

**Irvine United Congregational Church
Administration Board Meeting Minutes
December 20, 2021 via Zoom**

Attendance

Administration Board:

Church Officers: Daniel Blackburn, Chuck Heath, and Tricia Aynes

Congregational Representatives: Cesar Sangalang, Jon Ingal, and Shanthi Nataraj

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

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

Guest: Sharon Lynn

1. Call to Order: The meeting was called to order at 7:04 p.m. by Chair Daniel Blackburn.
2. Opening Prayer: The opening prayer was led by Pastor Sarah Halverson-Cano.
3. Approval of November 15, 2021 Meeting Minutes: The Minutes were approved as submitted.
4. Treasurer's Report: Treasurer Chuck Heath submitted a written and verbal report. Highlights include:
 - The ECC showed a slight positive improvement in Adjusted Net income vs. October and prior months and is trending in a slow but positive direction.
 - The ECC returned to the General Fund \$1,250 Rent and \$2,715 IUCC Office Staff Reimbursement included in Other Expense.
 - The 2022 budget is still being finalized for review and should be finished soon.
 - It will be difficult to forecast 2022 in the current unpredictable times, but use of the existing model will help to allow a final proposed budget in the least amount of time AND with knowledge to pass on to the future treasurer.
 - We are all very grateful for the special one-time gift this year which improves 2022 pledges, however there is no indication without the gift that we are on a positive upward trend given current membership and pledges to date. I am hesitant to budget more than \$430K in pledges for 2022. A related problem to pledge revenue is that we are about \$22K behind in 2021 pledges actually being paid.
 - As Pastor Steve retires at the end of May, there is some uncertainty currently in terms of actual positions and payroll costs plus overlay costs while Pastor Steve trains new hires. For the first version budget, I suggest using the same personnel costs from 2021 plus some increase to cover the overlay costs which can still be adjusted on a second or third version after further discussion.
 - We are filing the paperwork with the bank via their portal and don't expect to receive the letter of forgiveness until early January. The loan amount will need to be booked into December 2021 revenue to offset the liability account as a 2021 accounting adjustment since the money was actually spent in 2021.
 - ERTC: Follow-up with the IRS will need to be done. We hear it is moving very slowly but some churches and other businesses have started receiving the credit. We have placed some of the ERTC in the 2022 budget model for later next year.
5. Request from Mission & Service Ministry regarding Family Promise: Sharon Lynn, Co-Chair of the Mission & Service Ministry, requested Admin Board approval to host Family Promise families the first two weeks of May 2022.

MOTION: To allow Family Promise families to use Plumer Hall the first two weeks of May. Moved by Tricia Aynes, seconded by Daniel Blackburn. Motion carried.

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

- 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 IUCB 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 IUCB should maintain, as well as the use of lines of credit and other financial instruments.
 - Revisit IUCB's gift acceptance policy in light of the Fund Development Committee's proposed planned giving activities.

7. Fund Development/Stewardship Report: Written and verbal reports were submitted by Renae Boyum, who was representing incoming Fund Development Co-Chairs Duane Vajgrt and Linda Haghi. Key points included:

- As of December 19, 2021, we had 105 pledges totaling \$383,427 (she verbally updated those figures to 108-109 pledges totaling \$388,400 as of today).
- The FDC Committee met on December 13 to discuss next steps. We agreed that the Moderator would give an update to the congregation on the status of the campaign for the December 19 worship services. We also decided to send handwritten thank-you notes to those who have already pledged.
- Subsequently, IUCB received a check for \$50,000 from one of our congregation members. The member had already given a pledge for 2022 and this \$50,000 included that pledge.
- We will continue to contact those who pledged in 2021, but not in 2022. The goal is to broaden the base of those who pledge, with the understanding that the "angel" gift we received is probably a one-time only event.
- Renae Boyum has stepped down as Chair of Fund Development to become Chair of the Membership Ministry. Duane Vajgrt and Linda Haghi are the new co-chairs of the Fund Development Committee.
- The committee's next big task is planned giving opportunities and exploring crypto-currency. Duane, Linda, and Anne have been exchanging emails to develop a policy.

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

- The Child Care Committee is pleased that the Admin Board approved appreciation bonuses for staff.
- The CCC welcomed the news that there was a modestly upward trend for Adjusted Gross Income.
- We have 42 kids enrolled for December, and we are expecting one more in January. For February, we are expecting one more. We are advertising on Winnie.com and Next Door.
- We are applying for a toddler program (18 to 30 months old) which will give us the ability to move older 2 year olds in with the 3 year olds. Pastor Sarah reported that we've begun the application process to accept these younger children in hopes that it will help us to attract and retain families who might otherwise go elsewhere for childcare.
- A Staff Appreciation Dinner was held on Friday, Dec. 10, and bonuses were distributed there. We had a successful preschool holiday program on December 3.
- At its December 7 meeting, the Committee sought to identify a recommendation for cost of living allowance (COLA) increases. Some committee members favor a 6% raise, while others prefer 7%. They note that IUCB failed to implement a 1% increase in July 2020.

