

**Minutes of the MCCDC Board of Directors
Tuesday, September 15, 2015**

Members Present: Fenicia Ballard, Dave Jenkins, Rev. Dwayne Johnson, Mark Kornmann, Knut Panknin, Bobbi Strang (on phone)

Guests Present: Rev. Cathy Alexander

The Board members met at 6:30pm for a walk through of the 472 building.

Call to Order/Opening Prayer

Rev. Dwayne called the meeting to order at 7:05 p.m. and he opened with a prayer.

I. Consent Agenda

Mark Kornmann asked to update the date on the agenda. Knut moved to receive the updated consent agenda. Mark seconded and the motion was approved unanimously. Rev. Dwayne then highlighted some points from his report, such as the upcoming meeting on the Mayor’s Interfaith Council, attending the “Safe Sanctuary Symposium” on disaster preparedness and MCCDC’s ongoing support of ICM Santo Domingo. He also said that one theme coming out of the meetings on the future of MCCDC was music and the arts.

Mark moved to accept the agenda and Knut seconded. The motion carried unanimously.

II. Informational Items

A. Shout-Outs

Shout-outs went out to:

- Dennis Cruz and his crew for working on the 472 building;
- All attendants of the congregational forum this past Saturday and Rev. Elder Don Eastman;
- Lance for initiating a fraud detection mechanism in place for checks cut by MCCDC;
- And ANC Rachele Nigro gave a shout out to MCCDC for being a stabilizing anchor in the community.

B. Trustees

There was no update from the Trustees.

C. 472 Update

The Board members saw the progress being made after a walk through of the property (e.g. fence and deck have been put up). Mark reported that the work on the HVAC continues and will be finalized this week. Afterwards, the inspectors will be called out for inspection. Should the inspections go through, the kitchen and dry walls would be installed, and the project should be finished within 5 weeks. Dennis is also working on a drawing for installation of the appliances and will deliver measurements.

Mark also provided a budget for construction. The starting balance from the Eagle Bank loan was \$227,176. All bills have been paid and payments out of the General Fund have been transferred back (first two weeks of payment for contractor). He estimates the contract work to cost about \$82,260 with a total projected cost of \$141,266, including inspection. The basement would cost an additional \$25,000.

The Board also discussed starting the recovery process with the first contractor after inspections will have gone through. As per the contract, non-binding arbitration steps with the American Arbitration Association need to be taken first.

Knut will meet with Dennis Cruz this Friday as Mark, who had been doing the weekly walk-through in the past, will be out of town.

D. 45 Years Campaign

Rev. Dwayne presented the latest numbers for the fundraising part of the campaign. As of now, 25 people have pledged towards the campaign and giving for August 2015 is up compared to August 2014. However, while higher giving is in line with the campaign, it is not clear that additional funds have been specifically given towards the campaign. Rev. Cathy asked whether it was time to continue phase one of the campaign and have more congregants sign up or whether we should start with phase two. Mark pleaded for having more people sign up first and that it would take a combined effort to do so: The Pastor should step up and continue his message around giving, and Board members should help people fill out pledge cards.

Rev. Dwayne said that he will move towards a “stewards of our future” message, as series such as the current one (“by faith”) usually lose their traction after 4-6 weeks.

E. Treasurer's Report

Prior to the Treasurer's report the Board discussed church finances in general. Mark said that the current budget of about \$9,000 per week is too high for us and that we would need to present a budget for 2016 that reflects a weekly budget of \$7,000-7,500. Additionally, we would need 3-4 short period fundraising campaigns as people step up and respond most positively to short and targeted campaigns. Rev. Cathy pointed out that the increased budget is largely due to the mortgage costs.

The Board also talked about the anticipated revenue from 472. Mark suggested getting Crescent property management come out and make a conservative estimate on the potential income for the units. He also said that we would need the 2016 budget by the October BoD's meeting. Dave said that he would need to get input from Rev. Cathy based on the budget requests by MCCDC ministries, and that he would be on a tight timeline due to work obligations until October 2.

Dave also provided a balance sheet. As of September 14th, the accounts had the following balances:

General:	\$50,518
Buchanan:	\$8,338
Petty Cash:	\$200
Eagle Bank:	\$159,222

He said that expenses average around \$4,000-5,000 per month, and that they tend to spike around costs such as electrical or HVAC.

