

**Irvine United Congregational Church
Administration Board Meeting Minutes
January 17, 2022 via Zoom**

Attendance

Administration Board:

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

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

Committee/Task Force Chairs: Keith Boyum and Anne Rosse

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

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 December 20, 2021 Meeting Minutes: The Minutes were approved as submitted.
4. Treasurer's Report: Treasurer Chuck Heath submitted written and verbal reports. Highlights included:
 - ECC Revenue - The year ended with an upward trend in profitability operating slightly above breakeven. The year-end bonus was offset by transfer to *Miscellaneous Income* partial funds from grants approved by the A-Board last month. Additionally, a proportional amount of the second PPP loan was used to reimburse ECC payroll during the PPP covered period and is reported in *Miscellaneous Income*.
 - ECC Contributions to the General Fund - The ECC contributed \$13,500 Rent and \$34,000 IUCC Office Staff Reimbursement for a total of \$47,565 to the General Fund for the year.
 - IUCC General Fund Revenue – The year ended with a net income loss before adding back depreciation. Adjusted net income was positive at \$117,823. Like the ECC, several year-end accounting adjustments were made that helped the overall profitability outperform the budgeted \$84,589 adjusted net income by 39%.
 - Pledge contributions were lower than budget by 2% or \$10,224, however, they came in very close to the amount expected after the 2020 pledge campaign. Non-pledge contributions were slightly higher than budget by 3% of \$1,244. Thanks to the year-end Christmas letter, an additional off budget \$12,033 in contributions came in and was recognized in January 2022 income.
 - Payroll expense was under budget for the year by 14% primarily due to unfilled positions.
 - Cash position at year end is \$386,851 in operating cash + short term investments equaling \$408,109.
 - Pre-paid Pledges – At year end, pre-paid pledges for 2022 were \$101,539 with an additional Prepaid Gift of \$38,000 that will be categorized as off-budget undesignated, so as not to confuse with non-pledge contribution reporting in 2022.
 - The Cornerstone Mortgage was paid down to \$616,987 at year-end.
 - Second PPP Loan Forgiveness – Application for forgiveness along with all required supporting documentation has been submitted to Pacific Western Bank via their portal. Once the bank approves, it will be forwarded to the SBA for review and formal letter of forgiveness.

- ERTC – As expected, no response yet from the IRS, follow up will start in February.
- The proposed 2022 Budget was submitted and discussed. At this time with continued pandemic uncertainty, the budget is based on modest-conservative growth aimed to exceed breakeven at year end. Included is rent each month totaling \$13,500 contribution back to the General Fund, same as 2021. Additionally, it includes \$34,600 IUCC Office Staff Reimbursement back to the General Fund.
- As of last week, Pledges totaled around \$404,500. More pledges are expected, therefore, regular pledge revenue has been conservatively budgeted at \$405,000.
- Pastor Steve noted that 50% of the cleaning services come from the ECC, and that's a contribution as well.
- Pastor Steve noted that one of our choral interns is in his second year and will need a COLA adjustment.

MOTION: To accept the proposed budget as presented, with minor adjustments to compensation and depreciation as discussed, to be presented to the congregation at the upcoming Winter Congregational Meeting. Moved by Tricia Aynes, seconded by Shanthi Nataraj. Motion carried.

5. Bylaws, Policies, and Procedures: Anne Rosse submitted a written report. Highlights included:

- With Treasurer Chuck Heath, we are working on a revision of Policy 3.01, Cash Management, to address the use of lines of credit and minimal reserves level. The revised policy should be ready for review at the February Admin Board meeting.
- With the Fund Development Committee, we are working on a review of Policy 3.02, Receipt and Use of Gifts, to reflect on whether IUCC should accept cryptocurrency/other types of gifts not currently included in our policy.
- With Administrative Pastor Steve Swope and the MYP, we are working on a revision of Policy 1.13, Safe Church policy, to reflect new State of California requirements and revisit this policy to ensure we are following best practices.
- 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.

6. Fund Development/Stewardship Report: None.

7. Child Care Committee Report: Written and verbal reports were submitted by Keith Boyum. We are modestly “in the black” and enrollments have been improving. We had a December enrollment of 42 kids, with 44 enrolled in January. Parent inquiries and Zoom tours have been strong. We anticipate 50 children enrolled for February. These numbers comprise full and part-time, and five days / three days / two days. We have applied for licensing approval to serve 18 month old children, and we have a waiting list of 5 kids. When we get approval, we will turn the current two year old room (a large space) into a room for children aged 18 – 30 months. We need to set a tuition rate for toddlers.

MOTION: To accept the IUCC Child Care Committee’s proposed tuition rates for incoming toddlers aged 18-30 months (using tuition rates shown in the chart below). Moved by Shanthi Nataraj, seconded by Chuck Heath. Motion carried.

