

**Minutes of the MCCDC Board of Directors  
Tuesday, March 15, 2016**

**Members Present:** Rev. Dwayne Johnson, Fenicia Ballard, Dave Jenkins, Mark Kornmann, John Merriwether (by phone), Knut Panknin

**Trustees Present:** Jim Garner

**Guests Present:** Rev. Cathy Alexander, Lance Jameson, Olivia Kibler and Bill Metzger (Crescent Property Management)

I. **Song/Scripture**

Fenicia shared the song “You are” by Montell Jordan and Chris August. For the April meeting, Kathleen will share a scripture passage and Dave will share a song.

II. **Call to Order/Opening Prayer**

Rev. Dwayne called the meeting to order at 7:02 p.m. He opened the meeting in prayer.

III. **Crescent/472**

Two guests from Crescent (Olivia and Bill) gave an update on the leasing. They had scheduled their first showing that night at 7:15pm and also said that the leasing ads had been posted online. They are asking for \$3,200 for each apartment per month, which is on the higher end but would give some room for negotiation – e.g. they want to try negotiating 2-year leases with a monetary incentive. Each applicant would undergo credit and background checks on eviction and criminal history. After submitting an approval for a tenant, they would put together the lease and documents for electronic signing. The leasing fee is the first month’s rent.

The tenants will work with Bill Metzger for on site maintenance requests. Those requests and rent payments will be made through the online platform “Buildium.com”. The rent will be due on the 1<sup>st</sup> of each month and late if not received by the 5<sup>th</sup>. Around the 10<sup>th</sup> of each month, Crescent will do a direct deposit into the church account with net income. The church will have an account on the “Buildium”-platform as well and will have access to financial recordings to make revenue and expenses as transparent as possible. At the end of each year, Crescent will distribute form 1099 for tax purposes.

Tenants will contact Bill for maintenance requests and Bill will contact Dennis Cruz who will do maintenance, as he knows the building. Requests under \$500 will be covered by Crescent, and MCCDC will come up with a rate for Dennis' labor costs. Tenants and the church will also have access to a 24-hour emergency line with two back up contacts if Bill is unavailable. The church and Crescent will have to agree on what maintenance requests are the responsibility of the tenant, the management company and the church.

Mark added that he had taken the subdivision to the bank. Once it is done, Menkiti will do the drawings for us and also get permits and approvals for the basement apartment. He also said that there was an issue with the front door at 472. Home Depot never delivered it but we got credit for it. Dennis will pick out a new door and it will be built in. Mark will also put the ad for the apartments in the eblast.

The open house for 472 went well. The budget from the Eagle loan will be tight, as we still have to finance the subdivision and drawings/permits. For the basement, we would need additional money. Eagle Bank would come out to see the property once renovations are done, and SunTrust also wants our business back. Mark will negotiate with them to see whether they can offer us better conditions for the loan.

Mark also reported that there had been billing issues with ADT but that they would clean up the bill. The new system for the two apartments will be installed on March 23<sup>rd</sup>. There will be an intercom on the outside of 472 and then a security system in each apartment (with sensors at the front and back doors and all windows on the first floor and sensors at the front and back doors and the back window by the staircase for the top floor).

#### IV. **Consent Calendar**

Knut moved to receive the consent calendar. The motion was seconded by Mark and was approved unanimously. Knut moved to accept the consent agenda and Mark seconded. The motion carried.

#### V. **Informational Items**

##### A. **Shout Outs**

A shout out went out to Linda Hornsby for leading a church team to participate in the Susan G. Komen Race for the Cure. Another shout out went out to the Stewardship team for their noticeable presence; the choir and Worship Arts Ministry for the Black History Month concert; and the writers for contributing to the daily Lenten devotional. Joe Dailey received a shout out for donating a new runner for the sanctuary.

## **B. Trustees**

Jim reported that the Trustees are working on an inventory of deferred maintenance projects. He also said that they will replace a faulty transformer for the church's fire sprinkler system, based on the inspection by BFPE International. The costs will be \$255. BFPE also proposed replacing a water pressure gauge that is not broken but reached its life cycle. The Trustees recommend leaving the gauge alone for now. The main reason is that we currently cannot turn off the main water valve connecting the church to the city's water supply.

