

**Irvine United Congregational Church  
Administration Board Meeting Minutes  
March 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, Duane Vajgrt, and Linda Haghi

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

Visitors: Sharon Lynn

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 February 21, 2022 Meeting Minutes: Passed as described and submitted to Board Chairperson with one correction: Pastor Sarah was not in attendance at the meeting.
4. Family Promise Guest Presentation by Sharon Lynn

**MOTION: To amend our guidelines to allow families from Family Promise regardless of their vaccination status. Moved by Shanthi Nataraj, seconded by Jon Ingal. Motion carried with two abstentions.**

5. 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 lost (\$16,776) from Operations with an adjusted net loss of (\$5,760) after adding back in non-cash depreciation. Pledged contributions were slightly below budget by - .2% or (\$477). Non-pledge contributions were higher than budget primarily due to recognition of 'completion of 2021 pledges' received this year.
  - General Fund Payroll Expense – Total payroll expense was under budget again for the month by 11.6% or \$3,885 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 Feb was \$453,988 in operating cash + short term investments or 4.39 months cash reserves. Cash reserves declined slightly from January.
  - Long Term Liabilities- The Cornerstone Mortgage was paid down to \$615,181 and Cornerstone Line of Credit (LOC) currently has a balance payable of \$32,739, unchanged from prior month with 92% credit available.
  - Second PPP Loan Forgiveness – The 2nd PPP Loan of \$ 171,975 plus \$ 1,738.60 in interest has been forgiven. The SBA letter is on file with Heidi which must be retained for six years per the SBA.
  - Finance Committee - Two members have been recruited for the new Finance Committee with continued recruitment of a few more members with business or finance backgrounds.
  - Cash Management Policy - Anne Rosse and Pastor Steve are still working on policy revisions which we hope to present at the April meeting.

- **ERTC Status** – We have received four ERTC checks from the IRS in the last several weeks, for a grand total of \$84,423 received through March. While this was less than anticipated, we expect at least 1-2 more checks.
- **ECC Revenue** – Tuition revenue was \$55,676, a 24% or \$10,798 increase compared to January. Total revenue was \$57,187, a 26% or \$11,853 increase compared to January. Average revenue last three months was \$44,044 at close to breakeven. February exceeded break-even with a cash net income from operations of \$10,230 compared to last month's operating loss of (\$2,524). Adjusted Net Income improved significantly to \$12,358 compared to last month's net loss of (\$424). Revenues exceeded budget by 29.6% for the month and 14.8% year to date.
- **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 8.3%. Two new teachers were hired as replacements, and we expect to see payroll expense continue to trend above budget due to increase market rates for new hires. All other expenses combined were below budget for the month.

6. **Bylaws, Policies, and Procedures:** Anne Rosse submitted verbal and written reports. Key points include:

- Two action items were addressed and discussed:
  1. Should IUCC be recording minor visitors without parental consent? Does IUCC inform worship service attendees that they are being recorded?
  2. Should IUCC address confidentiality - especially concerning medical and/or financial status? No formal vote was taken on either item, but consensus was that we should (a) Consider posting a sign that recording is in progress and (b) Make sure leaders are aware of the importance of maintaining confidentiality for sensitive information.
- Other items:
  1. With the Fund Development Committee, revision of Policy 3.02, Receipt and Use of Gifts.
  2. With Treasurer Chuck Heath, revision of Policy 3.01, Cash Management, to address the use of lines of credit and minimal reserves level.
  3. With the revision of Policy 3.01, clarifying within the Bylaws, the respective roles of the Finance Committee (a standing committee) and the Budget Committee (a special committee).
  4. 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.

7. **Fund Development/Stewardship Report:** A written report was submitted by Duane Vajgrt and Linda Haghi. Verbal report was given by Duane Vajgrt and Chuck Heath. Key points include:

- The Fund Development Committee (FDC) is working on development of two major new initiatives for IUCC: acquiring a database and initiating a planned giving program. The database would help much more than fundraising; it would impact membership and potentially be helpful to many of IUCC's committees. Have also been working to develop a planned giving program for IUCC. The goal is to let the congregation know about the many ways they can give to IUCC through various planned giving mechanisms.

