

**Irvine United Congregational Church
Administration Board Meeting Minutes
June 21, 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: IUCC Administrator Sandra De Anda and Pastor Sarah Halverson-Cano

Visitors: Joe Dressler

1. Call to Order: The meeting was called to order at 7:05 p.m. by Chair Daniel Blackburn.
2. Opening Prayer: The opening prayer was led by Pastor Sarah Halverson-Cano.
3. Approval of May 16, 2022 Meeting Minutes: May Meeting Minutes were approved with one correction: Under item #4 of the Treasurer's Report, it should read "For the 4 month period ending April 30, 2022."
4. Treasurer's Report: Chuck Heath submitted verbal and written reports for the eleven months ending May 31, 2021. Key points included:
 - General Fund Revenue – The IUCC General Fund generated \$49,364 revenue in May and \$321,816 YTD. Pledged revenue exceeded budget for the first time this year by \$9,134. Non-pledge revenue exceeded budget by \$1,169 for the month. The General Fund experienced a Net Income Loss of (\$8,449) for the month with Adjusted Net Income after deduction on non-cash depreciation of \$2,567. YTD Adjusted Net Income is \$88,457, considerably exceeding budget.
 - General Fund Payroll Expense - Total payroll expense was under budget again for the month by 16% or \$6,318 primarily due to unfilled budgeted positions. Additional, the overlap expense of Pastor Steve and the new church administrator was less than budgeted due to fewer weeks overlap in May.
 - General Fund other expense – All other expenses are within budget for the month with a notation that our landscape service has provided notice of an increase in fees.
 - Cash Position – Combined operating cash position (General Fund plus ECC) end of May was \$502,040, an increase of \$9,677 from prior month.
 - Long Term Liability – The Cornerstone Mortgage was paid down to \$612,054 and the Cornerstone Line of Credit balance is \$32,739, unchanged from prior month with 92% credit available.
 - ECC Revenue – the ECC experienced another profitable month with tuition revenue of \$55,191, a slight decrease from prior month. Total revenue was less at \$54,303 due to negative amount miscellaneous revenue from accounting adjustments. YTD revenues are \$276,978, exceeding budget by 6.1%.
 - ECC Contribution to the General Fund – The ECC returned \$2,880 office staff reimbursement and \$1,250 rent for a total of \$4,130 to the IUCC General Fund. YTD, the ECC has returned \$21,629 to the General Fund plus \$47,637 in available cash profits to both operating entities.
5. Bylaws, Policies, and Procedures: Anne Rosse submitted verbal and written reports. Key points include:
 - Request for Action IUCC Policy 1.13 Revision A

MOTION: To approve the updated Safe Church Policy to comply with new State of California requirements for volunteers working with youth. Moved by Shanthi Nataraj, seconded by Laura Palen. Motion carried.

6. Fund Development/Stewardship Report: Written report was submitted. No action is needed. Key points include:

- Moving forward with getting information out to the congregation regarding the Legacy Circle.
- Continue to meet monthly via Zoom with our next meeting being on July 6.

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

- Preschool Tuition Rates
- Scholarship Fund
- The Preschool is now licensed to care for toddlers, ages 6 – 24 months
- Hiring and Hiring Bonuses
- Vaccines as a Hiring Requirement
- Briefly Noted: The committee seeks “about one” additional member; Web Site; Website Donate Button; Scholarship or Other Special Help for Preschool Clients in Need; Market Failures in Child Care

MOTION: To approve (a) raising preschool tuitions by 7% for the period of September 2022 through August 2023; and (b) implementing raises for current preschool staff as of September 2022 by an average of 8%. Teachers newly hired in the summer of 2022 would not be eligible for a substantial raise, on the argument that their agreed wage already reflects current labor markets. Moved by Chuck Heath and seconded by Cesar Sangalang. Motion carried.

MOTION: To affirm current policy to require COVID vaccines and boosters for staff. Moved by Laura Palen and seconded by Daniel Blackburn. Motion carried.

8. Administrator’s Report: Sandra De Anda submitted verbal and written reports. Key points included:

- Completed Projects: 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.
- Ongoing Projects: HVAC filters will be replaced later this week, and the back HVAC unit in Plumer Hall checked. Air conditioning unit outside of Plumer Hall is pending quote from Basic Air. Abraham, suggested building a fence around the air conditioner unit. Pending quote.
- 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. Conversion of the sanctuary lighting to LED.
- Woodbridge Parking
- Outside Use of Facilities: 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; they are very pleased with the facility. We have had several other one-time users. Plumer Hall is being readied to provide Irvine Hebron Church 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.
- HVAC for Plumer Hall. Bids submitted and committee recommendation.

