

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

Attendance:

Administration Board:

Church Officers: Daniel Blackburn, Tricia Aynes, Chuck Heath, and Joe Dressler

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

Committee/Task Force Chairs: Linda Heath

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

Visitors:

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 June 21, 2022 Meeting Minutes: June Meeting Minutes were approved with one correction: The Treasurer's Report first statement should have read, "Chuck Heath submitted verbal and written reports for the *five* month period ending May 31, 2022 (not the 11 month period)."
4. Treasurer's Report: Chuck Heath submitted verbal and written reports for the six month period ending June 30, 2022. Key points included:
 - **General Fund Revenue-** The IUCC General Fund generated \$39,088 revenue in June with a \$ 6,181 drop in pledged revenues received off budget expectation. Pledge contributions are ahead of budget YTD and Non-pledge revenue is exceeding budget each month with \$12,033 over budget YTD. The General Fund experienced a Net Income Loss of (\$26,365) for the month with an Adjusted Cash Net Loss after deduction of non-cash depreciation of \$ (\$15,359). YTD Adjusted Cash Net Income is \$73,109 and is still considerably exceeding YTD budget.
 - **General Fund Payroll Expense** – Total payroll expense was under budget again for the month by 7% primarily due to unfilled budgeted positions. Additionally, the overlap expense of Pastor Steve and the new church administrator continued into June due to our payroll cycles.
 - **General Fund Other Expense** – Other expenses were higher than normal in June primarily from marketing expenses incurred by the Communications Committee to meet the needs of our June Pride month activities. We also experienced increased landscaping and electricity expenses over budget for the month. We expect inflationary pressures to continue for the remainder of year.

- **Cash Position** – Combined operating cash position (General Fund plus ECC) end of June was \$ 453,387.

- **Long Term Liabilities**- The Cornerstone Mortgage was paid down to \$611,017 and Cornerstone Line of Credit (LOC) balance is \$32,739, unchanged from prior month with 92% credit available.

- **ECC Revenue** – For the six-month period ending June 30th, the ECC continues to return profitable results with tuition revenue of \$ 50,989 plus miscellaneous revenue for a total of \$53,691. Revenue is slightly lower than previous months as expected due to lower tuition enrollments during summer months. Year-to-date revenues are \$ 330,670 with Adjusted Net Income of \$ 51,360.

- **ECC Contribution to the General Fund** - The ECC returned \$ 4,564 office staff reimbursement and \$ 1,250 rent for a total of \$ 5,814 to the IUCC General Fund. Year-to-date the ECC has returned \$ 27,443 to the General Fund plus \$ 51,360 in available cash profits.

It was noted that there was an increased need for substitute teachers, and this has increased payroll costs.

Total revenue for both ECC and the IUCC are much better than a year ago.

5. By-Laws, Policies, and Procedures: No written or verbal report was submitted.

6. Fund Development/Stewardship Report: Written report was submitted by Connie Jones and Duane Vajgrt, FDC Co-chairs. Co-chairs were not able to be in attendance. No discussion held. The summary of the written report is as follows:

- The Legacy Circle was rolled out in the July newsletter providing a list of FAQs and a confidential bequest intention form.

- The plan for the August newsletter is to include two stories about why individuals choose to participate in the Legacy Circle.

- It is planned to acknowledge participants in the Legacy Circle by listing them in the monthly newsletter.

- IUCC website is being updated. Discussions being held for implementation of software change from Church Windows to Breeze by end of year.

-The IUCC Fund Development Committee meets next on August 3rd.

7. Childcare Committee Report: Written and verbal reports were submitted by Linda Heath, Chair. Key points include:

- New Members of Committee are Martha Ratinoff, Robin Palmer, and Sarah Wall

- Preschool Tuition Rates and Teacher Raises
- Hiring and Incentives
- CCC Strategic Plan

Linda was seeking guidance from the Board regarding a request from ECC Director Irma Rosales to allow parents to be permitted to enter the building again. Parents have not been allowed entry since the beginning of COVID. There was general consensus that it would be okay to allow parents to enter the building again.