Discussion: Treasurer Chuck Heath pointed out that the Consumer Price Index for the Western Region (our area) showed a cost-of-living inflation rate of 5.6% at the end of October and a further rate increase to 6.4 for November. He presented an analysis that looked at the cost of granting the teachers a 4, 5, 6, or 7% COLA raise. Pastor Sarah pointed out that the teachers didn't get a 2% increase in 2020 and didn't get any raise in 2021. She noted that we recently had a long-time teacher resign to take a higher paying position. Addressing a question from Daniel Blackburn about whether we were looking at splitting the COLA into two sections (half at the beginning of the year and half mid-year) or doing it all right now, Chuck Heath responded that we were looking at doing it all at once. It

was generally agreed that tuition would need to go up to compensate for the increase in COLA. Following an informal show of hands to determine individual board members' positions on the matter, the following motion was presented:

MOTION: To provide a COLA of 7% to non-management preschool staff, effective January 1, 2022. Motion by Chuck Heath, seconded by Cesar Sangalang. Motion carried.

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

- Completed Projects: Light bulbs have been replaced in Plumer Hall, as has the big screen TV which quit working.
- Ongoing Projects: Support brackets on the Atwood building will be installed in late January, and sail-cloth measurements taken then. Replacing smoke alarm batteries in the preschool is another project, and an exit sign in Plumer Hall also needs to be installed.
- Future Projects: There will be parking lot resealing and an additional "IUCC" sign at the driveway. We will be contacting Castle Electric to check the lights over Plumer Hall's main entry and the exterior outlets on the Atwood building.
- The mosque has expressed interest in returning to weekly meetings. Since they have a balance due from prior years' usage, we are offering them their previous rate, plus an additional amount to go towards paying off the past due balance.
- Safe Church: At the end of 2019, we began biennial sexual harassment training for employees (including preschool staff) using free resources from our property-liability insurance company.
- In September, California passed a new law (AB 506) that requires a minimum of two mandated reporters present when staff or volunteers are in contact with or supervising children. It establishes new additional child abuse prevention policies/training requirements including a new background check requirement that requires fingerprinting and will require administrators and applicants to become more involved in the background check process. He will be sharing this information with our MYP leaders and notifying volunteers of the background check requirement. We have traditionally reimbursed employees for the cost of a background check (usually about \$79), and we should do the same for volunteers. There is a line item in the budget that we'll need to increase to accommodate this expense.
- Boy Scout Troop 602 is disbanding because they don't have enough scouts to qualify. The BSA Council will make sure the young people will find a new troop to join.

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

11. Moderator's Report: A written report was submitted by Moderator Tricia Aynes. Key points included:

- There have been some key changes in church leadership. When Treasurer Mark Allen resigned, Chuck Heath was gracious enough to assume that important responsibility. He was approved by both boards. Because that transfer meant he needed to vacate his Congregational Representative seat, the Coordinating Council recommended Cesar Sangalang to finish his term. Cesar was approved by the Admin Board. We have been without a Membership Chair for some time now, and the Coordinating Council recommended that Renae Boyum be approached to move from her position as Fund Development Chair to Membership Chair. Renae was gracious enough to agree so long as the Fund Development Committee was left in capable hands. Committee members Duane Vajgrt and Linda Haghi agreed to serve as co-chairs to complete the term, and they were approved by the Admin Board. The Ministries Board approved and welcomed Renae as Membership Chair.
- IUCC learned of an opportunity to submit a grant proposal to the California State Nonprofit Security Grant Program. We were able to arrange for a Threat Mitigation Officer from the Irvine Police Department to come to our facility and point out our vulnerabilities. Using his suggestions, I wrote a narrative proposal and Pastor Steve gathered as much information as he could on the costs of items we'd need to address those vulnerabilities. We are hopeful that the state will grant us at least some of the funding we requested to enhance security.
- I continue to work with the Fund Development Committee on strategies to enhance stewardship. Pastor Sarah and I collaborated on a special end-of-year donation request letter. At the committee's behest, I followed that

up with a recorded video appeal which aired during both December 19 services. We are hoping this dual approach will generate some much-needed revenue.

- I continue to work with the Child Care Committee as well. Committee members helped out with the preschool's holiday pageant on December 3 by providing a warm welcome to parents as well as some crowd control at the front doors. Committee members also attended the preschool teachers' appreciation dinner on December 10 and provided decorations and a nice meal.

