

**Irvine United Congregational Church
Administration Board Meeting Minutes
February 21, 2022 via Zoom**

Attendance:

Administration Board:

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

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

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

Staff: Administrative Pastor Steve Swope

Visitors: None

1. Call to Order: The meeting was called to order at 7:02 p.m. by Chair Daniel Blackburn.
2. Opening Prayer: The opening prayer was led by Pastor Steve Swope.
3. Approval of January 18, 2022 Meeting Minutes: Passed as described and submitted to Board Chairperson.
4. Treasurer's Report: Chuck Heath submitted verbal and written reports for the eleven months ending January 31, 2021. Key points included:

General Fund Revenue- The IUCC General Fund generated \$10,184 in cash Net Income from Operations and \$21,200 Adjusted Net Income adding back in non-cash depreciation.

Pledged contributions were slightly higher than budget by .4% or \$ 98. Non-pledge contributions were 39% higher than budget or \$ 867. Other income was extraordinarily higher than budget due to the booking in January of the \$ 12,033 year end Christmas donations and \$17,285 balance of pre-paid December 2021 pledges that missed posting in December. Both are one-time adjustments to income.

General Fund Payroll Expense – Total payroll expense was under budget for the month by 19% or \$ 6,230 primarily due to unfilled budgeted positions.

General Fund Other Expense - All other expenses were within or below budget for the month.

Cash Position - Cash position end of January was \$455,143 in operating cash + short term investments or 4.5 months cash reserves.

Long Term Liabilities- The Cornerstone Mortgage was paid down to \$616,292 at January month-end. The Cornerstone Line of Credit (LOC) currently has a balance payable of \$32,739 with 92% credit available.

Second PPP Loan Forgiveness – Application for forgiveness along with all required supporting documentation has been submitted to Pacific Western Bank via their portal and has been confirmed to be under review.

ERTC – As expected no response yet from the IRS, follow-up will start in March but given tax season, it will be difficult to find a person to check on status and as reported last month we don't expect anything until later this year for the first three ERTC's and the last going into 2023.

Finance Committee-

I hope to assemble a new Finance Committee of members with business and finance backgrounds to review our financials and provide advice and guidance. We plan to meet quarterly.

Cash Management Policy

- Anne Rosse and I have met several times since last meeting and are working on updating a formal Cash Management Policy. As mentioned last month, until the ECC returns to a consistent positive cash flow back to the General Fund and longer-term improvement in Membership/Stewardship and other strategic

income opportunities, we still have some potential cash flow problems we may encounter over the next few years.

ECC Revenue - The Early Childcare Center ended January with a continued break-even trend, with a small Adjusted Net Income Loss of (\$424). Reviewing the income statement, I believe there is a minor error in the amount expended on Administration Contribution to IUCC vs. the approved 2022 budget. If the budgeted amount was expended, the loss would be (\$299). Revenues exceed budget slightly by .3%.

ECC Contribution to the General Fund - The ECC contributed \$1,250 Rent and \$3,360 IUCC Office Staff Reimbursement for a total of \$4,610 for the month.

ECC Payroll Expense – Payroll expenses exceeded budget by 7.4% primarily due to December holiday vacation benefits paid in the January payroll.

5. Bylaws, Policies, and Procedures: Anne Rosse submitted a written report. Key points include:

- **Policies and Procedures**

1. With Treasurer Chuck Heath, revision of Policy 3.01, Cash Management, to address the use of lines of credit and minimal reserves level.
2. With the Fund Development Committee, revision of Policy 3.02, Receipt and Use of Gifts, to update our current policy and ensure that it supports upcoming planned giving activities.
3. With Administrative Pastor Steve Swope and the MYP, 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.

- **Bylaws**

1. With the revision of Policy 3.01, clarifying the respective roles of the Finance Committee (a standing committee) and the Budget Committee (a special committee).
2. The committee has been discussing confidentiality and will bring forth the topic for the Admin Board's direction on whether to take this up as a formal topic.
3. Amendments were approved at the Winter Congregational Meeting. Post-meeting, the newly updated IUCC Bylaws were promptly posted to the IUCC website.

