

**Irvine United Congregational Church
Administration Board Meeting Minutes
June 21, 2021**

Attendance

Board: Daniel Blackburn, Tricia Aynes, Mark Allen, Penny Portillo, Dorothy Duncan, and Jon Ingal

Committee/Task Force Chairs: Anne Rosse, Renae Boyum, and Keith Boyum

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

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 Pastor Sarah Halverson-Cano.
3. Approval of May 17, 2021 Meeting Minutes: The Minutes were approved as presented.
4. Treasurer's Report: Mark Allen submitted the May 2021 Financial Statements, the highlights of which were as follows:

- Overall Total IUCC Summary: Total IUCC 2021 May results were a net loss of (\$25,800), which includes an underlying loss of (\$19,300) due to adjustments to the pastor salary differential reserve and additional loss of \$6,600 due to adjustments to the pastor salary differential reserve. The underlying results were also better than the May budget of (\$26,600) by \$7,300 (excluding the pergola adjustment).
- Pergola/Pastoral Payroll Differential: In late 2019, monies were raised from the congregation for the pergola repairs and reserved, as they had not been spent. They were redirected by the donors in June/July 2020 to offset the higher salary of the new Senior Pastor at approximately \$3,400 per month until late 2021. The donors agreed to redirect the remaining amounts as of April 1, 2021 back to the pergola repairs with approximately \$28,500 left of the original amount. The reasoning behind this change is that we have received additional PPP funds and will receive in the future ERTC funds that take the place of the use of these redirected monies as they are calculated based on payroll. The budget remains the same with the salary differential still included.
- PPP timing adjustment: In addition, the budget was altered timewise to move the PPP funds (\$172,000) income from May to August 2021 as we have not yet applied for the cancellation of debt of the PPP funds. The total budget did not change. We just moved the income from May to August as otherwise it would create large budget to actual variances in May and it would have made looking at the underlying operations more difficult without the adjustment.
- May loss: The underlying May loss of (\$19,300) is worse than the April, March, and February losses of (\$13,200), (\$5,700), and (\$13,700), respectively. The May loss was composed of a general fund loss for May of (\$22,900) and the ECC loss of (\$3,000).

5. Bylaws, Policies and Procedures Report: Chair Anne Rosse submitted a written and verbal report. Her committee was asked to take up two topics: (1)The possibility of non-corporate members (who are under the age of 18) serving in leadership; and (2) The solicitation of donations in support of a worthy cause, or in honor of or appreciate for an individual, including the use of church media to promote such endeavors.

BPP Committee recommendation regarding (1) above: The committee affirms IUCC's sacred commitment to creating opportunities for our youth to develop skills and confidence in safe settings.

The committee also affirms IUCC's commitment to inclusivity. The committee does not recommend that the bylaws be changed to permit non-corporate members to serve in leadership. Instead, the committee recommends the following amendments (additions are in italics):

- Article 11 Section 1, Number 3 to read: "Be responsible for recruiting members of that Ministry, *being mindful of IUCC commitment to inclusivity, desire to create meaningful roles for our youth, and need to nurture future leaders through the creation of sub-leadership roles, including Vice-Chair(s) and/or Associate Chair(s).* Each chairperson shall present the sub-leaders' roster at a Ministries Board meeting for endorsement and recording in that meeting's minutes."
- Article 12, Section 1, Number 2 to read: "Except for the Nominating Committee, Chairpersons of Standing Committees are to be elected to a one (1) year term by the Corporate Membership at the Spring Congregational Meeting and shall be responsible for appointing members of the Standing Committee, *being mindful of IUCC commitment to inclusivity, desire to create meaningful roles for our youth, and need to nurture future leaders through the creation of sub-leadership roles, including Vice-Chair(s) and/or Associate Chair(s).* Each chairperson shall present the sub-leaders' roster at an Administration Board meeting for endorsement and recording in that meeting's minutes."
- Article 3 Definitions to read: "Youth Member: A Member who is a minor, as defined by the State of California. *Also known as a 'Non-corporate member.'* 'Non-corporate Member: A member who is a minor, as defined by the State of California. *Also known as a "Youth Member."*"

MOTION: To endorse these bylaw changes so they may be moved forward to the congregation.

Moved by Penny Portillo, seconded by Mark Allen. Motion carried.

Committee recommendation regarding (2) above: The committee recommends the attached Policy 1.19 to address situations in which specific types of donations are sought.

There was a lengthy discussion of the draft policy followed by a consensus to send the draft policy back to the BPP Committee for revision as follows:

- Direct such requests to the Fund Development Committee first for review and recommendation to the Admin Board;
- Formalize the process by providing more specific guidelines, criteria, and procedures; and
- Require applicants to submit a detailed written request well in advance of the requested donation, with the request to include all the details, especially how it will benefit the overall programs and ministries of IUCC.

6. Fund Development Committee Report: Chair Renae Boyum submitted a written and verbal report. She wanted to advise the board about a proposal to launch the IUCC Legacy Circle to educate and encourage members to put the church in their will or trust. Her committee has created a mission statement and is working on a logo. They are also working on verbiage about the IUCC Legacy Circle to be included on our website. Her report was informational only and did not require a vote at this time.

