

**Irvine United Congregational Church
Administration Board Meeting Minutes
November 15, 2021 via Zoom**

Attendance:

Administration Board:

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

Congregational Representatives: Chuck Heath, Jonard Ingal, and Shanthi Nataraj

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

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

Visitors: None

1. Call to Order: The meeting was called to order at 7:03 p.m. by Chair Daniel Blackburn.
2. Opening Prayer: The opening prayer was led by Pastor Sarah Halverson-Cano.
3. Approval of October 18, 2021 Meeting Minutes: Passed as described and submitted to Board Chairperson.
4. Leadership Update: Introduction of Chuck Heath as prospective Treasurer following the resignation of Mark Allen. Approval will also be needed from the Ministries Board. The Moderator will ask Ministries Board Felicity Figueroa to issue an e-vote request.

MOTION: To approve Chuck Heath to fill the remaining term of Treasurer. Moved by Tricia Aynes and seconded by Daniel Blackburn. Motion carried.

5. Treasurer's Report: Chuck Heath reported that Mark had provided an update and sent it out to us. Chuck is going through reports and getting an understanding of the budget process as it stands now. He will work with Mark to ensure a smooth transition. Chuck will review Mark's early version of the budget, revise it, and provide the board with the revised version.

6. Bylaws, Policies, and Procedures: Anne Rosse submitted a written report. No action items are requested. Key points include:

- At the Winter Congregational Meeting in January, the congregation will be asked to approve bylaws amendments that encourage the creation of new sub-leadership roles that provide meaningful roles for our youth and reflect our commitment to inclusivity while nurturing future leaders. The proposed language has already been endorsed by the Admin Board.
- Per IUCC bylaws, the congregation shall have the opportunity to review the proposed amendments at least ten days before the meeting.
- The committee has the following policies and procedures topics to address:
 - Review of Policy 3.01, Cash Management, including what reserves IUCC should maintain.
 - Creation of a draft policy for the use of lines of credit, other financial instruments.
 - Working with the Fund Development Committee to revisit IUCC's gift acceptance policies.
 - As a reminder, policies and procedures are approved by the Admin Board. Bylaw amendments are endorsed by the board and approved by the congregation.

6. Fund Development/Stewardship Report: Written and verbal reports were submitted by Renae Boyum. No action is needed. Key points include:

- As of November 15, 2021 we have 90 pledges totaling \$333,811. Last year at this time we had 86 pledges totaling \$319,642. NOTE: In 2021, the total number of pledges was 128.
- Of the pledges, 42 pledges are increases totaling \$25,894; 30 pledges are the same; 8 pledges are decreases totaling \$6,620, and there are 10 new pledges totaling \$10,145.
- The FDC committee meets on November 15 to discuss how to reach those who haven't yet pledged.

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

- Overview
- Enrollments
- Finances
- Compensation
- Understanding the Five Year Horizon; Build Back Better Legislation

There was discussion about several options to save money (to reconfigure classrooms and/or ask parents to pay extra for a hot lunch) but there was not much enthusiasm for either of these options. There was talk of raising tuition mid-year, but there was concern that it could lead to a loss of clients. We also discussed COLA raises and/or bonuses for the teachers. The latter was referred back to the committee and the Treasurer for a recommendation on the salary proposal.

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

- Completed Projects: Trees have been trimmed and all planting beds mulched. HVAC filters and belts have been replaced, and the fire alarm system has been inspected.
- Ongoing Projects: The support posts were installed in the patio Nov. 1-4; a slow city inspector pushed the concrete pour to Nov. 10. Support brackets for the preschool eaves are next; they were delayed at the manufacturer. One tree will need to be relocated from the closest planting bed, but this time of year is not the best for replanting. With the height of the shade cloth, we may be able to wait until a more appropriate time.
- Future Projects: As noted last month, Woodbridge will be slurry-sealing their part of the parking lot before summer 2022; in 2030 they will resurface. The last time we sealed our part of the lot it cost about \$4500.00.
- After the holidays I will contact the city Planning Department about an "IUCC" sign for the west (driveway) side of the Pastor's Patio fence. I will also ask the original vendor for a cost estimate.
- Journey Church Parking: For the present, Journey Church's tenant congregation does not need to utilize our parking spaces. They may ask to revisit the possibility at some future time. Their tenant congregation's program begins at 11:45 am, and they have been contacted about loud outdoor music not starting until after 12 noon.
- Inactive Members: IUCC's Bylaws state that members can be designated as "inactive" after not attending or contributing for one year. While the pandemic has made it difficult to track attendance accurately, based on several factors (giving, in-person attendance since 2019, unsubscribing from newsletters/emails) I would suggest the following 23 members for inactive status. If approved, I will contact each one to ask if they wish to remain active corporate members.