6. Fund Development/Stewardship Report: A written report was submitted by Duane Vajrt and Linda Haghi. Key points include:

- Met on 2/16 but plan to try to meet regularly on the first Monday of each month with next meeting 3/7.
- Working in concert with Anne Rosse from the bylaws, policies and procedures committee relative to our work regarding planned giving, a discussion was had with regard to the need for a contact/point person in the IUCC office to facilitate and process transactions regarding acceptance of gifts such as stock or real estate bequeaths when Pastor Steve retires. The admin board will need to keep in mind those responsibilities when finding Pastor Steve's replacement.
- Procurement of an improved church database. Based on recommendations brought forth by Dr. Pastor Sarah, Chuck Heath did some preliminary investigation into options. Intent to vet at least three products before coming up with a final recommendation. Work will likely need to be done to clean up the database before it is transferred to any new product. Treasurer felt that a new database is feasible given the current budget.
- Discussion with regard to the implications of acceptance of gifts like stock, real estate, and art, especially in the context of our intention to move forward with planned giving.

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

- Enrollments have been improving. ECC Director reported to the Committee 51 kids enrolled this month and expect to have 52 by next month (March). Have applied to Licensing to take 18 month olds. The process is first the Fire Department inspects, and after that, licensing will come out and let us know what else needs to happen for approval.

- Piper Preschool Will Not Open in the Woodbridge Center. In the face of opposition from residents and the Woodbridge Association board, the Irvine Company has withdrawn its proposal to establish a preschool in the spaces now occupied by a bookstore and (formerly) a Ruby's restaurant.
- Committee Discussion: Second Child Care Center. Pastor Sarah has voiced interest in the idea that IUCC might operate a second preschool / child care center at a location away from our IUCC campus. Sarah has asked Mark Allen to do some business plan-style forecasting about this.

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

- Completed Projects: Minor projects around the property have been completed. HVAC filters have been changed.
- Ongoing Projects: Support brackets for the Patio Cover are being manufactured and will be installed as soon as they are completed. Hope to have more details on Feb. 22.
- Future Projects: Parking-lot sealing and Atwood Building HVAC...on a wait-and-see basis.
- Security Grant Projects: Several small projects on the Grant list were completed: lights on automatic sensors instead of manually operated timers, deadbolt lock on Infant Quiet Room, lock re-keyed on Sanctuary side door to lock. Estimates are coming for security cameras, keyless access, and window tinting. Also, handheld radios and extra preschool lighting have been purchased. The total amount spent so far is \$3,691 of the \$21,000.00 grant.
- Safe Church: Preschool teachers are current on background checks and child-abuse training. I am working with the MYP volunteers to have both completed soon, and relevant employees (all background checked) will be assigned child-abuse training, as well. These are new requirements by California state law. While our insurance company has not yet required compliance-reporting, it is possible that failure to comply would give them reason to deny a claim in the event of an occurrence. The training we are using is from mandatedreporter.ca.com and is FREE. There are several job-specific modules; the one for Volunteers takes about 2 hours to complete and will be appropriate for both volunteers and our employees.
- Outside Use of Facilities: Two district-level Scouting groups are using Plumer Hall, once a month each, and the AA group meets every Friday morning. Troop 602 equipment has been removed from the storage closet, and ladders and other items installed in its place. The Mosque is still discussing usage and payment.

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

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

- At our virtual Winter Congregational Meeting on January 30 we passed the 2022 Budget and approved bylaw amendments to support the creation of meaningful roles for our youth. We announced that IUCC has been awarded \$21,000 from the California Office of Emergency Services to take security measures to keep us safer in the event of a terrorist attack.
- IUCC has scheduled a **Work Day** for April 10, and Steve has identified some tasks around the campus that need doing. 2-3 volunteers from the Admin Board are needed to help with the planning, sign-ups, purchasing supplies, arranging for lunch, assigning tasks, and supervising.
- Pastor Steve is retiring at the end of May; need to decide on a process for replacing him.
- Craig Tyrl and Tricia Aynes have volunteered to clean/refurbish/redecorate the outside display case so it will be cheerful, welcoming, and informative. Hope to unveil the completed project within the next month.
- I continue to meet with the Child Care Committee and the Fund Development Committee and have now begun to attend Membership Ministry meetings as well. Under the very capable leadership of new Chair Renae Boyum, this ministry is poised to tackle the challenges ahead.

