

**Irvine United Congregational Church
Administration Board Meeting Minutes
May 16, 2022 via Zoom**

Attendance:

Administration Board:

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

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

Committee/Task Force Chairs: Keith Boyum and Anne Rosse

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

Visitors: Joe Dressler and Sandra De Anda

1. Call to Order: The meeting was called to order at 7:01 p.m. by Chair Daniel Blackburn.
2. Opening Prayer: The opening prayer was led by Pastor Sara Halverson.
3. Approval of April 18, 2022 Meeting Minutes: Approved as presented with one correction: At Finance Report item #4, it should read “Verbal and written reports for 3 months ending March 31, 2022.”
4. Treasurer’s Report: Chuck Heath submitted verbal and written reports for the eleven months ending April 30, 2021. Key points included:
 - General Fund Revenue- The IUCC General Fund generated \$46,027 in revenue in April and \$ 272,453 YTD. Pledged revenue continues to be under budget at (\$2,916) for April and (\$ 6,979) YTD which is becoming a trend of concern. Non-pledge revenue however exceeded budget by \$ 1,398 for the month and \$ 3,281 YTD. The General Fund experienced an Adjusted Net Loss of (\$5,932) for the month and Adjusted Net Income of \$ 85,893 YTD. The April loss was due to lower-than-expected pledge contributions and Other Expenses related to the Easter Service including landscape expenses.
 - General Fund Payroll Expense – Total payroll expense was under budget again for the month by 10% or \$3,671 primarily due to unfilled budgeted positions. We expected payroll to line up with budget over the next few months as May will have overlap expenses with both Pastor Steve and the new church Administrator onboarding.
 - General Fund Other Expense – As mentioned above, some over budget expenses were incurred for the special Easter Service including landscape services and supplies, all others within or under budget.
 - Cash Position – Combined operating cash position (General Fund plus ECC) end of April was \$492,363, a decrease of \$2,075 from prior month.
 - ECC Revenue – The ECC experienced another profitable month with increased tuition revenue as \$ 60,328, a slight increase from prior month. Total revenue was less at \$ 60,091 due to an accounting adjustment balancing prior month recognized revenue with cash deposits. Average revenue last four months was \$ 55,669, a \$ 1,474 increase over last month’s running average continuing the upward trend in revenue growth. April exceeded break-even again with cash net income from operations of \$8,152 with Adjusted Net Income was less at \$10,840 compared to last month’s \$ 12,358 due to higher than budgeted expenses discussed below. Revenues exceeded budget by 26% for the month and 19.8 % year to date.
 - ECC Contribution to the General Fund - The ECC returned \$ 3,053 office staff reimbursement and \$ 1,250 rent for a total of \$4,303 in April totaling \$17,500 year-to-date to the IUCC General Fund plus Adjusted Net Income of \$38,930 YTD for use by both operating entities.

- ECC Payroll and Other Expense – Personnel expense was above budget by 9.1% due to substitute expenses for staffing shortages with a few teachers ill, one on disability, and one on vacation. Irma reports she has three openings and having difficulty filling the positions. As mentioned before, each month, staffing and increased payroll expenses are anticipated for the remainder of the year and will likely be over budget at year end. Other expenses were above budget this past month due to quarterly carpet cleaning and an increased need for office supplies, likely at increased cost due to inflation. All other expenses remained at or below budget.

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

- Requested Action Item: Approval of Policy 2.03, Short Term Rental of IUCC Facilities
 - The current policy has been revised to reflect increased rental rates as suggested by Administrative Pastor Steve Swope and consistent with comps/what Irvine Hebron Church is paying us. Rental rates were last adjusted in 2019.
 - Per Section IV, IUCC members do not pay for facility usage, but they do pay, for example, for the pianist (per her contract). This revision now includes the rate for a tech person — if one is desired — whether by a member or outside user. An additional revision includes language re: possible long-term rentals. The revised policy was reviewed by Steve and this committee.
- Requested Action Item: Approval of Policy 2.04, Key Policy
 - The current policy has been revised to reflect security changes made possible by the grant from the California Office of Emergency Services. The revised policy was reviewed by Administrative Pastor Steve Swope and this committee.
- In Process
 - Policy 1.13, Safe Church Policy
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. MYP Ministry leaders and members have provided feedback. The updated draft has been circulated for review and comment to Administrative Pastor Steve Swope, Pastor Sarah, and Dale Vaughan (HR Committee).
 - 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).

MOTION: To approve the revised Short Term Rental of IUCC facilities policy as described in the Policy 2.03 revision. Moved by Shanthi Nataraj and seconded by Chuck Heath. Motion carried.

MOTION: To approve the revised Key Policy policy as described in the Policy 2.04 revision with one change: substitute “key or key fob” for “key fob.” Moved by Shanthi Nataraj and seconded by Chuck Heath. Motion carried.

6. Fund Development/Stewardship Report: No reports were submitted.

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

- Request for Administration Board Action. The Child Care Center Committee recommends that the Administration Board approve a tentative tuition increase of 6% to be effective September 1, 2022 through August 31, 2023
- Enrollment and Finances
- Teacher Appreciation Week

MOTION: To approve a tentative tuition increase of 6% to be effective September 1, 2022 through August 31, 2023. Moved by Chuck Heath and seconded by Cesar Sangalang.

