

**Irvine United Congregational Church
Administration Board Meeting Minutes
September 19, 2022, via Zoom**

Attendance

Administration Board:

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

Congregational Representatives: Shanthi Nataraj and Jon Ingal

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

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

Visitors: Pat Sauter

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 Sarah.
3. **Approval of August 15, 2022 Meeting Minutes:** The Minutes were approved as submitted.
4. **Treasurer's Report:** Chuck Heath submitted verbal and written reports for the eight-month period ending August 31, 2022. Key points included:
 - **General Fund Revenue** – the IUCC General Fund generated \$43,374 revenue in August. Pledged contributions received YTD are slightly above budget and non-pledge contributions continue to exceed budget by \$11,282 YTD. The General Fund Net Loss for the month was (\$16,472) with an Adjusted Cash Net Loss of (\$5,456) after deduction of non-cash depreciation. YTD Adjusted Cash Net Income is \$148,249 exceeding YTD budget due to earlier than expected ERTC credits.
 - **Analysis Note:** Without the ERTC tax credit, the General Fund in August would be a (\$21,848) loss before depreciation addition and (\$10,832) net cash profit loss. Without the extra assistance of tax credits, and slightly increased 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 20% primarily due to unfilled budgeted positions.
 - **General Fund Other Expense** – Other expenses were higher than normal in August with slightly above budgeted expenses by Hospitality, Technology (accounting software upgrades and support), Building & Grounds (securing the campus with new locks on electrical and water sources), and Utilities.
 - The most significant cost concern is again the **increased electricity expenses** over budget since converting in April to the OCPA. *During discussion, Chuck revealed that the additional cost has been substantial (more than \$1000 per month). He says he will do some research and present the board with options, which may include opting out.*
 - **Cash Position** – Combined cash reserves end of August was \$503,320, a decrease of \$15,394 based on YTD average months expenses from both operating entities, cash reserves cover 4.91 months of operating expenses.
 - **Long Term Liabilities** – The Cornerstone Mortgage was paid down to \$608,990 and Cornerstone Line of Credit balance is \$32,739, unchanged from prior month with 92% credit available.
 - **ECC Revenue** – For the eight-month period ending August 31, the ECC continues to return profitable results with tuition revenue of \$45,377 plus miscellaneous revenue. August results continued to be profitable with net income from operations of \$1,830 and Adjusted Net Cash

Income of \$4,638 exceeding budgeted by 9.9%. Year-to-date revenues are \$425,425 with Adjusted Net Income of \$60,631. Personnel expense was \$36,364.

5. Discussion items raised by Pat Sauter, Chair of Music Ministry

a. Request to reimburse her for cost of grill for church fellowship events. Raffle income was insufficient to cover the cost.

MOTION: To reimburse Pat Sauter for the full cost of the grill (\$553.21) with amount of funds raised so far to be expensed to the Fellowship Ministry. Moved by Chuck Heath, seconded by Tricia Aynes. Motion carried.

b. Request for clarification/guidance for policy regarding meetings inside Plumer Hall that will involve eating food. *A discussion ensued. Our current policy is to require mask wearing in the sanctuary, but have masks only strongly recommended (but optional) for small groups meeting in other areas of the facility. There has been a gray area where large groups are meeting inside.*

MOTION: To let event host decide, with the default to not require masks. Moved by Shanthi Nataraj, seconded by Daniel Blackburn. Motion passed with one abstention (Tricia Aynes).

6. Building & Grounds: B & G Chair Tom Mason gave a verbal report. Key points included:

- Next Gen replaced one of two HVAC systems in Plumer Hall. We also had a vendor clean the stove hood in the preschool.
- We had our water turned off for a time because Irvine Ranch Water District had two meters reversed in their records and shut off the inside water when they meant to shut off the landscape water (it is now fixed).
- Paul Feick has taken on the project of redoing the table shed outside Plumer Hall.
- We continue to encounter HVAC challenges – one system in Plumer and one in the sanctuary are out. We are looking for proposals from maintenance companies.
- We discussed having a Work Day in the fall at the close of the stewardship campaign. Daniel suggested Tom work with the office and church leaders to work on developing a “punch list” of projects, scheduling a day, and organizing volunteers to do tasks.