**MOTION: To accept the Fund Development Committee's plan and materials as presented and move forward with a Planned Giving Program beginning with a formal rollout on our website. Moved by Tricia Aynes and seconded by Cesar Sangalang. Motion Carried.**

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

- Enrollments have been improving. We have 53 kids enrolled this month (March 2022), up from 51 in February, 44 in January, and 42 in December. Licensing paid a visit to the Child Care Center and approval to serve toddlers (ages 18-24 months) is anticipated.

- Finances
- Mask Mandates: The committee consensus was to encourage the ECC Director to query parents for their feelings as to masking
- Moderator Tricia Aynes and Administrative Pastor Steve Swope are working on an application for a grant that would fund playground equipment, security, HVAC, and other infrastructure.
- Conversation with Our Consultant, Ms. Darcie Kass. The Child Care Center Committee has been asking questions about how we might propose ways and means of broadening the programs IUCC ECC offers.

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

- Completed Projects: The brackets for the patio cover were installed on Wednesday and Thursday, and measurements taken to custom-fit the sail shades.
- "Divots" in the ECC playground rubberized surface were repaired over the weekend, and another computer has been installed in the large classroom. The three "older" rooms now all have reconditioned computers for educational software, and the toddler room (old office space) has a TV.
- Ongoing Projects: Lot sealing and Atwood Building HVAC are on hold. Wayne Banwell and Pastor Steve are prioritizing workday projects and collecting supplies. The third video camera for the sanctuary has been ordered and will be installed in a few weeks.
- Future Projects: Attention is focused on various security and improvement projects that may be grant-financed. Saturday's playground repair is the last time that can be done; future damage will require a full replacement of the rubberized surface (near Plumer Hall).
- Security Grants: Window tinting for security. Remaining major projects for the first grant are keyless entry and security cameras; due to the high cost for the original specs, these projects have been revised for re-bid and separated into Main Building and Preschool-Plumer (to be financed by a second grant). About \$4,500.00 of the \$21,000 grant has been spent.
- Outside Use of Facilities

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

- Working with Nominating Committee to fill Leadership positions.
- Working with Steve Swope and other staff to gather documents and bids to be submitted as part of a government grant proposal for infrastructure for our preschool.
- All-Church Work Day after second service on April 10 (Palm Sunday)
- Redoing outdoor display cabinet (kiosk) with Craig Tyrl.
- Continuing to attend most meetings of the Fund Development Committee, Membership Ministry, and Child Care Committee

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

- Monitoring applications for Admin position and have a few promising individuals. Mark your calendars for May 22 and a celebration of Pastor Steve's ministry.
- Date for Pastor Sarah's installation. At this time there are two potential dates Sept 11 or Oct 9.
- 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- the music interns have been working with kids during Sunday School for a music ministry and they are included now with the start of our youth group. Myrna Bohan took on co-chairing MYP and is working with the youth and music (now youth) interns.
- Continuing to work closely with the preschool as we work to increase our numbers and profitability.

12. Old Business: None

13. New Business: Delete “Administrative Staffing”

(A) Record E Votes

(1) Per email from Daniel Blackburn dated 3/9/22

**MOTION: To terminate the new ECC teacher within the probationary period, due to not listening, lack of respect, failure to mask, and making an uncomfortable work environment.**

Voting Quorum was attained. **Motion carried per email 03/17/21 from Administration Board Chairperson.**

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

MYP is seeking permission for a fundraiser/donation drive related to their planned Easter activities. Their request has been endorsed by the Fund Development committee and now comes to us for final approval which we will determine by e-vote. Please take a look at the attached form and reply-all with your vote.

**MOTION: The Admin Board approves the Ministry with Young People's proposed Easter Fundraiser.**

Voting Quorum was attained. **Motion carried per email 03/17/21 from Administration Board Chairperson.**

(B) Discussion re: COVID Safety Precautions. The Admin Board has been asked to review and reconsider our mask mandate policy. Pastor Sarah reported that she had checked with surrounding churches, some of whom are very strict and some of whom are more relaxed around the use of masks. We concluded that there are too many variables to set any benchmarks at this time. A majority of the Admin Board members were not comfortable lifting the mask mandate at this time, but we agreed to continue to monitor the situation and revisit the discussion if things change.

14. Executive Session: None

15. Return to Regular Session: N/A

16. Adjournment/Closing Prayer (Steve Swope): The meeting was adjourned at 9:37p.m. per motion by Tricia Aynes and seconded by Jon Ingal. Motion carried.

Respectfully Submitted,

Laura Palen,  
Clerk of the Administration Board