CURRENT IUCC TUITIONS						
Reg Fee = \$100	5 days/ Full	3 days / Full	2 days / Full	5 days / Half	3 days / Half	2 days / Half
2 yr non potty	\$1,553	\$1,113	\$809	\$1,038	\$742	\$542
2 yr potty	\$1513	\$1,050	\$783	\$1,011	\$704	\$523
3-5 yr	\$1486	\$1,012	\$776	\$992	\$674	\$518
PROPOSED IUCC TUITIONS TO INCLUDE TODDLERS (Ages 18 – 30 Months)						
Reg Fee = \$125						
Toddlers	\$1,650	\$1,150	\$858	\$1,102	\$775	\$577
30 mo. – 3 yr Non potty	\$1,553	\$1,113	\$809	\$1,038	\$742	\$542
30 mo. – 3 yr Potty-trained	\$1,513	\$1,050	\$783	\$1,011	\$704	\$523
4-6 yr-olds	\$1,486	\$1,012	\$776	\$992	\$674	\$518

8. Administrative Pastor’s Report: Written and verbal reports were submitted by Administrative Pastor Steve Swope. Highlights included:

- **Ongoing Projects:** Support brackets on the Atwood building should be installed in late January, and sail-cloth measurements taken afterwards.
- **Future Projects:** Parking lot resealing and an additional “IUCC” sign at the driveway. Castle Electric has been contacted about the lights, Plumer Hall entry lights and the exterior outlets on the Atwood building.
- **Outside Use of Facilities:** He is in conversation with the Mosque over their future use of our space; they have postponed their start-up until the Covid numbers stabilize.
- **Safe Church:** The main MYP volunteers have been enrolled in our (FREE) sexual-harassment training, due by Jan. 31; they have also received information about completing a background check. I am researching options for specific training about child abuse, as well.
- **Workers Comp audit:** Every year, we work with our workers’ comp insurer and they do an audit to check and make sure our estimates are correct and we are paying the correct amount. This year, our insurer has advised us that we must take into account any non-employee contractors

who work on our site. The only contractor affected by this legislation is our landscaper. Steve will look into this and get back to us on what it will cost.

- **Gifting statements will be mailed next week:** Contact Steve if not received.
- **Winter Congregational Meeting packet:** It will be in an email scheduled to drop Thursday morning.

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

10. Moderator's Report: A written report was submitted by Moderator Tricia Aynes. Highlights included:

- Please mark your calendar now for our upcoming Winter Congregational Meeting on January 30 after second service. We'll be hearing about the progress of the Strategic Planning Task Force, approving bylaw amendments, and voting on the 2022 budget. Everyone was urged to attend to achieve a quorum (73 members).
- As provided in our bylaws, there will be a Budget Forum after second service on January 23 (the week before the Congregational Meeting) where Treasurer Chuck Heath will be on hand to answer financial questions about the 2022 budget.

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

While physical attendance in the last month has dropped, it's actually been higher than we anticipated given the effects of the omicron variant. We've adjusted accordingly, incrementally making changes to the services and our interactions with an intention to remain in hybrid services. These are the modifications we have taken to address the Omicron variant surge:

- Only those "performing" in the service who have tested negative within the last 72 hours may remove their mask during worship while they are "performing" (since 12/19).
- The choir is off and we discourage communal singing (since 2/9).
- Communion will be taken outside as congregants exit the sanctuary (since 2/2).
- We ask that congregants wear surgical masks or N95s (we have ordered surgical masks and have retained some N95s to have on hand).
- We are reminding people to sign in and asking that if anyone test positive they notify us so we can notify the congregation.
- By nature of canceling choir and people's own discretion, attendance is down.
- Sunday School will be offered online and onsite outside (since 2/9).
- Sunday School/Childcare on site will be outside though should weather preclude this we feel confident about our ability to space adequately in Plumer Hall. If we use licensing standards Plumer hall is almost 2900 sq feet several times over our classrooms where our Covid numbers were 15 kids in our largest room to ensure distance between the kids. We have more than enough room for them to spread out over 6 feet.
- We canceled coffee hour (since 2/2).
- We have canceled all on-site communal eating.

12. Strategic Planning Task Force Report: Written and verbal reports were submitted by Chair Cesar Sangalang, Jr. He thanked Task Force members Cheryl Arismendi, Bil Aulenbach, Kelly Garrity, Linda Heath, Alex Ingal, Jon Ingal, and Sarah Wall, as well as ex officio members Pastor Sarah, Tricia Aynes, and

Pastor Steve Swope (who deserves special thanks for serving as Facilitator). The plan includes 4 major goals:

- IUCC will develop greater financial stability.
- IUCC will be known and followed throughout the “community” as a leader in Progressive Christianity, radical inclusion, and justice-seeking.
- At IUCC, the welcome won’t stop at the door.
- IUCC will define “church” beyond Sunday mornings.

Each goal includes objectives, strategies, time lines, and what groups will be responsible for achieving objectives. The Plan will be submitted to the congregation at the Winter Congregational Meeting.

13. Old/New Business: None

14. Executive Session: None

15. Adjournment/Closing Prayer: The meeting was adjourned at 8:55 p.m. per motion by Jon Ingal and seconded by Cesar Sangalang, Jr. Motion carried. The closing prayer was provided by Pastor Steve Swope.

Respectfully Submitted,

Tricia Aynes

Substituting for Admin Board Clerk Laura Palen