373.5 thous. to $324.4 thous. and YTD including the $96 thous. in cash we already received from the PPP loan, we have lost ($70.2) thous. from $394 thous. to $324.4 thous. So absent the PPP funds we were have blown through ($166) thous. in cash by August 31st.

ECC Performance
Our biggest problem is revenue of $20 thous. for August for ECC and only 22 kids and a loss of ($24.6) thous. which actually got worse for last month when the loss was ($21.3) thous. Total cash outflow was ($22.8) thous. in Aug.

I had done prior to July a forecast of August at $16.5 thous. of revenue with personnel costs of $26 thous. and a loss of ($18.8) thous. However, personnel came in at a MINDBLOWING $37.5 thous. I honestly can't understand how we spent this much in payroll for 22 kids?

This number is roughly 90% of the original budget amount of $40.5 thous. at 70+ kids or 188% of revenue, so this is significantly more than I forecast for personnel for the restart of 157%. Its all a wage problem as workers comp and health care were pretty close to budget. If revenue for Sept (see attached detail) comes in at $24 thous. +/- few thous. and all else equal our loss will be another ($20.3) thous. in Sept, versus I had a loss of ($15) thous. forecast.

IUCC Performance
The General fund had a loss of ($12.1) thous. and net income adj for dep. of ($1.6) thous. The month was impacted by two unusual items: (a) fixing underground water problems and (b) revenue was understated in July by $7.5 thous. that ended up being booked in August. We are still waiting for a credit from the water company we are trying to obtain due to the original problem. Total cash usage in Aug. was ($22.9) thous.

Total expenses were $442.6 thous. or 5% better than budget of $464.4 thous. and (2%) poorer than LY of $434.9 thous.

YTD loss was ($108.3) thous. or $43.5 thous. better than budget and $16.4 thous. better than LY. Adj. Net income was ($24.7) thous. YTD or $43.5 thous. better than budget and $79.2 thous. better than LY.

Contributions at $48.7 thous. were 53% better than budget of $31.9 thous. and 55% better than LY. Total revenue at $53.5 thous. was 38% better than budget and 43% better than LY.

Total expenses were $65.6 thous. or ($6.6) thous. worse than budget and ($18) thous. poorer than LY. Net loss at ($1.6) thous. was $8.1 thous. better than budget and ($9.8) thous. better than LY.

YTD contributions were $278 thous. or 9% better than budget and 8% better than LY. YTD revenue was $334.2 thous. or $21.7 thous. better than budget of $312 thous. or 6.9% and 8% better than LY.
5. **Bylaws, Policies, and Procedures**: Written report was submitted by Anne Rosse. Key points include:

- For By-Laws: Potential Amendments, Proposed Amendments already endorsed by the Administration Board and ready to be taken up at the next congregational meeting, and Recent Amendments approved in 2020.
- Policies and Procedures: Pending Changes regarding cell phone usage by employees and volunteers, and Changes in 2020 regarding Admin Board approval of 3.07 and 2.02 Appendix A.

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

- Members for the FDC have been recruited and have agreed to serve on the committee.
- On August 24, a group of members who have experience with fundraising met via zoom to share their experiences and expertise and how we can use those ideas to help with the raising monies for IUCC.
- The FDC Committee met on September 8 to begin planning for the campaign. We agreed that the idea of NEW DIMENSIONS is a good theme for the campaign.
- The importance of pledges by the elected leadership.
- Pastor Sarah and Renae will talk and formulate and finalize plans for the campaign.

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

- Financial issues continue to be of concern
- We are focusing on new enrollments
- Resolution: Resolved that the Administration board supports and encourages the Child Care Committee and the ECC Director to spend funds within their budget to solicit new clients for the ECC preschool. Cindy O’Dell will work on Facebook and Google ads. If they need to spend more than a few hundred dollars, they will return to discuss with the Administration Board.

**Motion**: To approve sending a letter to current preschool families / clients, and offering finder’s fees for new enrollments in the following amounts: $500 for a new full-day five-day enrollment; $300 for a new full-day / three-day enrollment; and $200 for a new partial day / fewer than five day enrollment. IUCC will offer to pay the finder’s fee after three months of continued enrollment of the new child. Moved by Jon Ingal and seconded by Mark Allen. Motion carried.

**MOTION**: To waive ECC registration fee for new enrollments through the end of the calendar year 2020 in the discretion of ECC Director and Administrative Pastor. Moved by Mark Allen and seconded by Tricia Aynes. Motion carried.

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

- Completed Projects:
- Ongoing Projects:
- Future Projects:
- Facility Reopening:
- 2020 Budget:

**Motion**: To approve getting a Bank of America Credit Card with a limit of $1,000.00 for the bookkeeper Heidi Wilcox and the Administrative pastor Steve Swope to use for office and technology expenses to use on an as needed basis. Moved by Mark Allen and seconded by Dorothy Duncan. Motion carried.
10. **Building & Grounds Report:** Oral and written reports were submitted by Teri Houston. No problems to report at this time.

11. **Moderator’s Report:** Written and verbal reports were submitted by Tricia Aynes. Key points included:
   - Pastor Sarah will start on Sept. 24, 2020
   - Service on Sept. 27 will include a segment to honor the Rev. Dave Pattee’s work as Interim Pastor. IUCC presented him with a nice award and a bag of cards from the congregation to thank him for his service.
   - IUCC welcome for Pastor Sarah.
   - Requests to Admin Board members with regard to pledges for upcoming year and referrals for preschool.

12. **Interim Pastor’s Report:** No reports.

14. **Old Business:** None

15. **New Business:** Pat Sauter has requested permission to solicit congregational gifts for departing choral interns. Admin Board response: please use music budget and choir member donations for gifts and not ask the congregation or make a formal announcement requesting donations for gifts. Informally collected donations are welcomed.

16. **Executive Session:** The Administration Board entered into Executive Session at 8:01 pm. Keith Boyum, Renae Boyum, and Steve Swope were invited to remain.

17. **Return to Regular Session:** The Administration Board returned to regular session at 9:01 pm.

18. **Adjournment/Closing Prayer:** The meeting was adjourned at p.m. per motion by Mark Allen and seconded by Daniel Blackburn. Motion carried.

The next Administration Board meeting will be Monday, October 19, 2020 at 7 pm.

Respectfully Submitted,

Laura Palen, Clerk of the Administration Board