Irvine United Congregational Church  
Administration Board Meeting Minutes  
December 21, 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, Renae Boyum,

Staff: Administrative Pastor Steve Swope and Pastor Sarah Halverson-Cano

Visitors: None

1. Call to Order: The meeting was called to order at 7:06 p.m. by Chair Daniel Blackburn.

2. Opening Prayer: The opening prayer was led by Pastor Sarah Halverson-Cano.

3. Approval of November 16 Meeting Minutes: Passed as described and submitted to Board Chairperson.

4. Treasurer’s Report: Mark Allen submitted verbal and written reports for the eleven months ending November 30, 2020. Key points included:

Re: IUCC Nov. FS 2020 and ECC Forecast

Overall Summary:
Total IUCC Net income for Nov. 2020 was ($17.6) thous. vs. a budget of $7.6 thous. and LY of ($10) thous. (Table 1) Most importantly we saw improvement over the prior month of Oct. which had a loss of ($41.3) thous. (Table 2)

General Fund
The improvement was primarily due to improved pledged contributions in the general fund, pledged contributions had an 8.1% increase vs budget and 10% increase vs. LY for the month. Total contributions were 4.2% and 1% vs. LY. Total revenue was up 2.0% vs. budget and flat to LY as non-pledged contributions slipped and other revenue slipped both vs. budget and LY. Total cash expenses at $56.5 thous. were $4.9 thous. better than budget and $5.1 thous. better than LY; general fund payroll at $31.3 thous. was (10%) poorer than budget and (5%) poorer than LY. Net income for the general fund was a loss of ($8.8) thous. which was $5.8 thous. better than budget and $4.8 thous. better than LY. Net income adj. for depreciation was $1.7 thous. which was $5.8 thous. and $3 thous. better than LY.
The ECC loss narrowed from ($21.1) thous. in Oct. to ($8.8) thous. in Nov. as revenue increased by $4.9 thous. and kids increased from 25 to 30 and total payroll decreased by $7.9 thous. from $40.7 thous. to $32.8 thous. ECC payroll and taxes only decreased by about $4.8 thous. due to the employee who was terminated at the end of October who had normal wages in Oct. plus large accrued vacation paid out relative to her normal salary, and one substitute employee who had no hours in Nov. and had wages of $1.1 thous. in Oct. (See table 5 and 6, see also Table 11 for forecast).

Total IUCC YTD had a loss of ($309.6) thous. vs. a budget of ($5.4) thous. and LY loss of ($61.2) thous. (See Table 7) Pledged contributions are up YTD 3.3% at $345.3 thous. and total revenue is (0.2%) down at $460 thous. or ($1.0) thous. under budget. Pledged contributions are 4.1% better than LY; non-pledge at $40.2 thous. is down (9%). Total revenue is up 2.0% or $8.9 thous. vs. LY YTD. (See table 8 below)

<table>
<thead>
<tr>
<th>Irvine United Congregational Church</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>% Var to budget</th>
<th>LY</th>
<th>Variance to LY</th>
<th>% Var to LY</th>
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<tr>
<td><strong>Statement of Activities - General Fund Actual</strong></td>
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<td>For the eleven months ending Nov 2021</td>
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<td><strong>Revenue and Support</strong></td>
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<td>Pledged Contributions</td>
<td>$ 345,285</td>
<td>$ 334,196</td>
<td>$ 11,088</td>
<td>3.3%</td>
<td>$ 331,568</td>
<td>$ 13,727</td>
<td>4.1%</td>
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<td>Non-Pledged Contributions</td>
<td>40,163</td>
<td>48,371</td>
<td>(8,207)</td>
<td>-17%</td>
<td>44,026</td>
<td>(3,962)</td>
<td>-9%</td>
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<td>Total Contributions</td>
<td>385,448</td>
<td>382,567</td>
<td>2,881</td>
<td>1%</td>
<td>375,594</td>
<td>9,863</td>
<td>2.6%</td>
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<td>Other Income</td>
<td>74,562</td>
<td>76,505</td>
<td>(1,943)</td>
<td>5%</td>
<td>75,534</td>
<td>(972)</td>
<td>-1%</td>
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<td><strong>Total</strong></td>
<td>460,010</td>
<td>461,072</td>
<td>(1,062)</td>
<td>-0.2%</td>
<td>451,117</td>
<td>8,863</td>
<td>2.0%</td>
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Total IUCC Cash + Investments dropped from $229 thous. at month-end October to $201.1 thous. at month-end Nov. a drop of ($27.9) thous. in Nov. which was an improvement over the Oct. loss of C&I of ($45.1) thous. YTD C&I has dropped ($193.6) thous. from LY year-end of $394.6 thous. (See table 10 below)