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

- We have since returned to a single Sunday School in person and now spaced out inside Plumer hall. The choir returned as of the first Sunday of February and coffee hour came back that day too. We are weighing bringing communion back inside for March 6 and have continued to test those who remove masks despite the CA mask mandate being lifted Feb 16, 2022.
- Attendance has gone up in the last couple of weeks, and so has the energy in the church. Return of the choir made an impact as far as people in the church, but they also bring their energy. Have had some special services intended to bring diversity and uplift our values, while also offering reasons to invite or attend for these special days.
- Worked with our treasurer and leadership to ensure we had a successful annual meeting.
- Working with Fund Development as they continue to do advance work in encouraging planned giving and working on a better database.
- MYP continues to be a high priority. We interviewed a candidate, who chose to accept a different position. We continue to have both the Sunday School Coordinator and the Youth Group Coordinator posted. I reached out to Chapman University's DOC program again and Claremont School of Theology as well as progressive youth workers (where I got some ideas -but nothing solid). Very grateful to our volunteers. Myrna Bohan just volunteered to co-chair the ministry.
- Continuing to work closely with the preschool as we work to increase our numbers and profitability.
- Here are some upcoming Worship Dates:
 - February 20 Rev. Dr. Jerry Von Talge in a reflection on race
 - February 27 Fat Sunday
 - March 2 Ash Wednesday
 - March 6 First Sunday of Lenten Series: A Living Faith
 - April 10 Palm Sunday
 - April 14 Maundy Thursday
 - April 17 Easter Sunday
 - April 24 Earth Day
- MYP
 - While MYP added an online Sunday School option, and had a teacher on site for outside Sunday School for those present throughout the surge.
 - Choral interns have begun a Children's Music Ministry which was initiated as they prepared for the pageant. This is such an added benefit to our MYP programming.
 - Martha McCartney is working with the kids on another performance called "The Life of Moses"
 - Fresh Word continues to be a high priority as we feature our kids and try to provide a dynamic moment in the service that leans into creativity and fun while teaching the morning's lesson on theme.
 - Still advertising for our Youth Coordinator Position and the Sunday School position. Greatest need for leadership is youth, however, choral interns are willing to take a lead in this area.
- Membership
 - Renae Boyum has started her new position by widening the circle and including more voices into the ministry reflecting on what Membership at IUCC means to individuals and how we can extend a more intentional welcome and work more closely with ministries as a feeder into programming.
 - We held a "Get to Know You" meeting on Feb 13 and had 4 potentials join us, two of them out of state, representing what might be our first long distance joiners.
- Ministry Beyond IUCC
 - On Saturday Jan 15 we were a stop on a "Scout Hike" at 10am where Scouts met with Revs. Terry LePage and Joe Dressler and I to learn about the Ten Commandments.
 - Spoke at the CLUE b'Shevet Seder on Jan 16, 2022

- In the News: IUCC was featured after receiving a Security Grant of \$21k. A woman saw the article and joined us for church, even went to our Get-to-Know-You Gathering.

12. Old Business: None

13. New Business: Administrative Staffing

(A) Record E Votes

(1) Per email from Daniel Blackburn dated 1/27/22

Hi everyone,

Please look over the motion below submitted by Moderator Tricia Aynes and reply-all with your vote.

MOTION: To allocate an additional 3% COLA to full-time office staff members Heidi Willcox and Steve Swope (for a total 6% COLA for each of them for FY 2022) to bring their increases more closely into alignment with those recently approved for other staff members.

Voting Quorum was attained. **Motion carried per email 01/27/21 from Administration Board Chairperson.**

(2) Per email from Daniel Blackburn dated 2/2/22

Hi everyone,

Pastor Sarah is seeking approval for the hiring of a new teacher at the ECC. Please see her message below and reply-all with your vote.