Regarding the broken parking lot gate, the church has received an estimate for repair work from Capitol Area Food Bank as they caused the damage. Their estimate of \$1,950 is below the church's own estimate done by AGW & Associates, which came in at \$2,924 for repairs and \$7,500 for a complete replacement.

The Board recommended getting a third estimate that also included a quote for replacing the gate. Dave said that specifications for the new gate or repairs need to be put in such as galvanized steel. Mark suggested dealing directly with Capitol Area Food Bank's insurance company. If none of the companies can repair the gate with galvanized steel, we would need to ask for more money from the insurance company for a replacement.

John and Knut will work with Maggio roofing to sign the contract and apply for financing for the flat roof repair based on the Board meeting's decision in February.

## **C. Treasurer's Report**

John presented separate P&L reports for the different funds (General, Buchanan, and 472) as well as a combined P&L. This should make the financial situation more transparent. He also said that the past few weeks have not been good on giving. The combined P&L showed a negative of \$21,178 for January through March 15. Account balances were not available at the meeting and will be sent to the Board by email.

Mark mentioned that there should not be any salary payments coming out of 472. That initiated a discussion on the payment of the Sexton. The original agreement was to pay the Sexton's salary out of Buchanan and General (50% each). Dave suggested that 20% of the Sexton's cost would come out of 472, 40% out of Buchanan and 40% out of the General Fund. However, no motion was made.

**D. Don Eastman Report Update**

Rev. Dwayne presented an update on the survey. As there had been only 30 responses so far, the deadline for completing the survey was extended to Palm Sunday to get a better sampling (50 responses or more). Mark will send a separate eblast. For the April meeting, the Board will have a vision/mission statement proposal for consideration.

**E. Black History Month Concert**

Rev. Cathy reported that the concert was a big success in terms of attendance, content and finances. The concert generated \$539 for the General Fund. Dale Madyun-Baskerville recorded the concert but it has not been posted yet. Only parts of the concert can be posted online (pieces that Tyrone has the copy right on).

**F. 45<sup>th</sup> Anniversary**

Knut presented an update on the planning for MCCDC's 45<sup>th</sup> Anniversary celebrations. The committee has sold about 60 tickets for the gala and got commitments from 11 table captains who would each either buy 8 tickets or make sure that 8 tickets for their table would be sold. He also said that the committee had invited Mayor Bowser to attend the gala and give remarks. A DJ has been secured and a contract signed. Momma Cee's cake fundraiser was going well and she has sold 30+ cakes so far. Her goal was 50 cakes.

The Board encouraged the Committee to push the sales of ads for the anniversary booklet and to talk to businesses such as Busboys & Poets that are frequented by members of the congregation. The Board also suggested inviting long-term members with a letter as well as former members, the Council member of Ward 6 and business partners such as SunTrust and Eagle Banks.

**G. Stewardship**

Rev. Cathy reported that the drive has been completed. The goal was to get 168 participants and that 84 (25% of regular members and attenders) made a pledge. The financial pledges total \$191,000. Rev. Dwayne added that the Stewardship team will do a testimonial this coming Sunday and that members of the team attended the recent Wesley conference. The team did a great job at spreading the message – many members that were called by phone knew about the drive and some had questions for clarification. That stresses the importance of clear communication on everything we do. One nice follow up would be thank you calls from the Board to congregants who pledged.

Dave cautioned that with the new income from 472, there might be a desire to earmark funds for new programs. We should manage expectations and make sure that current programs are covered.

Mark added that it is a disadvantage that the drive does not align with our budget cycle – we need lag time between now and the next campaign for the budget process. We should also think carefully about how to end the conversation around stewardship and focus on the anniversary. We need a “feel good message” for the 45<sup>th</sup> before rolling into the budget campaign for next year.

Rev. Dwayne said that testimonials around the 45<sup>th</sup> will be powerful and one way to get people excited.

#### H. **Holy Week Services**

Rev. Dwayne shared the theme for holy week services: “Jesus still speaks – the inner voice of love”. Fencia and Mark will attend Thursday night’s service and take care of the offering and Knut will be present at the Good Friday service.

#### VI. **Adjournment**

Knut moved to adjourn at 8:24 p.m. The motion was seconded by Mark and was approved unanimously. The Board shared prayer concerns, and John closed the meeting in prayer.