Linda reported that some parents have expressed a desire to have our mask policy relaxed (we have been requiring teachers and children to wear masks). Board members felt we should continue to follow CDC guidelines which recommend masking. We will revisit this discussion later in the meeting when we address the masking policy for everyone at IUCC. Linda will take this back to ECC Director Irma Rosales.

8. Administrator's Report: Written and verbal reports were submitted by Sandra de Anda. Key points included:

- Completed Projects:
 - Dishwasher installed in Childhood Center
 - Holes in Atwood Building eaves have been covered
 - Third camera in AV upgrade installed
 - HVAC filters replaced
 - Signatures completed for PacWest & Bank of America
 - Backflow Inspection completed and IUCC passed.
 - Completion of Family Promise for 2022.
- Ongoing Projects:
 - Installation of HVAC behind Plumer completed.
 - City of Irvine Code Enforcement Inspection.
 - Trying to rid IUCC office of ants.
- Future Projects:
 - Atwood Building HVAC replacement and parking lot resurfacing up in the air.
 - Security grant accepting reimbursements.
 - Conversion of sanctuary lighting to LED.
- Woodbridge Parking:
 - Woodbridge and SCNC advised of IUCC's intent to renew parking contract.
- Outside Use of Facilities:
 - Amnesty International, two BSA groups, AA, Pacific Academy, Irvine Classical Players, Rabbi Heidi for High Holy Days, and Family Promise all use our facilities.
 - Pending contract with Safe Harbor.

- Potential contracts with CMA (Crystal Meth Anonymous), Shoulders to Shoulders, and the OC Justice Fund.
- Landscaping:
 - Increasing to \$200 per month.
 - Increase in trash disposal in front of childhood center.
- Pastor Sarah also mentioned that there has been smoking around the AC unit that is causing smoke to enter the sanctuary.

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

- IUCC Leadership Retreat is scheduled for Saturday, July 23 from 9 a.m. until noon. Cesar Sangalang will be facilitating a discussion about how we can implement the four elements of our Strategic Plan.
- Leadership Installation will be this Sunday, July 24 at both services. Please plan to attend.

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

- Staffing continues to be a challenge.
- Pastor Steve's retirement has placed additional challenges as Sandra gets up to speed.
- Sarah's installation will be September 11. Harley Gimarino designed invitations. The dinner portion will likely need to be held outside.
- Pride Sunday was successful.
- Summer Series "The Gospel on Broadway" has begun.
- MYP (Ministry With Young People) will have a Summer Spirit Day on July 30.
- Sarah scheduled to be on vacation August 3-9

11. Old Business – Congregational Survey:

Discussion was held regarding reducing from two services to one and the status of required masking in the Sanctuary. Discussion will be ongoing as we move along in the process. No definitive resolution was reached regarding the number of services, but there was general agreement that the results could provide IUCC with an opportunity to try something new and different during the second service time slot. We want to take care that no one feels displaced or forgotten. Pastor Sarah will evaluate options.

Two motions were made regarding the continued requirement of masking.

Motion 1 was made by Tricia Aynes and seconded by Jon Ingal.

MOTION 1: To continue our current policy to require the wearing of masks in the sanctuary through the end of December 2022 because a strong minority (40%) of survey respondents prefer that we continue requiring masks through that date. We will continue to monitor local conditions and health guidelines on a monthly basis. The motion carried 6 to 1.

An alternative motion, Motion 2, was made by Shanthi Nataraj and seconded by Daniel Blackburn.

MOTION 2: To follow CDC guidelines for masking. When the CDC recommends we wear masks, we will require wearing them in the sanctuary. When the CDC removes the recommendation to wear masks, we will make the wearing of masks optional. The motion was defeated 1 to 6.

Following discussion, it was agreed that Daniel and Tricia would compose a letter to the congregation explaining our position on mask wearing.

12. New Business: No new business.

13. Executive Session: Not held.

14. Return to Regular Session: NA

15. Adjournment/Closing Prayer: Closing prayer by Rev. Joe. The meeting was adjourned at 9:35 p.m. per motion by Tricia Aynes and seconded by Chuck Heath. Motion carried.

Respectfully submitted,

Rev. Joe Dressler
Clerk of the Administration Board