

**Minutes of the MCCDC Board of Directors  
Tuesday, December 20, 2016**

**Members Present:** Rev. Dwayne Johnson, John Merriwether, Bobbi Strang (phone), Tim Helm (phone)

**Guests Present:** Lilah Blackstone, Jim Garner, Rev. Cathy Alexander, Michelle Lax

**I. Call to Order**

Rev. Dwayne called the meeting to order at 7:13 p.m.

**II. Song/Scripture & Opening Prayer**

Rev. Dwayne shared scripture from Isaiah 52: 7-10 and the song "This is the Day".

**III. Agenda**

Rev. Dwayne moved to receive the agenda and Bobbi seconded. The motion carried.

**IV. Consent Calendar**

John moved to accept the reports and Bobbie seconded. The motion carried.

**V. Informational Items**

**A. Shout Outs**

Shouts outs went to:

- Kathleen Carey for work on the nominations team and for a very thorough orientation to the work of a BoD member.
- All of the Christmas elves and helpers who collected presents, wrapped them, delivered to the ERFSC especially Terri Neal.
- All who continued to decorate the church
- Lauren Bennett and her seminary friends who updated the door painting for the season.
- Worship Arts Ministries for the Christmas concert work.
- Dre Woody-Macko for her assistance with the ushers and worship flow during the change to sanctuary layout.

**B. Trustee Update**

Jim Garner gave an update from the Trustees. Work continues on transition as he moves from Trustees to the BoD, and as the need for additional Trustees continues. Rev. Dwayne noted that recruitment efforts are ongoing.

Jim reported that during the effort to secure proposals to fix the parking lot lights that they came back on. This effort will stop until it is needed again as any electrician will need to see the system when it is acting up to be able to give a sensible assessment.

Item retained from the last meeting yet not discussed in this meeting: There was also a discussion on cameras for tenants at 472. While Tim questioned their purpose, Rev. Cathy said that tenants would like to see who visitors are prior to allowing them into the units. The cost estimates presented were reasonable but Kathleen requested a second estimate.

**C. Compilation Update**

Our Retained Accountant, Jeff McGary, was to give a report yet was absent from the meeting. Rev. Cathy will follow up by phone.

**D. 472 Update**

Tim reported that there was a meeting with him, Rev. Dwayne, and a structural engineer, Bobby Radcliff on 12/21 at 9 AM. The engineer is reviewing the options available to us for the continued redevelopment of the basement unit.

Discussion was held on holding a congregational financial forum as soon as possible and as mentioned in the November Congregational Meeting. Suggested target date was 1/29/17 at 12:30p.m.

**E. Emergency and Safety Procedures**

Jacqueline Laughlin has provided input and questions for consideration on emergency medical guidance and medical support procedures. There was a question asked about other incident reporting in addition to medical. There was agreement that something more formal in this area would be a good idea. A companion document may need to be developed for areas of potential liability and potential insurance claim requirements especially when there is an injury. We need to look for templates (Sonia Grant). Next step is for everyone to review the documentation provided, and give feedback to Rev. Dwayne. The BoD needs to determine who will then put this together and be responsible for shepherding it through to completion.

## **VI. Discussion/Voting Items**

### **A. Treasurer's Report and Budget Update**

John presented the treasurer's report. The Sun Trust bank balance is \$61,845.16 which is Operating Funds, Stip and Restricted combined. The Eagle Bank balance is \$88,651.95 which is the construction loan balance and the lease rental payments which have not yet been transferred to the Operating Fund.

There was a discussion surrounding the payments that are due out by the end of the year.

- Tithes to the denomination Sept – 4021, Oct – 3843.70, Nov – 2814.94.
- Retirement payments to Rev. Dwayne and Rev. Cathy 5K and 4K respectively.
- Continuing effort to pay as much of the ST credit card off as possible.
- Payroll on 12/23
- Set aside for the 1/1/17 mortgage payment of \$8,051.

There was a discussion about an accountant for 2017 now that there is renewed stability in the bookkeeper position. The consensus was that there is a definite need for both a bookkeeper and an accountant to ensure the proper tracking of our fiscally responsible efforts.

Bobbi moved to accept the report and Tim seconded. The motion carried.

### **B. Trustee Recruitment**

There was a discussion surrounding recruiting new trustees. Jim indicated that the Bylaws state that there must be at least 5 and up to 7. There are currently 5 indicated in the listings yet not all are actively participating as a trustee or in the meetings. The discussion yielded a suggestion to look for the hidden gems and to look around for new possibilities.

Jim suggested that a very important part of the job is to be present and to speak to and with and among the congregation.

### **C. Board Orientation**

There is an online denominational resource located at [mccchurch.org](http://mccchurch.org) that will assist with written material on the different board positions, responsibilities and guidelines. The orientation will be held on January 14<sup>th</sup>. BoD members were encouraged to think about their passions and interests for position selection.

### **D. Non Violence Training**

At the time of this meeting the training was scheduled for 4-6 pm on January 19<sup>th</sup> here at MCCDC. Bobbi suggested that there will be an effort to see if it can be recorded or live streamed. It will be publicized in and to other organizations as well.

**E. Love Offering**

Tim moved to receive a love offering for staff, which would be divided by Rev. Dwayne. This vote confirms and affirms the e-communications that were held earlier.

**Adjournment**

Bobbi moved to adjourn. The motion was seconded by John and carried. Rev. Dwayne closed the meeting in prayer.