Thank you,

Daniel Blackburn

----- Forwarded message -----

From: **Sarah Halverson-Cano** <pastorsarah@iucc.org>

Date: Wed, Feb 2, 2022 at 3:30 PM

Subject: Preschool Teacher new hire request

To: Daniel Blackburn

Hello Daniel,

We have a preschool floater teacher position posted and have interviewed several candidates. Irma asked me to do the second interviews and I agree that she has found an excellent candidate. She has a bachelor's degree and her Associate of Science in Early Childhood Education, and has 32 ECE Units.

In this climate we need to be competitive with what we offer. We'd like to offer \$17 but be prepared to counter up to \$17.50. She's available to start immediately so if we can get Admin Approval we'll make this offer ASAP and hope to have her start on Monday.

Can you please ask the Admin Board to hire the candidate for up to \$17.50 an hour?

Thank you,

Pastor Sarah

Voting Quorum was attained. **Motion carried per email 02/03/21 from Administration Board Chairperson.**

(3) Per email from Daniel Blackburn dated 2/16/22

Hi everyone,

It turns out that state licensing requires us to pass a motion approving the addition of care for toddlers to the ECC. Please see the motion from Pastor Sarah below and then reply-all with your vote.

Thank you,
Daniel Blackburn

----- Forwarded message -----

From: **Sarah Halverson-Cano** <pastorsarah@iucc.org>
Date: Wed, Feb 16, 2022 at 4:14 PM
Subject: resolution needed for licensing to adopt our Toddler Option
To: Daniel Blackburn

Hi Daniel,

While we already discussed the addition of our Toddler component to the preschool program I didn't realize that as part of our paperwork we'd need a motion from the board. So we do need a resolution. Can you circle this around so I can include this in our paperwork?

The Administrative Board of Irvine United Congregational Church resolves that our preschool, the IUCC Early Childhood Center, has permission to add a toddler option, thereby serving toddlers 18-30 months in addition to the 2-5 year olds we currently serve.

Thank you,
Pastor Sarah

Voting Quorum was attained. **Motion carried per email 02/17/21 from Administration Board Chairperson.**

14. Executive Session: The Administration Board entered Executive Session at 7:34 pm.

15. Return to Regular Session: The Administration Board returned to regular session at 8:12 pm.

MOTION: To hire per presented preschool teacher for the three year-old room at a rate of \$18.50 per hours. Moved by Tricia Aynes and seconded by Jon Ingal. Motion carried.

MOTION: To advertise for a Church Administrator for 32 hours a week at a rate of \$27 per hour, to be posted ASAP. Moved by Tricia Aynes and seconded by Chuck Heath. Motion carried.

MOTION: To adopt IUCC Administrator Job Description as described to the Admin Board. Moved by Tricia Aynes and seconded by Cesar Sangalang. Motion carried.

MOTION: To follow this timeline in filling the Church Administrator position:

May 27	Steve's last day
May 16	New Administrator begins to train
April 25	Administrator-candidate accepts position
April 19	Administrator-candidate offered position
April 18	Administrator-candidate identified, approved by Admin Bd
April 14	Administrator interviews completed
April 11	Administrator 2 nd interviews
April 4	Administrator 1 st interviews this week
Mar 30	Administrator reference checks completed, schedule 1 st interviews
Mar 25	Administrator applications closed (30 days)
Feb 23	Administrator applications open
Feb 22	Administrator job posting, job description approved by Admin Board

Moved by Tricia Aynes and seconded by Jon Ingal. Motion carried.

MOTION: To offer our tech person up to an additional 10 hours per week at a rate of \$21 per hour, beginning June 1. Moved by Tricia Aynes and seconded by Shanthi Nataraj. Motion carried.

MOTION: To postpone hiring an Adult Programs Coordinator for now and see how we manage with volunteers. Moved by Tricia Aynes and seconded by Laura Palen. Motion carried.

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

Respectfully Submitted,

Laura Palen,
Clerk of the Administration Board