MOTION: That the 23 members listed on Steve's report be considered for inactive status. Tricia Aynes moved and Shanthi Nataraj seconded. Motion carried.

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

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

- Late October was a very busy time at IUCC with all the Halloween festivities.
- Under the very capable leadership of Chair Cesar Sangalang, the Strategic Planning Task Force has been meeting twice a month to develop goals and plans for the future. Pastor Sarah and I are involved as ex officio members, and Pastor Steve is serving as facilitator. We are working to explore the challenges that our church is facing and identify the opportunities that will help us to flourish as we move forward.
- I continue to meet with the Fund Development Committee and the Child Care Committee as we work to ensure our church's financial future. The Stewardship Campaign is winding down and will end November 14.
- Our joint Thanksgiving service between IUCC and University Synagogue will be held on Friday, November 19, at 7 p.m. at the University Synagogue.
- Meetings and phone calls to do with the Treasurer transition have been keeping me occupied.

11. Pastor's Report: Written and verbal reports submitted by Pastor Sarah Halverson-Cano. Key points include:

- Meeting with Strategic Planning Task Force.
- MYP—I'm working with our Sunday School Coordinator Sally to work on objectives and focus as she transitions into this position. A major focus is our Advent Workshop coming up on December 5 and the Pageant on December 19. We have reposted the youth position and are hoping to get some candidates who may be able to fill it.
- Stewardship season Rollout. The theme "Refresh>Reboot>Renew" worked really well and we incorporated into all four Sundays of our Stewardship month, into songs, sermons, and Stewardship moments.
- Preschool continues to be major area of focus for me:
 - Our preschool is at 41 students, we got an unexpected new student this month and are taking regular zoom tours for potential sign ups in January.
 - We are holding a Christmas show on December 3 and on December 10 will hold our annual Preschool Staff Christmas party.
 - We have begun an advertising blitz and will be delivering door hangers to our community that advertise both our preschool and our church Christmas activities. We have begun work with our consultant. She's toured our facility, asked a number of questions and is putting together a contract for us.
 - When Irma and I began working on tuition increases last May we had in mind the need for staff increases to help make up for the lack of COLA for the past year and a half. While we have not seen the preschool get back to capacity, we have seen worker shortages throughout the country and county and yet we have not lost our teachers. I feel strongly that a minimum of 5% (the minimum COLA they would have been given) needs to be accounted for in the 22 budget.

13. Old Business: None

14. New Business:

(A) **AA Meetings at IUCC**: Pastor Steve conveyed information regarding AA meetings at IUCC.

MOTION: To allow AA to meet in Plumer Hall on Friday mornings as long as there's no mixing of AA group and ECC staff. Shanthi Nataraj moved and Tricia Aynes seconded. Motion carried.

(B) **Record IUCC eVotes as follows:**

Email to Pastor Steve Swope from MYP 10/21/21:

I have attached a filled in 1.19 application for Solicitation of Donations for our upcoming Nov 6th event for MYP. I apologize I only recently realized we needed to put in the form and hope you're the person it should go to. Here's additional information if needed:

We would like to be able to collect donations during our November 6th Ways to Help our Unhoused Neighbors event with Mission and Service. It is both an awareness and service event open to all but especially geared toward kids, youth, and families.

The donations would be used to defray costs of creating the hygiene kits we're making for unhoused neighbors with any money left over going to Isaiah House.

- Hygiene kits are mini drawstring backpacks with supplies like socks, medicine, band-aids, hand sanitizer, notes of support, etc.
- We had already budgeted money from this year's MYP budget to provide supplies for making the kits. However, from Steve Goetz's experience, the allotted amount would not be quite enough for the number of people that might come.
- Donations would be collected by having a box or basket at the event.
 - We would include that donations would go toward defraying the costs of making the kits and any money left over goes to Isiah House
 - We plan to include an informative sheet that provides examples for what a certain amount might help with (i.e. \$ buys a tube of toothpaste, \$\$ buys a pack of 10 combs...) as an additional concrete lesson
- We plan to start implementing something like a signup sheet to help anticipate who might be coming to help with estimates.

Please let me know what other information we can provide.

Email to Admin Board from Admin Board Chair 10/21/21:

The Ministry with Young People is requesting permission to solicit donations during an upcoming event in accordance with our recently enacted policy on fundraising. It has already been approved by the fund development committee and now needs our approval which we will do via e-vote.

Voting quorum was attained. Motion carried per email from Admin Board Chair 10/23/21

15. Executive Session: None

16. Return to Regular Session: N/A

17. Adjournment/Closing Prayer (Steve Swope): The meeting was adjourned at 8:30 p.m. per motion by Chuck Heath and seconded by Tricia Aynes. Motion carried.

Respectfully Submitted,

Laura Palen,
Clerk of the Administration Board