12. Pastor's Report: Written and verbal reports were submitted by Pastor Sarah Halverson-Cano. Key points included:

- I've spent a lot of time and energy focusing with our new treasurer on our finances as we close out this year and begin to get a handle on what 2022 might look like. I'm thankful for the wonderful transition Mark Allen and Chuck Heath have worked to create.
- Fund Development has been working hard to push the numbers up on our Stewardship Campaign and I'm continuing to work with them as we conclude the campaign, work on our end of the year giving, and focus on bringing in enough funds to contribute heartily to our budget.
- MYP has taken a lot of my time this past month.
 - I have spent a lot of time focused on this ministry and staffing, with oversight and evaluation and ultimately recognizing that our Sunday School Coordinator was not the best fit. That meant I had to step in in ways I hadn't expected both in supervising and managing, and then ultimately in covering so that we were successful. Ultimately, we ended up parting ways just before our big Christmas Pageant.
 - Our "Home of the Holidays" full day celebration on December 5 was a huge success. That said, it took a lot of energy to get us there and with some internal challenges, I found myself stepping in more than I had anticipated. However, we had dozens of people and lots of kids present for our Advent Workshop, Snow Day and Chili Cook-Off and I'm pleased with the final results. I'm grateful we have such great volunteers.
 - Additionally, I stepped in to work on the Christmas Pageant to ensure its success. Myrna Bohan directed it and I helped her with casting, backdrop and costumes, and some of the last minute details. I even took a role or two!
- Meeting with Strategic Planning Task Force - we are building on the work of the last strategic plan and harnessing good energy as we begin to solidify a new plan.
- Our Preschool continues to be major area of focus for me:
 - I've been working on advertising— which we've seen a direct result in interest in our preschool. We organized a hanger hanging team to place our Advent/Christmas schedule with a Preschool promotion. Historically, we don't see new students in December, but this year we actually increased during a very slow month.
 - We pulled off a Christmas Show this year—we were so proud to be able to do this in person. We even got Santa Claus to show up live! (Although last year's Zoom Santa experience will never be forgotten). Our volunteers were very helpful in ensuring our successful evening.
 - We held a Preschool Staff Christmas party on site, which was a wonderful experience. It was cheaper than the restaurant parties were in the past, and the payoff was absolutely worth it. Linda Heath decorated, Sandy Sudweeks picked up the food for me, and we had a really special evening. I think this was such an important evening for the staff.

13. Old Business: None

14. New Business:

Record four IUCC eVotes as follows -

- At the request of Moderator Tricia Aynes, Admin Board Chair Daniel Blackburn presented the following motion to the voting members of the Admin Board on December 7, 2021:

Per our Bylaws, a majority vote of both boards must be held to authorize a congregational meeting by electronic means. We anticipate that the upcoming Winter Congregational Meeting on January 30, 2022 will be hybrid in nature, including the opportunity to participate in-person.

MOTION: To authorize the Winter Congregational Meeting on January 30, 2022 to be held by electronic means. A voting quorum was attained. The motion carried per email from Admin Board Chair Blackburn on December 8, 2021.

- At the request of Moderator Tricia Aynes, Admin Board Chair Daniel Blackburn presented the following motion to the voting members of the Admin Board on December 7, 2021:

With Chuck Heath's appointment as our new Treasurer, there is a vacancy in the position of Congregational Representative. Per our Bylaws, a vacancy in the position of Congregational Representative, between election cycles, shall be filled by recommendation of the Coordinating Council and approval of the Administration Board. The Coordinating Council unanimously recommends Cesar Sangalang.

MOTION: To authorize Cesar Sangalang as the new Congregational Representative. A voting quorum was attained. The motion carried per email from Admin Board Chair Blackburn on December 8, 2021.

- At the request of Moderator Tricia Aynes, Admin Board Chair Daniel Blackburn presented the following motion to the voting members of the Admin Board on December 8, 2021:

Fund Development Chair Renae Boyum has graciously agreed to transfer over to Membership Chair to fill that much-needed key position. That move leaves her remaining term as Fund Development Chair open. The Coordinating Council recommends that Duane Vajgrt and Linda Haghi fill that position, and they have agreed to do so.

MOTION: To authorize Duane Vajgrt and Linda Haghi as new Co-Chairs of the Fund Development Committee. A voting quorum was attained. The motion carried per email from Admin Board Chair Blackburn on December 9, 2021.

- At the request of Pastor Sarah Halverson-Cano, Admin Board Chair Daniel Blackburn presented the following motion to the voting members of the Admin Board on December 12, 2021:

MOTION: That the employment of (name withheld for privacy) as Sunday School Coordinator be terminated immediately, and that, as a gesture of goodwill, we pay her through the end of December. A voting quorum was attained. The motion carried per email from Admin Board Chair Blackburn on December 12, 2021.

15. Executive Session: We entered Executive Session at 8:10 p.m.

16. Return to Regular Session: We returned from Executive Session at 8:12 p.m.

17. Adjournment/Closing Prayer (Steve Swope): The meeting was adjourned at 8:15 p.m. per motion by Tricia Aynes and seconded by Jon Ingal. Motion carried.

Respectfully Submitted,

Tricia Aynes

Substituting for Admin Board Clerk Laura Palen