

**Irvine United Congregational Church  
Administration Board Meeting Minutes  
April 18, 2022 via Zoom**

Attendance:

Administration Board:

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

Congregational Representatives: Shanthi Nataraj and Jonard Ingal

Committee/Task Force Chairs: Keith Boyum and 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 7:04 p.m. by Chair Daniel Blackburn.
2. Opening Prayer: The opening prayer was led by Pastor Sara Halverson.
3. Approval of March 21, 2022 Meeting Minutes: Passed as described and submitted to Board Chairperson pers corrections addressed in the meeting.
4. Treasurer's Report: Chuck Heath submitted verbal and written reports for the three months ending March 31, 2022. Key points included:
  - General Fund Revenue- The IUCC General Fund achieved \$65,367 cash profit from Operations with an adjusted net income of \$76,383 adding back in non-cash depreciation primarily due to receipt of some of the ERTC refunds. Pledged contributions were below budget by 11% or (\$3,686). Non-pledge contributions received were above budget by 2.2%.
  - General Fund Payroll Expense – Total payroll expense was under budget again for the month by 13.7 or \$4,590 primarily due to unfilled budgeted positions.
  - General Fund Other Expense - All other expenses were within or below budget for the month.
  - ECC Revenue – Good news again, the ECC experienced another profitable month with increased tuition revenue. Tuition revenue was \$ 59,945, a 7% increase from February. Total revenue was \$ 60,064, a 5% increase. Average revenue last three months was \$ 54,195, a \$ 10,115 increase over last month's 3-month running average continuing the upward trend in revenue growth. March exceeded break-even again with cash net income from operations of \$13,748 compared to last month's \$ 10,230. Adjusted Net Income improved to \$16,156 compared to last month's \$ 12,358. Revenues exceeded budget by 23% for the month and 17.7 % year to date.
  - ECC Contribution to the General Fund - The ECC contributed \$1,250 Rent and \$2,742 IUCC Office Staff Reimbursement for a total of \$4,610 in March and \$13,196 year-to-date to the General Fund.
  - ECC Payroll and Other Expenses – Personnel expense was below budget by 7.9% due to staffing shortages. However, as mentioned each month, we expect to experience payroll expenses to exceed budget due to increase market rates as open positions are filled. All other expenses were at or below budget for the month with exception of Equipment Repair expense of \$2,543 to repair rubber playground flooring.
5. Bylaws, Policies, and Procedures: Anne Rosse submitted verbal and written reports. Key points include:
  - In Process:
    - Policy 1.13, Safe Church Policy

With the MYP and 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.

-Policy 2.03 Short Term Rental of IUCC Facilities

Revisiting our usage fees to determine if we are charging appropriately for the use of our facilities.

-Policy 2.04, Key Policy

With Administrative Pastor Steve Swope, revisiting our key policy in light of security changes (made possible by the grant from the California Office of Emergency Services).

-Policy 3.01, Cash Management

With Treasurer Chuck Heath, revision of Policy 3.01, Cash Management, to address the use of lines of credit and minimal reserves level. 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).

- Request for Action on Policy 3.02

**MOTION: To approve Policy 3.02 Receipt and Use of Gifts as presented. Moved by Tricia Aynes and seconded by Chuck Heath. Motion carried with one abstention.**

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

- 100% consensus that the FDC recommends that the Administration Board move forward with choosing Breeze to replace our current Church Windows system.
- Request the admin board to consider this ASAP in the context of hoping to take advantage of Pastor Steve's remaining time here to facilitate implementation. That said, the FDC very strongly feels that it will require a separate Breeze Implementation Team separate from the FDC to facilitate the implementation.
- Committee discussion with regard to tweaking the Planned Giving logo.

**MOTION: To enter into an agreement with Breeze Church Management Software and sign their contract to start next month, and to follow their implementation and project plan. Moved by Chuck Heath and seconded by Tricia Aynes. Motion carried.**

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

- Enrollments are Still Improving. Some 55 children are enrolled for April.
- We still await hearing from Licensing about serving toddlers (age 6 – 24 months). We have 8 kids on that waiting list. Staffing is an issue. We have been seeking teachers and the market for preschool teachers seems tight.
- Finances.: Treasurer Chuck Heath let the committee know that the Child Care Center turned a nice profit in March, following a profitable February.
- April 23 Upcoming Consultant Interaction Pastor Sarah and I will detail this for the Board. Broadly this concerns the idea that IUCC might operate a second child care center not on our own campus.
- Tuitions for Next Year: We have had a preliminary discussion and hope to pursue the issue
- Teacher Appreciation Week is in May.