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<th>Total Cash + Investments from 12-31-19 to 11-30-21</th>
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5. Bylaws, Policies, and Procedures: Anne Rosses submitted a written report. No action items are requested at this time. Key points included:

- **BYLAWS:**
  The Admin Board has endorsed four potential amendments to the bylaws. The congregation will be asked to approve these amendments at the upcoming winter meeting. Per our bylaws, these proposed changes shall be disseminated to the congregation at least ten days prior to the meeting.

1. Creation of new ministry: Ministry of Diversity and Inclusion
2. 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.)

3. Voting privileges for the Ministries Board Youth Representative from non-voting to voting on non-financial matters.

4. Indemnification language (provided by outside counsel)
   - POLICY & PROCEDURES:
     Two pending policies and procedures are under development. As a reminder, new and revised policies and procedures require approval by the Admin Board; congregational approval is not necessary.
     1. Revision of Policy 3.01, Cash Management
     2. Motor vehicle safety (no texting while driving)

6. Fund Development/Stewardship Report: Written and verbal reports were submitted by Renae Boyum. Key points include:
   - As of November 16, we had pledges from 89 household totaling almost $351,000. On December 17 we have pledges from 118 household totaling almost $414,000.
   - There are still 20 households who pledged in 2020 who have not yet pledged for 2021. The FDC has sent letters to each of those households and will be contacting them via phone or text after Christmas.
   - The FDC has reached out to members/friends of IUCC who pledged in the past but not in 2020 AND members/friends who have not pledged.
   - We have 19 new pledges this year. Almost 70% of those who pledged increased their pledges for 2021. Another 24% maintained their pledges.
   - In 2021, the FDC Committee will look at better ways to manage fundraising data, ways to share ideas about planned giving, and ways to educate members/friends of IUCC about the ongoing ways we can be good stewards.

7. Child Care Committee Report: Written and verbal reports were submitted by Keith Boyum. Key points include:
   - Enrollments: Irma reports an enrollment of 35 kids for December, and at least 36 for January 2021. She will be giving two tours of our Center this week, and people who tour typically do enroll. January enrollment could move to 38.
   - Action in Washington: We expect that today the new recovery legislation will be signed.
   - Staff: Irma reports that some staff have been out, either sick or in quarantine. The teacher in quarantine has tested negative for COVID, as of now. Irma is finding subs from her own contacts, avoiding using the sub service, which is pricier.
   - Staff Morale: Irma reports that people are working hard but are holding up very well. The Child Care Center Committee members chipped in to give each staff member a cash holiday gift, along with a holiday greeting / a note from us. Thanks to Sandy Sudweeks for spearheading that effort.
   - Holiday Program: Kids performed, were recorded, and parents and others were given access to the Zoom recordings. A surprise Zoom visit from Santa was featured.

9. Administrative Pastor’s Report: Written and verbal reports were submitted by Pastor Steve Swope. Key points included:
   1. Completed Projects: A refurbished computer was purchased and installed in the ECC’s 4-year-old classroom.
2. **Ongoing Projects:** The carpets in the preschool building will be cleaned on Dec. 28 to prepare for the resumption of preschool in January. Steve will also be running necessary software updates on all preschool computers. The City of Irvine still has not finalized the approval of a permit for the patio-walkway cover. The contractor will be trying to meet with them after the holidays.

3. **Future Projects:** Sanctuary carpet-cleaning/lightbulb replacement, a decision on 2021 parking lot resealing, administrator’s computer replacement in 2021.

4. **SCWD Project:** A locking dumpster was delivered and is in use while this project continues. Steve is attending regular construction meetings to track progress; at this point the project is on schedule for completion in March 2021.

