

**Irvine United Congregational Church
Administration Board Meeting Minutes
August 15, 2022, via Zoom**

Attendance:

Administration Board:

Church Officers: Chuck Heath and Joe Dressler

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

Committee/Task Force Chairs: Linda Heath, Keith Boyum, Tom Mason, Connie Jones

Staff: Pastor Sarah Halverson-Cano, IUCC Administrator Sandra De Anda

Visitors:

1. Call to Order: The meeting was called to order at 7:02 p.m. by Treasurer Chuck Heath.
2. Opening Prayer: The opening prayer was led by Rev. Joe Dressler.
3. Approval of July 18, 2022 Meeting Minutes: July minutes approved as presented.

4. Treasurer's Report: Chuck Heath submitted verbal and written reports for the seven-month period ending July 31, 2022. Key points included:

General Fund Revenue- The IUCC General Fund generated \$ **124,804** revenue in July, with the significant increase due to the \$ **81,960 ERTC credit** from our 2Q2021 tax return. Pledged contributions received YTD are close to budget and non-pledge contributions continue to exceed budget by \$ 9,633 YTD. The General Fund Net Income was \$ **69,580** for the month with an Adjusted Cash Net Income after deduction of non- cash depreciation of \$ **80,596**. YTD Adjusted Cash Net Income is \$ **153,705** considerably exceeding YTD budget due to earlier than expected ERTC credits.

Analysis Note: Without the ERTC tax credit, the General Fund in July would be at a (\$ 12,389) loss before depreciation addition and (\$ 1,373) net cash profit loss. Without the extra assistance of tax credits and the improved contributions from the ECC, the General Fund is on a below breakeven financial status which we will need to watch closely in future months and as we plan the 2023 budget.

General Fund Payroll Expense – Total payroll expense was under budget again for the month by 28% primarily due to unfilled budgeted positions.

General Fund Other Expense – Other expenses were slightly higher than normal in July primarily from marketing expenses incurred by the Communications Committee for Pride Month. We have also experienced **increased electricity expenses** over budget since converting in April to the **Orange County Power Authority (OCPA)** opting for the default electricity from

100% sustainable sources. The OCPA is currently under audit by the City of Irvine and other member cities. We will keep a close eye on the higher-than-expected expenses and depending on the audit outcome and transparency of the OCPA, IUCC may need to consider opting back to SCE to save on utility expense.

Cash Position – Combined cash reserves (General Fund plus ECC) end of July was \$ 518,714 an increase of \$65,327. Based on current monthly expenses from both operating entities, cash reserves cover 5.13 months of operating expenses.

Long Term Liabilities- The Cornerstone Mortgage was paid down to \$609,966 and Cornerstone Line of Credit (LOC) balance is \$32,739, unchanged from prior month with 92% credit available. Total long term debt is \$ 642,705.

ECC Revenue – For the seven-month period ending July 31st, the ECC continues to return profitable results with tuition revenue of \$ **47,050** plus miscellaneous revenue including registration fees for a total revenue of **\$47,702**. Tuition revenue continues slightly lower than previous months as expected due to lower enrollments during summer months.

July results continued to be profitable with net income from operations of \$ **1,854** and Adjusted Net Cash Income \$ **4,633** exceeding budget by 9.7%.

Year-to-date revenues are \$ **378,372** with Adjusted Net Income of \$ **55,993**.

ECC Contribution to the General Fund - The ECC returned \$ 2,530 office staff reimbursement and \$ 1,250 administrative contribution for a total of \$ **3,780** to the IUCC General Fund. Year-to-date the ECC has returned \$ **31,174** to the General Fund plus \$ **55,993** in available cash profits

5. Buildings & Grounds Committee – Tom Mason provided verbal report for the Committee. He mentioned pipe bracket in sanctuary broke and he is reaching out to have it repaired. He is working on getting locks on the irrigation system that has been tampered with by local “campers.” HVAC is running in early morning and Tom mentioned there may be opportunity to save money by timing the periods the system is operating.