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

- Completed Projects: Thanks to everyone who participated in the Workday on April 10! And special thanks to Renae Boyum, Wayne Banwell, Daniel Blackburn, and Pat Sauter for their leadership! The carpets in Plumer Hall and the preschool were also cleaned on April 18.

- Ongoing Projects: We are waiting for delivery of the 3<sup>rd</sup> sanctuary camera to schedule installation by Larson Lighting & Audio. This will complete the renovation and expansion of our worship technology, begun during 2020, giving us broad capability for recording and broadcasting from the sanctuary.
- The openings under the Atwood Building eaves, for installation of the support brackets, will be covered as soon as possible. There appears to be a leak in the main irrigation line near the back of Plumer Hall; it will probably involve digging up the asphalt surface.
- Future Projects: The several security and preschool grant projects await funding. On the main building that's security cameras and keyless entry; on the preschool and Plumer Hall, those items plus a variety of other things, including HVAC replacement.
- Outside Use of Facilities: Irvine Hebron Church accepted the terms of our lease and will begin meeting on site in early June. I recommend selecting a couple persons to meet with their leaders regularly, including once before June, so that a clear channel for communication and concerns can be established. I have reported to the Ministries Board about the lease, and will be providing information to the general congregation very soon, so that everyone is aware of this new arrangement and its effects on potential event scheduling.
- Amnesty International and two BSA Council groups meet here monthly. The morning AA group is now meeting Wednesday through Friday. And a student orchestra is considering holding a recital in the sanctuary on April 30.
- Transition: I have been making notes, organizing files, and generally trying to provide a clear picture for the next Administrator. Much of our training time will involve familiarizing them with the "quirks" of our buildings, projects in process, ongoing events, and how to find all the information people inevitably request. I will, of course, be available to them by phone for a while after my retirement.
- The other important item is changing signers on our bank accounts, since the Administrator is the primary signer and account contact. Moderator Tricia Aynes and I have begun to strategize this.
- Spring Meeting Reports: Reports from Board and Committee chairs for the Spring Congregational Meeting (May 15) are due in the church office no later than Monday, May 2. A length of 1-2 pages is appreciated.

9. Moderator's Report: Written report was submitted by Tricia Aynes. Key points included:

- Working with the Nominating Committee to contact prospective IUCG church leaders to complete a recommended slate for the July 2022 – June 2023 term. Nearly all positions have volunteers willing to fill them! The congregation will be voting on the slate at the upcoming Spring Congregational Meeting on May 15.
- Newly revitalized Membership Ministry is showing great promise. I attended an April 3 luncheon for 10 recent visitors to IUCG and was really pleased to see such a good turnout. We are welcoming more visitors all the time, and we hope most of them will be joining the church. We've been encouraging everyone to wear name tag pins, and I've been ordering replacement ones for folks who've lost theirs.
- About 30-40 folks were on hand for our Patio Party and Work Day on April 10.
- Attended two Adult Ed webinars featuring Philip Jenkins; attended the Diversity & Inclusion dinner at a Palestinian restaurant in Anaheim. These are wonderful events that allow us to learn more about diverse cultures.
- With a lot of help from Steve Swope and Chuck Heath, submitted a proposal to the California Department of Social Services to provide minor renovation and repairs for our preschool. If the proposal is successful, the grant will help finance a new HVAC system, generator, air purifiers, enhanced security, AED, and playground equipment. Should have an answer by the end of May.
- Continue to work on providing additional documentation for the \$21,000 Cal OES security grant we received a few months ago.