7. Technology: Chair Steve Swope submitted a written report. Key points included:

- IUCC owns 12 computers.
- Two office desktops and senior pastor’s laptop update automatically and are regularly checked by their users. The 4 ECC computers, education desktop, and office server have been updated during the last month and set to auto-update.
- Breeze church database software is being finalized. Of 3,880 individuals listed in the database, some 2,000 who have been inactive since 2012 will be archived within Breeze to streamline the database and make it easier to use. This should be accomplished by the end of the month.

8. Bylaws, Policies & Procedures: Chair Keith Boyum submitted verbal and written reports. Key points included:

- Looking at drafting a “role of the B & G chair” policy for committee review and ultimate Board approval. He anticipates the policy will establish the broad role of the B & G Chair in areas such as outlining parameters for when multiple bids may be required for building and grounds projects and what disclosures may be required regarding disclosing relationships in the hiring of contractors.
- Seeking Board input/approval for adding a donation button to the preschool web page.

MOTION: To give approval to the webmaster to start work that would add a “donate” button to the ECC web page that would not go live until the Admin Board gives final approval. Moved by Chuck Heath, seconded by Tricia Aynes. Motion passed.

Keith will bring forward a policy that will explain how funds raised via this method can be used.

9. Fund Development Committee: Co-Chairs Connie Jones and Duane Vajgrt submitted a written report. Key points included:

- The Child Care Committee submitted a request to add a special “donate” button to the ECC website. Donations would come from parents who would not normally make contributions to the IUCC General Fund. The FDC unanimously approved the proposal.
- There is ongoing discussion with regard to the theme of the pledge drive.
- The kickoff for the pledge campaign is October 16, so the Legacy Circle will not be promoted in November and December. The first step in the campaign will be to ask IUCC leaders to lead the way in pledge commitments (seeking 100% commitment from leadership).

Connie’s verbal pitch to leaders was as follows (summarized for brevity):

- Thank you for the gift of your considerable time and talents. I'm here tonight to thank you for gift of your "treasure" - your financial commitment to IUCC. All three elements are important - time, talent, treasure - it's a three-legged stool.
- This year the theme of the stewardship campaign will highlight IUCC’S commitment to diversity and inclusion, celebrating the many voices in our congregation.
- As leaders, it's important that you not only talk the talk, but also "walk the talk." Please prayerfully and thoughtfully consider what you can give to the mission of IUCC through your financial commitment -- a pledge for 2023. That's really a key element of being a leader and leading by example.
- How do you do that? On September 20, you will receive an email - the stewardship letter - highlighting what we've accomplished this past year, what challenges lie ahead of us, and WHAT YOU CAN DO. Read the letter, think about what you can pledge, and then complete that pledge by October 3!! The kickoff to the campaign is on October 16 -- join us on that Sunday!!

10. Child Care Committee: Chair Linda Heath submitted verbal and written reports. Key points included:

- Two years ago at this time, we had a total of 12 children. This year at the end of August 2022, we had 38. Currently, we have 48 enrolled for the new school year. Irma is giving tours frequently and plans to hold another Open House soon. The last Open House resulted in 5 new enrolled students. The new toddler program now has 8 little ones with room for 4 more.
- The preschool will hold a Back to School Night for parents on October 19, and on October 31, the annual Trunk or Treat will be held.
- We are working to find ways to enroll more students. We are licensed for 61 students. The CCC hopes to create a task force from within the committee to brainstorm ideas for increasing enrollment.
- Keith Boyum is bringing a policy and procedure to this board for installing a donation button on the preschool website to provide funds for school events/materials.
- Alex Ingal has begun to work on the preschool website.