6. By-Laws, Policies, and Procedures – Keith Boyum provided verbal report. The Admin Board was asked if there are any areas that need clarification or that can be more clearly expressed. Chuck mentioned a need to update cash management and line of credit rules.

7. Fund Development Committee: Connie Jones submitted written and verbal reports.

Legacy Circle: Most people seem to be only vaguely aware of the program despite the rollout so far. Will pursue one-on-one and small group gatherings following completion of stewardship drive.

Stewardship Drive: Will align the stewardship drive with the theme from the hymn “Lift up your voice and sing.”

Data transfer to Breeze: Active members will be flagged to focus first on those individuals and families.

Website revision was discussed per written report.

8. Childcare Committee Report: Linda Heath submitted written and verbal reports.

- 37 kids enrolled in August and 42 for September
- Our first two toddlers are onboard to start school this month and seven more in September.
- Three full time teachers and three substitutes hired contingent on A-Board approval.
 - The new hires will reduce our labor costs by not engaging agency temporary teachers.
 - Concern about a number of unhoused.
 - Concern expressed about individuals staying on church grounds. The numbers of unhoused have been growing and were up to 10 or 12. Safety issue for children inside school. Parents have expressed concern.
 - Both Journey and the Woodbridge Association are experiencing the same difficulties as IUCC.
 - Meeting set to discuss with Irvine Police Department on campus tomorrow (Tuesday).
 - The idea of a parent school co-op was again addressed by the committee.

9. Administrator's Report: Sandra de Anda submitted written and verbal reports.

Completed Projects:

- Inspection of Childhood Center Alarm Panel to check why alarm went off this month.
- Cox Phone Service Update: The Childhood Center's phones were down momentarily from 08/01 - 08/02. Cox reset the modems and the phones began working again on 08/02
- Sandra submitted reimbursement requests for the Security Grant. Status: waiting on approval.

Ongoing Projects:

- HVAC Filters will be replaced the week of 8/15/2022.
- NexGen has completed the remaining portion of the HVAC installation.
- Bids are being collected for an aluminum fence to cover the HVAC unit behind the sanctuary. She should have all the bids by this week & the following.
- Getting bids from surveillance companies including ADT that match the specs of Steve Swope's bids.
- Annual rug cleaning service scheduled for a week before labor day weekend at the childhood center.

Future Projects:

- Atwood Building HVAC replacement and parking-lot resurfacing are still up in the air.
- The preschool grant projects await funding
- A significant future project is the conversion of the sanctuary lighting to LED.

Woodbridge Parking:

- WVA and IUCC to sign the parking lot contract, once Kevin is back from vacation.
- Outside Use of Facilities: Amnesty International and two BSA Council groups meet monthly. The morning AA group meets Wednesday-Friday.
- Safe Harbor OC will be utilizing the sanctuary from 4 PM - 6:30 PM on August 21. Deposit is paid.

Activity for Use of Our Facilities:

- Rabbi Heidi has confirmed for High Holy Days in September.
- Shoulder to Shoulder is hoping to reserve the Peace Room, weekend of Oct 20-21. Family Promise has confirmed they will be using Plumer Hall from Oct 23 -30.
- Potential Contract - The OC Justice Fund is looking to partner with a local congregation that could rent a small office/space. Group discussing with Pastor Sarah.

Landscaping:

- \$200 per month beginning June 2022 to cover increased cost of materials per month.
- If we go forward with any future project to build a fence around the HVAC, the landscaper will have to landscape a good portion of the bush that is surrounding that unit.
- Keith noted a congregation that wanted to use our facilities backed out. Mosque also backed out. No tenant right now.