7. Child Care Committee Report: Chair Keith Boyum submitted a written and verbal report. The committee had two areas of concerns:

- There is a good likelihood that the State of California will go to a program providing free preschool for 4 year olds. When that occurs, it will impact our preschool, and we are trying to

determine future actions to address it. It could require an expansion of our 2 and 3 year old programs, or it could involve expanding our services to infants.

- Committee research indicates we may need to raise our teachers' salaries, which appear to be lower than comparable salaries at nearby schools.

Anne Rosse suggested we contact Laura Long, who had a colleague who was very knowledgeable about state infant care guidelines. Mark Allen agreed that we may want to seek expert advice to determine what it would take to provide infant care at the ECC.

Mark has concerns with raises given that the preschool is still struggling. A lot will depend on whether it starts to do better financially. He will draft the best forecast he can and develop a target that makes sense. No decision is required tonight, but the committee wanted the Admin Board to be informed.

8. Administrative Pastor's Report: Steve Swope submitted a written and verbal report. He praised the work of Alex Ingal and Wayne Banwell in replacing sanctuary light bulbs. We will need to replace our sound board very soon. The pergola continues to be a challenge: If we pay \$6,000 to the city, that should get us a permit. Mark advised the board to go ahead and spend the \$6,000 to get this done so we can move forward with the project. It's in the budget. Cindy O'Dell needs permission to put a donation button on the church website.

MOTION: To authorize Cindy O'Dell to add a donation button to our church website. Moved by Mark Allen, seconded by Dorothy Duncan. Motion carried.

9. Moderator's Report: Tricia Aynes submitted a written report that thanked retiring members of the Admin Board for their service and encouraged ongoing and new officers to attend the Leadership Retreat on July 24.

10. Senior Pastor's Report: Pastor Sarah submitted a written and verbal report, the highlights of which are as follows:

- We are still working under the same plan to hold limited in-person services at 9:30 a.m. with one coming up this Sunday, June 27, and then beginning on July 11 to be held weekly until after Labor Day, when we will resume our normal schedule with a return of the choir and a kick-off Rally Day which will include a Ministries Fair.
- Moving forward, it will be essential that we focus on Information Technology Ministry in a way we haven't previously. Finding a professional who specializes in this area/ministry will help us move forward.
- A small group has been discussing an idea that may help us invest in our future so that we can fulfill more of our needs. This idea presents the potential of partnering with other like-minded UCC churches in the area to look at areas where we are unnecessarily duplicating ministerial responsibilities. It opens the possibility of working with another church to fund some of the necessary positions like Adult Education, Ministry with Young People, and an Information Technology Ministry.
- We are still on pause with the MYP position. We will likely need to hire someone in this position for about 7-10 hours a week as we feel out the potential of job sharing and further discern what the MYP wants and needs moving forward.

Pastor Sarah's report was followed by a lively discussion. She would like us to start focusing on building relationships and trust with a local UCC church's leaders with an eye towards developing a partnership with them. Others favored the creation of a long-range, comprehensive plan that would include this

idea without focusing exclusively on it. Chair Daniel Blackburn agreed to convene the Coordinating Council and other interested parties (including Keith Boyum and Anne Rosse) to discuss starting a formal 5 year planning process while at the same time starting a subgroup alongside it to look at immediate opportunities such as a possible partnership.

MOTION: To start a formal long-term planning task force to create a new 5 year plan for the church and a shorter-term task force operating alongside it to look at immediate opportunities for shared programs and staffing, including a possible partnership. Moved by Mark Allen, seconded by Tricia Aynes. Motion carried.

11. New Business: E-vote on Senior Pastor salary differential. On June 16, 2021, Admin Board Chair Daniel Blackburn requested an e-vote of the board as follows:

“Hi everyone, Mark is requesting we conduct an e-vote to change how we account for the Sr. Pastor's salary. As you may remember, when we hired Pastor Sarah we opted to pay for the differential between her and Pastor Paul's salaries through a private donation that was originally intended for the pergola replacement because of the financial pressure the church was under at the time. Now that things are a bit more stable, Mark is asking that we stop paying the differential from the private donation and repurpose the remainder back to the pergola replacement. This will not affect the amount we pay Pastor Sarah, only which "pot" the money comes from.”

On June 16, 2021, after counting all the votes submitted, Chair Blackburn wrote: “Thanks everyone, I'm declaring this vote closed and the motion approved.”

12. Executive Session

The Admin Board entered Executive Session at 9:23 p.m. and exited it at 9:44 p.m.

13. Motion to Adjourn

Mark Allen moved to adjourn, and Penny Portillo seconded. The motion carried, and the meeting was adjourned at 9:45 p.m. Administrative Pastor Steve Swope led the closing prayer.

Our next meeting is scheduled for **Monday, July 19, 2021.**

Respectfully submitted,
Tricia Aynes, Acting Clerk