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

- Easter celebration for both services went very well. Vivian Johnson's idea of crepes really added a festive feel and encouraged people to stick around longer. We had quite a lot of visitors, and we saw some faces that hadn't been seen in a while.
- We've interviewed for the Administrator position and are very hopeful that the candidate we have selected will accept our position.
- Be sure to mark your calendars for Sunday May 22 and a celebration of Pastor Steve's ministry.
- I've asked to secure Sept 11, 2022 as my installation date after having asked different speakers and essential folks -that date seems to work best. (Incidentally, that would move our church picnic to October 9 -I've asked Alyssa to secure the date at the park). I'd like to make this installation a really community event, a way for us to bring two worlds together and perhaps also make a little bit of money for our church as a fundraiser. Rev. Fred Plumer will preach, the Southern Association will do their part, and then we'll focus on community members like Mayor Farrah Khan (who has already confirmed) for the dinner.
- Our preschool, as demonstrated by Keith's and treasurer's report, is doing much better and outperforming the budget. We've had a longer than expected wait to get the toddler room up, but are very glad we applied for it and began when we did (at the time as an option, and now we have a waitlist of 8). Very hopeful we've jumped through the last hoop and can open by May. Our only challenge will then be teachers as we are currently understaffed and hiring has proven to be both challenging and more expensive. Our consultant and a couple of us will view the potential second site to get a better idea of what we're looking at as a prospect for expansion this week.
- Here are some upcoming Worship Dates:
  - April 14 Maundy Thursday
  - April 17 Easter Sunday
  - April 24 Earth Day
  - May 1 - PAAM Sunday (TBC)
  - May 8 -Mother's Day
  - May 15 -Pastor Steve preaches
  - May 22- Pastor Steve's last Sunday and retirement celebration
  - May 29- Memorial Day
  - June 5 -Pentecost
- MYP: We are still advertising for our Youth Coordinator Position and the Sunday School position however, we're feeling very positive about our choral interns working with our youth and the strong volunteers we have working with the kids. Our new youth group has now had two gatherings. First a beach bonfire and last evening a youth gathering on site. Martha Mecartney directed a play on the life of Moses with great attendance and strong cast. Wonderful to see so many kids in our program.
- Membership - we recently held a Welcome Luncheon with 10 new people with almost all of them in our target demographic for growth.
- Congregational Care - we held a service for Jim Martin filled with so much love.

## 12. Old Business:

- COVID Safety Precautions. Discussion followed. Tabled to next Administration Board meeting.

## 13. New Business:

### (A) Record E Votes

(1) Per email from Administration Board Chairperson Daniel Blackburn dated 3/28/22

**Motion:** To accept the leasing agreement allowing Irvine Hebron Church use of Plumer Hall on Sunday afternoons at the rate of \$1566.67/month. They will use Plumer Hall from 12:30-4:30pm. They recognize that

there may be continued clean up beyond 12:30pm from our end while they set up (but we have a hard stop at 1pm to be out).

Voting Quorum was attained. **Motion carried per email 3/29/22 from Administration Board Chairperson.**

(2) Per email from Administration Board Chairperson Daniel Blackburn dated 4/5/22

**Motion:** Pastor Sarah is requesting we use \$800 from the Admin Board's Discretionary Fund to serve crepes on Easter Sunday.

Voting Quorum was attained. **Motion carried per email 4/6/22 from Administration Board Chairperson.**

(3) Per email from Administration Board Chairperson Daniel Blackburn dated 4/6/22

We have a request from Pastor Sarah to approve the hiring of an ECC teacher.

Voting Quorum was attained. **Motion carried per email 04/6/21 from Administration Board Chairperson.**

(4) Per email from Administration Board Chairperson Daniel Blackburn dated 4/6/22

BE IT RESOLVED BY THE Administration Board OF THE Irvine United Congregational Church, THAT Chuck Heath, Treasurer, OR Sarah Halverson-Cano, Pastor, OR Patricia Aynes, Moderator Is hereby authorized to execute for and on behalf of the named Applicant, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining state financial assistance provided by the State of California for the following Grant Award: FY 2021 California State Nonprofit Security Grant Program.

Voting Quorum was attained. **Motion carried per email 04/8/21 from Administration Board Chairperson.**

(5) Per email from Administration Board Chairperson Daniel Blackburn dated 4/13/22

**MOTION:** To hire Sandra De Anda as IUCC Church Administrator for 32 hours a week at the rate of \$27 per hour, with a start date of May 9, 2022.

Voting Quorum was attained. **Motion carried per email 04/15/21 from Administration Board Chairperson.**

(B) Sunday worship format

- Will do survey and phone calls
- Will include at Spring Congregational meeting. In person or electronically? Forum in person in advance on May 1, with Congregational Meeting to be held electronically on May 15.

**MOTION:** To hold this year's Spring Congregational Meeting electronically on May 15, with an in-person forum to precede it on May 1. Moved by Tricia Aynes, seconded by Shanthi Nataraj. **Motion carried.**

14. Executive Session: 9:24

15. Return to Regular Session: 9:26

**Motion:** To solicit donations for Pastor Steve in appreciation for his time with us as he retires and in recognition for the much appreciated work he has done on behalf of IUCC. Moved by Tricia Aynes, seconded by Jon Ingal. **Motion carried unanimously.**

16. Adjournment/Closing Prayer (Steve Swope): The meeting was adjourned at 9:27 p.m. per motion by Tricia Aynes and seconded by Chuck Heath. Motion carried.

Respectfully Submitted,

Laura Palen,  
Clerk of the Administration Board