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

- Security grant reimbursement approved in the amount of \$4,271. Check should arrive mid-October.

- Numerous repairs were made to the facilities, including a new toilet, a door, and a sink. Rug cleaning was completed in the preschool and a stove hood was cleaned to reduce fire risk.
- Two of our HVAC units are broken and will need repair or replacement.
- Bids were reviewed for security cameras. *Following a discussion, the consensus was to do further research, get more information, and do a financial analysis to determine which vendor can provide the proper monitoring and recording features we need to meet our needs.*
- Bids were reviewed for fencing around the HVAC unit behind the sanctuary.

MOTION: To accept the fencing bid from Home Depot for a black steel fence with gate and installation included for \$3787. Moved by Tricia Aynes, seconded by Chuck Heath. Motion carried.

12. Moderator's Report: Moderator Tricia Aynes submitted a written report. Key points included:

- Thanks to the members of the Admin Board for allocating money from our discretionary fund to help defray costs for the Pastoral Installation. Both the service and the dinner reception were well attended and enjoyable.
- In response to a member request, I asked Chuck and Shanthi to provide more detailed results on the Congregational Survey (raw data). We did so via a special e-blast to the congregation on August 18.
- The Fall Stewardship Campaign is about to begin. Church leaders are asked to support it by making your stewardship pledge early so we may set a good example and encourage the rest of the congregation to follow suit.

13. Pastor's Report: Pastor Sarah submitted verbal and written reports. Key points included:

- Thank you to the Board, the volunteers, and specifically to the treasurer and his partner (who led the planning committee) for making the Installation Ceremony such a success.
- We continue to be challenged in staffing. The preschool staff is stable with a strong pool of subs. Unfortunately, Gemini (our tech staff member) has let us know that they have taken another Sunday morning job. Gemini will continue to do prep work, but will not be here on Sunday mornings.
- It appears that the adjustments made both on our campus and in partnership with Journey and Woodbridge have made a difference and we are no longer facing the unhoused challenges we had over the summer.
- We are in the process of polling the members of the choir and offering opportunities for the congregation to partake in worship exploration conversations to determine the feasibility of creating a contemporary service at the 11 am hour. She is working with Chris Peterson and Craig Tyrl to discuss options.
- The Gospel on Broadway was very successful.
- We held the mid-age gathering on Saturday, August 20 and 17 people attended.
- I participated in University Synagogue's Bible on Trial on Sept. 18.
- I will be on vacation November 21-26.

14. Old Business

- On Sept. 1, Daniel Blackburn forwarded a request from IUCC Treasurer Chuck Heath requesting an e-vote "to approve spending up to \$5500 from Administration Board discretionary funds to cover expenses related to Pastor Sarah's Installation." On Sept. 3, Daniel notified board members that that motion had been passed.
- On Sept. 3, Daniel Blackburn forwarded a request from Pastor Sarah requested an e-vote "to hire two new choir interns at a rate of \$22 per hour (names withheld for confidentiality)." On Sept. 6, Daniel notified board members that the motion had been passed.

15. New Business

Masking Policy – The Board decided by consensus to table this decision for another month (until our October meeting). We agreed that it was important to provide at least 6 weeks advance notice before making any change in policy.

16. Executive session – We entered Executive Session at 9:10 p.m.

17. Resume Meeting – We returned to regular session at 9:30 p.m.

MOTION: To raise the pay of our returning choral intern to \$23.32 per hour effective September 1. Moved by Chuck Heath, seconded by Tricia Aynes. Motion carried.

18. Adjournment/Closing Prayer: The closing prayer was given by Shanthi Nataraj. The meeting was adjourned at 9:32 p.m. Our next meeting will be Monday, October 17, 2022.

*Respectfully Submitted,
Joe Dressler, Clerk, and Tricia Aynes*