Rev. Cathy reported that the accountant will be done with the review of the church's finances by the end of September 2015. Knut will check minutes whether there was a written contract with the accountant.

The Board also discussed a check fraud issue that Lance had reported. It appears a group of criminals worked together to pass counterfeit checks drawn on MCCDC's checking account general fund. So far, there have been four attempts to cash the counterfeit checks and three of them were successful. The one, which did not go through, was caught by a very alert teller at a downtown SunTrust branch who called the church's office to verify the check. Two of the three checks, which were paid, were detected as fraud through what is called the Fraud Inspector. It is an extra level of clearance the church had put in place for early detection of fraudulent activity. The Board commended Lance for putting the fraud detection process in place.

SunTrust has assured that they will make up for the check fraud, so there is no financial damage to the church. The Board agreed that MCCDC will open a new account as advised by SunTrust.

F. Mautner Gala

Mark informed the Board that 3 of the 10 tickets for the gala have been sold. He will include the announcement in this week's Eblast again. Rev. Dwayne suggested giving congregants the opportunity to donate towards a ticket instead of buying a full ticket for \$250.

G. Nominations Committee

Knut reported that the Nominations Committee has been assembled and will meet for the first time on Sunday, September 20th. The committee members are Tim Hassett, Bob Whitman, Imani Woody-Macko, and Denise Wright. The deadline for submitting applications for the two open Board positions will be Sunday, October 18th.

H. Congregational Forum

The Congregational Forum is scheduled for November 8th and the Congregational Meeting for November 22nd. All material needs to be available for the congregation on Sunday, November 1st. The agenda will be similar to last year's: Dwayne will start with a presentation of the highlights 2015, tying the 45th anniversary and vision for the future into it. Knut said he would help prepare a ppt-presentation. Kathleen and Dave will work on the budget 2016 that will be presented and Knut will present the candidates for the BoD based on the Nominations Committee recommendations.

The written reports will be prepared by:

Rev. Dwayne – Pastor's Report

Knut – Report of the Minutes of the 2014 meeting

Mark – Report of the Board of Directors

Jim – Report of the Trustees

Kathleen – Report of the Treasurer

Knut will also assign one non-member for the counting of votes.

I. Pancake Breakfast

Jim and Scottie have agreed to organize the pancake breakfast for the Friends & Family Sunday on September 27th. They will send out an email with requests for items to bring.

III. Discussion/Voting Item

Christmas Concert

Mark proposed not to sell tickets for the concert this year (Dec. 4 & 5), as sales have been a contentious issue in the past. Instead, he proposed a budget with four sources of revenue to cover the projected costs.

Dave said that we should still give out free tickets to get a better sense of how many people would like to attend. This would also give us the opportunity to get their contact information and assign seats. The idea would be for ticket holders to reserve a seat and have them seated first before releasing the rest of the seats 10-15 min prior to the start of the concert. Mark suggested having the free tickets by September 27th, and Fenicia agreed to take on the ticket design.

Rev. Cathy reported that Tyrone focuses his work on the (world class) music, and that we would need a logistics and marketing committee. Another idea would be to have a “wine and cheese pre-launch” party to meet the cast.

Mark moved to propose a budget for the 2015 Christmas concert not to exceed \$10,000. The projected costs of the concert will be covered by four sources of revenue:

\$5,000 from supporters donating towards the concert

\$ 1,500 from MCCDC’s Faith Campaign Fund

\$ 2,000 from two special offerings in Oct./Nov.

\$ 3,000 from a love offering at both concerts

Fenicia seconded and the motion was approved unanimously.

Fall Offering

Rv. Dwayne informed the Board about the denomination’s 47th anniversary, and the request to receive a special offering in support of emerging ministries/churches. Giving towards that anniversary campaign would give MCCDC the title “pacesetter church”. The Board agreed by consensus to an offering for emerging churches. The offering will be taken in form of remembrances for All Saints Sunday, November 1st. The suggested donation for each remembrance is \$20.

Rev. Cathy reminded the Board of a special offering for the Share program last year. She suggested doing a similar offering again in 2015. Mark said that we could tie it to the Christmas concert, and that part of the proceeds for the concert could go towards the Share funds.

Fenicia moved to adjourn the meeting at 8:37 p.m. Bobbi seconded and the motion was approved unanimously. Bobbi closed the meeting in prayer.