10. Moderator's Report: Tricia Aynes submitted written report.

- Leadership Retreat: We had a productive Leadership Retreat on July 23 that provided an opportunity to get better acquainted and do some team-building.
- Cal OES Security Grant: We have only recently been given permission to start submitting receipts for work done, and we are awaiting reimbursement for the early projects we completed.
- Steve Swope acquired two bids for the security cameras, and it is now time for us to review them and decide on a vendor.
- Pastor's Installation: September 11, 2022. Suggestion previously made to allocate \$1000 from the Administration Board's discretionary funds to help defray costs. At meeting Pastor Sarah mentioned that we may need more to cover cost for this special event and suggested \$2,500. Chuck will send out email this week to Admin Board members to get approval by end of week.
- Congregational Survey: letter drafted to the congregation regarding the results of the recent survey and published in August newsletter. Received a member request to provide much more detailed survey results. She asked Chuck to work with Shanthi Nataraj to provide this.

11. Pastor's Report:

- Worship has had an unexpected increase of attendance this summer.
- Outside-of-the-box worship experience has been popular among our members.
- This fall we return to our traditional service at 9:30am and a new contemporary service at 11am. Pastor Sarah and our Music Director Chris are working on contemporary service.
- Use of interns in second service may cost us more.
- Choir will be given second service option.
- Need to be mindful of the extra work for Chris with new type of service at 11:00.

Staffing:

- Continue to feel the challenge of being understaffed both on the church side and on the preschool side.

- Encouraged that the preschool was able to find three good teachers who are able to help us launch our toddler program.
- Chris Peterson is already advertising for our new choral interns. Hopeful we can keep both Jocelyne and Wendy on in a small way with our youth through MYP.
- We're still adjusting with the transition post Pastor Steve's retirement.

Installation:

- September 11 at 3pm.
- We've opted to not hold the ticketed dinner, but rather hold the reception with speakers outside for everyone.
- Pastor Fred has made his own arrangements and is not expecting reimbursement for his flight and accommodations saving us about \$1000 which we can put towards the reception for everyone.

Collaborative Opportunity:

- Potential collaborative opportunity. Pastor Sarah met with Sabrina Rivera from the Justice Fund to discuss. Would offer us the opportunity to partner with several organizations to help provide legal aid to individuals in Irvine (and South Orange County).

Security concerns/ Unhoused challenges on site:

- Staff dealing with challenges from unhoused individuals camping at our site. Concern expressed for ongoing safety issues. Meeting tomorrow with our neighbors and Irvine PD.

Worship:

- "The Gospel on Broadway" series has been well received.
- Feeling very positive about attendance at both services surpassing expectations.
- Survey results led us to make some changes to our worship experience. One traditional service at 9:30am and second new contemporary service at 11am.
- Pastor Sarah and Chris have been working on the format of both services.
- September 18 traditional service begins at 9:30am, Contemporary service begins at 11am

MYP:

- Pastor Sarah will be gathering for a second time with our mid-age "geriatric millennials and Gen Xers" this coming Saturday.
- Vacation: I am scheduled to be gone on Labor Day.

12. Old Business: Chuck brought up survey. Reported that member asked when all results will be released. Chuck proposed report that will include all raw data but leave out personal comments. Chuck will send out for e-vote to committee this week. No objections were raised.

13. New Business: No new business was discussed.

14. Executive Session: The hire and pay rate for six new employees at the Child Care Center were approved unanimously by the Board. Chuck made a motion that the Admin Board approve an informal policy that allows Irma and Sarah to make an offer to new teachers to save time and

lessen chance the new teachers find something else before receiving our offer. Joe Dressler moved the motion and Jonard Ingal seconded. Request approved unanimously.

15. Return to Regular Session: No further new or old business.

16. Adjournment/Closing Prayer: Closing prayer by Pastor Sarah. The meeting was adjourned at 8:01 p.m. per motion by Jon Ingal and seconded by Shanthi Nataraj. Motion carried.

Respectfully submitted,

Rev. Joe Dressler
Clerk of the Administration Board