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

- Completed Projects: The holes in the Atwood Building eaves (from the patio cover installation) have been covered and should be painted this week. The back parking lot irrigation leak was a valve that has been replaced; a sprinkler head near the driveway has also been replaced. The third camera – and final piece of our AV upgrade – has been installed by Larson Lighting & Audio.
- Ongoing Projects: HVAC filters will be replaced later this week, and the back HVAC unit in Plumer Hall checked.
- Future Projects: Atwood Building HVAC replacement and parking-lot resurfacing are still up in the air, and it would be nice to have an additional red “IUCC” on the driveway wall of the Pastor’s Patio. The security and preschool grant projects await funding. (Main building security cameras and keyless entry; Preschool/Plumer Hall, those items plus a variety of other things, including HVAC replacement) A significant future project is the conversion of the sanctuary lighting to LED. Larson Lighting & Audio is preparing a rough estimate for discussion purposes. And Paul Strasma has connected us with another vendor who has extensive experience in upgrading lighting in school theaters locally.
- Woodbridge Parking: Woodbridge Village Association leases 78 parking spaces from us under a 15-year agreement signed on July 1, 2008. The agreement (in Dropbox) needs to be renewed, and discussions should begin in June. (Note: Steve verbally suggested that we form a committee to sit down with Woodbridge to begin discussions on this matter. Anne pointed out that our CUP with them mutually obligates us for parking, and she suggested we approach Kevin Tutti for a conversation.)
- Outside Use of Facilities: Amnesty International and two BSA Council groups meet monthly. The morning AA group meets Wednesday-Friday. Pacific Academy Orchestra held a concert in the sanctuary on April 30 and will do so again on June 11. Irvine Hebron Church leaders met with me on May 1, and Plumer Hall is being readied to provide them a generous welcome. They will be donating two flat-screen TVs for the small rooms in Plumer Hall, which will assist in their children/youth programming and be available for our use, as well.
- Transition: Our new Church Administrator, Sandra de Anda, has been working with me for over a week. She and I met with incoming Buildings & Grounds chair Tom Mason for a detailed walk-through of the property.
- Moderator Tricia Aynes will have several motions to change the signers on our various bank accounts. It will be helpful to have that completed before June 1.

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

- Thankful we received the Cal OES Security Grant.
- Looking forward to seeing the results of the survey we’re developing so we can better understand where everyone is coming from as we move ahead.
- We’ll need the following four motions from the Admin Board tonight to authorize changing signers and re-authorize the Bank of America credit card:

MOTION: to approve the following as signers on all IUCC church accounts held with Bank of America, and authorize these persons, or any one of them, to conduct transactions on behalf of the corporation: Sandra de Anda, Church Administrator; Sarah Halverson-Cano, Senior Pastor; Charles Heath, Treasurer; Patricia Aynes, Moderator; and Daniel Blackburn, Administration Board Chair. Moved by Tricia Aynes and seconded by Shanthi Nataraj. Motion carried.

MOTION: to approve the following as signers on all IUCC Early Childhood Center accounts held with Bank of America, and authorize these persons, or any one of them, to conduct transactions on behalf of the

corporation: Sandra de Anda, Church Administrator; Sarah Halverson-Cano, Senior Pastor; Charles Heath, Treasurer; Patricia Aynes, Moderator; and Irma Rosales, Early Childhood Ctr. Dir. Moved by Tricia Aynes and seconded by Cesar Santalang. Motion carried.

MOTION: to approve the following as signers on all *IUCC church accounts* held with Pacific Western Bank, and authorize these persons, or any one of them, to conduct transactions on behalf of the corporation: Sandra de Anda, Church Administrator; Sarah Halverson-Cano, Senior Pastor; Charles Heath, Treasurer; Patricia Aynes, Moderator; and Daniel Blackburn, Administration Board Chair. Moved by Tricia Aynes and seconded by Jon Ingal. Motion carried.

MOTION: to approve getting a Bank of America credit card with a limit of \$1,000.00 for Church Administrator Sandra de Anda and Bookkeeper Heidi Willcox to use, on an as-needed basis, for office and technology expenses. Moved by Tricia Aynes and seconded by Jon Ingal. Motion carried.

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

- Pastor health Covid update.
- IUCC responded to the leaked opinion by organizing a Rapid Response Rally/March on Tues May 3.
- Attended Bans off Our Bodies rally in Santa Ana on Saturday where several IUCCers were present.
- Response to the letter received last month - I called and spoke to or left messages for nearly everyone on the list.
- Pastor Steve's retirement celebration and welcome of his replacement Sandra De Anda.
- The Southern Association has confirmed September 11, 2022 for my installation. Rev. Fred Plumer will preach, the Southern Association will do their part in the service at 3pm, and then we'll focus on community members like Mayor Farrah Khan (who has already confirmed) for the dinner at 5pm.
- We celebrated Teacher Appreciation Week with our Preschool.
- It's working really well with the choral interns and the youth group.

11. Old Business:

Review and discussion of COVID Safety Precautions

12. New Business: None

14. Executive Session: None

15. Return to Regular Session: N/A

16. Adjournment/Closing Prayer (Steve Swope): The meeting was adjourned at 8:19 p.m. per motion by Cesar Sangalang and seconded by Tricia Aynes. Motion carried.

Respectfully Submitted,

Laura Palen,
Clerk of the Administration Board