MOTION: To approve the bid from Next Gen to replace the HVAC unit in Plumer Hall. Moved by Tricia Aynes, seconded by Shanthi Nataraj. Motion carried.

MOTION: To affirm our intent to renew the parking agreement with WVA for 15 more years and to work collaboratively with them on modifications (to include a new parking map that reflects recent changes and to loop the SCNCUCC into the conversation). Moved by Chuck Heath, seconded by Tricia Aynes. Motion carried.

9. Moderator's Report: Written report was submitted by Tricia Aynes. Key points included:
- Daniel, Chuck, Pastor Sarah, Sandra De Anda, Irma Rosales, and I met at the local Bank of America on June 8th to authorize changing signers and re-authorize the Bank of America credit card.
 - June 22 from 6-8 p.m. for "Summer Solstice Under the Sails" (events formerly known as pastor's potlucks).
 - Coming up on June 25 is the Orange County PRIDE Parade and Festival in Santa Ana.
 - IUCC Leadership Retreat for Saturday, July 23 (exact hours and agenda to be determined).
 - Continue to attend meetings of the Fund Development Committee, the Membership Committee, and the Child Care Committee, as well as other meetings when able to do.

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

- Passing of Preschool Director's father.
- Staffing continues to be a challenge.
- We are set with the Southern Association for Sept. 11, 2022, for my installation. I need a committee to work on it and am looking for a volunteer from the Admin Board.
- I am working with Craig Tyrl and Chris Peterson on a summer worship series.
- Jan Osborne's memorial service will be July 16 in the mid-morning.

11. Old Business:

- COVID Safety Precautions
 - Vaccinations available to young children
 - Covid hospitalization numbers in Orange County
- Masks optional in 6-8 weeks?
- Proceed with survey and use data collected to make decisions regarding steps forward at next meeting.

12. New Business:

(A) Attendance Books (red books)

MOTION: The Admin Board endorses handholding, passing of offering plates, passing of red attendance books, and other appropriate measures at the deacons' discretion. Moved by Shanthi Nataraj, seconded by Tricia Aynes. Motion carried with one abstention.

(B) Reciprocal Parking Agreement with Woodbridge

(C) Record Evotes

- e-vote: ECC hire & pay adjustments
- e-vote: Mission & Service fundraising request
- e-vote: Approve raffle in support of a new grill
- e-vote: To approve ECC floater
- e-vote: ECC Salary adjustment
- e-vote: Rehire two ECC substitute teachers

(1) Per email from Daniel Blackburn dated 5/19/22

MOTION: To approve 3 actions for the ECC: hiring 1 new teacher and adjusting the pay rate for 2 existing teachers as recommended. Voting Quorum was attained. Motion carried per email 05/19/22 from Administration Board Chairperson.

(2) Per email from Daniel Blackburn dated 5/23

MOTION: To approve the fundraising event as requested by Mission and Service committee. Motion carried per email 05/23/22 from Administration Board Chairperson.

(3) Per email from Daniel Blackburn dated 5/23

To approve the fundraising event as requested by the Fund Development Committee. Voting Quorum was attained. Motion carried per email 05/24/22 from Administration Board Chairperson.

(4) Per email from Daniel Blackburn dated 5/23

MOTION: To hire one teacher for the ECC. Voting Quorum was attained. Motion carried per email 05/25/22 from Administration Board Chairperson.

(5) Per email from Daniel Blackburn dated 5/27

MOTION: To increase the three longest serving ECC teachers hourly rate by \$1 effective immediately. Voting Quorum was attained. Motion carried per email 05/28/22 from Administration Board Chairperson.

(6) Per email from Daniel Blackburn dated 5/31

MOTION: To hire one teacher sub and one cook sub for the ECC. Voting Quorum was attained. Motion carried per email 06/01/22 from Administration Board Chairperson.

14. Executive Session: None

15. Return to Regular Session: N/A

16. Adjournment/Closing Prayer (Pastor Sarah): The meeting was adjourned at 8:39 p.m. per motion by Tricia Aynes and seconded by Shanthi Nataraj. Motion carried.

Respectfully Submitted,

Laura Palen,
Clerk of the Administration Board