5. **Facility Rental:** Steve received a request from another church, Throne of Grace, to begin worshipping in our building. They currently number about 70 and have been meeting in a portion of a commercial building that is no longer available. Their preferred time would be Sunday mornings, which would be a problem once we return to in-person activities. After their initial contact, Steve asked for more information, as well as suggesting that they research the IUCC website to see if IUCC would be a good “match.” Steve has not received further contact at this point.

6. **Organic Waste:** State laws will require businesses to have organic waste programs by Jan. 1, 2022. Steve is currently researching what the limits will be and if IUCC will qualify for an exemption.

10. **Building & Grounds Report:** No report was submitted.

11. **Moderator’s Report:** Written and verbal reports were submitted by Tricia Aynes. Key points included:
   - The Special Congregational Meeting on December 13 went well and the congregation voted to approve a loan and the transfer of reserves. The final vote was 91-4 on the amended motion to raise the loan ceiling to $427,000. Per IUCC Bylaws, the Winter Congregational Meeting will be held on the last Sunday in January, January 31, 2021. At that meeting, the congregation is to “approve the budget and plans for the year and transact appropriate business.” There are several Bylaw amendments to consider, and the approval for Diversity and Inclusion as a ministry.
   - The Bylaws call for this meeting. A newly added Bylaw amendment requires a majority vote of both the Admin Board and the Ministries Board to conduct the meeting electronically. This vote should be taken at the December meetings so it can be calendared and planning can start.

   **MOTION: To approve holding the January 31 Winter Congregational Meeting via Zoom.**
   Please note that we will also need to schedule a Budget Forum one week prior to the Winter Meeting, so that puts for forum on January 24, 2021.) **Moved by Trica Aynes and seconded by Penny Portillo. Motion carried.**

12. **Pastor’s Report:** Written and verbal reports submitted by Pastor Sarah Halverson-Cano. Key points included:
   - Focus on Ministry with Young People.
   - Evaluating all aspects of ministry.
   - Working with Child Care Director and outreach to parents.
   - Recruiting IUCC members to help with various church functions, especially during the holiday season.
   - Welcoming new members.
   - Working with Stephen Ministry.
   - Podcasts and ways to access worship services.
   - Extending IUCC reach into Latino communities,

14. **Old Business:** None
15. New Business:

Record IUCC eVote to hire two new choir interns.

Per email from Daniel Blackburn 12/16/20:
“Hi everyone,

Chris Peterson is requesting that we approve the hiring of two new choral interns (to replace Steven and Brianna who have graduated). The new interns will be paid $20/hr which is our standard starting rate for choral interns.

Please take a look at the information Chris provided below and then reply all with your vote.

From: Peterson, Christopher
Subject: Choir Intern Search Candidates

Steve, Tricia, Sarah, and Pat,

I am writing to let you know that we have two excellent candidates to recommend as new Choral Interns starting January 1, 2021. They will be replacing Steven Amie and Brianna Finnell. The job posting (attached in its final format) went to choral directors at the following institutions:

Biola University
Cal Tech
Cal Lutheran
Cal Poly Pomona
Cal State Fullerton
Cal State Northridge
Loyola Marymount
Pomona College
UC Irvine
USC
Cal State Long Beach
Scripps College
Fullerton College
Mt. San Antonio College
Riverside Community College

The search remained open for three weeks. The accepted candidates are Brandi Birdsong (soprano), and Jaime Reza (tenor). I am attaching headshots and their current resumes for you to view. Let me know what you need, if anything, from me to move forward and have them officially approved and hired. Thanks so much. I am excited about working with them. Be well and have a great weekend. CHRIS

Dr. Christopher W. Peterson

Voting quorum was attained. Motion passed per email 10/28/20 from Administration Board Chairperson.

16. Executive Session: The Administration Board entered into Executive Session at 8:18 pm.

17. Return to Regular Session: The Administration Board returned to regular session at 8:47 pm.
18. **Adjournment/Closing Prayer (Steve Swope):** The meeting was adjourned at p.m. per motion by Mark Allen and seconded by Penny Portillo. Motion carried.

Our next scheduled meeting would ordinarily be Jan. 18, but that is Martin Luther King, Jr. day (a staff holiday). We discussed rescheduling and agreed to set the next Administration Board meeting for Tuesday, January 12, 2021 at 7 pm.

Respectfully Submitted,

Laura Palen, Clerk of the Administration Board