

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

**Members Present:** Rev. Dwayne Johnson, Kathleen Carey, John Merriwether, Knut Panknin

**Guests Present:** Rev. Cathy Alexander, Dr. Veronica Franklin, Tim Helm, Bobbi Strang,  
Donte Hunter

**I. Call to Order**

Rev. Dwayne called the meeting to order at 6:59 p.m.

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

Knut shared a song that Tyrone sometimes plays for the 11am service: "Flaws" by Kierra Sheard. It speaks to us being human and flawed and still loved by our Creator. Rev. Dwayne shared scripture from Psalm 84:11 and Psalm 138:3. The scripture tied in with the Revival and also served as opening prayer for the meeting.

**III. Interim Board Appointments**

Rev. Dwayne said that the recent resignations from the Board were a challenge for the church but that times of change also provided new opportunities. He had many conversations with Board and church members since the August meeting and based on those conversations, he would like to recommend the appointments of Tim Helm, Bobbi Strang, and Dr. Veronica Franklin as interim Board members. Each of them would bring unique strengths and experiences to the Board.

Knut moved to appoint the three recommended candidates for service on the Board from September 20, 2016 through the Congregational Meeting on November 20<sup>th</sup>. John seconded the motion.

A discussion followed based on Rev. Cathy's question whether the Board members elected at the Congregational Meeting on November 20<sup>th</sup> would start their service in December 2016 already and not in January 2017, as has been the practice in the past. As a majority thought that a time for transition for new Board members would be beneficial, the motion was amended so that interim Board members would serve through the December 2016 Board meeting. Knut and John accepted the friendly amendment and the motion carried unanimously.

#### IV. **Selection of Officers**

Rev. Dwayne said that the selection of officers should be open to all Board members, and he asked each of them for their first and second choice and if there was a position they would not feel comfortable serving in.

John said that his first choice would be to fulfill his term as Treasurer and that he would also be comfortable serving as Assistant Treasurer and Member-at Large. He prefers not to serve as Clerk.

Knut said his first choice would be Clerk and that he would also be ok with serving as Assistant Treasurer. He would not like to serve as Vice Moderator.

Bobbi expressed her first choice as being Member-at Large and that she would also be comfortable serving as Vice Moderator. She does not feel called to serve as Clerk.

Veronica said that she would feel called to serve as Member-at Large or as Vice Clerk but not as Vice Moderator.

Tim said that his first choice would be Assistant Treasurer or Vice Clerk and that he would be comfortable serving in any capacity.

Kathleen expressed her interest in serving either as Assistant Treasurer or Vice Clerk. She does not intend to run for the Board in November and would therefore not like to serve as Vice Moderator.

Tim said that we needed a discussion on the Vice Moderator's position and that it would need to be a strong candidate. He asked whether it would be beneficial to have an existing and not an interim Board member serve in this capacity, also with regards to the perception of the congregation. Bobbi added that it would be great if it were someone who wants to run for the Board again and that she does not intend to do so.

Kathleen said that she has not heard much on the Vice Moderator's position from the congregation. The main interest for the congregation, as she perceives it, is a sense of stability. Therefore, it would be good to have someone who the congregation knows well. She would also be in favor of keeping the Treasurer's position stable and she acknowledged Bobbi's willingness to come back and serve again. This will help communicate a message of unity.

Rev. Dwayne said that Tim would bring experience and season to the position of Vice Moderator and that he had the ability to communicate with clarity and direction. Kathleen echoed that judgment.

Bobbi nominated Knut to serve as Clerk and Kathleen seconded. Knut accepted the nomination and was approved unanimously.

Bobbi moved to nominate Tim to serve as Vice Moderator and Kathleen seconded. Tim accepted the nomination and was approved unanimously.

Kathleen nominated John to serve as Treasurer and Bobbi seconded. John accepted the nomination and was approved unanimously.

John nominated Kathleen to serve as Assistant Treasurer and Knut seconded. Kathleen accepted the nomination and was approved unanimously.

Veronica nominated Bobbi to serve as Member-at Large and Kathleen seconded. Bobbi accepted the nomination and was approved unanimously.

Kathleen nominated Veronica to serve as Vice Clerk and John seconded. Veronica accepted the nomination and was approved unanimously.

V. **Consent Calendar**

Kathleen moved to receive the agenda and Knut seconded. The motion carried.

Dwayne added the following discussion/voting items to the agenda: a second offering for revival Sunday with the Buchanan offering moved to the 1<sup>st</sup> Sunday in October; a motion from the Trustees on the parking lot pothole repair as well as requested guidance on parking lot lights and the roof repair.

Knut moved to accept the consent calendar and John seconded. The motion carried.

VI. **Informational Items**

A. **Shout Outs**

A shout out went to the entire planning team for the Revival weekend. Another shout out went to Quanti Davis for organizing the small business workshop and to Rev. Dr. Robin Gorsline for his writer's workshop and men's circle.

B. **Trustee Update**

Jim Garner's report and email served as update from the Trustees and Kathleen explained the background on the parking lot gate repair.

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

John provided a balance sheet and P&L statement as of September 10<sup>th</sup>. Thanks to generous gifts and donations from congregants, the financial picture has brightened. The General Account had a balance of about \$46,335, inclusive of stipulated accounts. The operating balance as of last week was about \$11,000.

Tim moved to accept the Treasurer's report and Bobbi seconded. The motion was approved unanimously.

Rev. Cathy explained how check requests are being approved each week, when checks will be cut and that we would need two signatures on each check. As the signature cards had just been redone, the Board decided not to update them and to have John, Kathleen and Knut continue to sign checks. Rev. Cathy will also work with Kathleen and John on the credit card statements.

John said that he will go to a SunTrust bank branch to have the church administrator account switched over from Lance to him.

Rev. Dwayne reported that the church is in negotiation with a local arts organization on a long-term rental agreement that would generate a monthly income of \$900.

### **D. Revival Update**

Rev. Cathy gave an update on the revival planning for September 23-25, 2016. The theme is "Arise, Shine: Hearts Ignited, Lives Connected". Johanna Hardy is leading the planning team and is moving the church forward. The messaging on fasting and prayer leading up to the Revival is being well received by the congregation. Kathleen is coordinating with Dre on the ushers needed.

Rev. Cathy also said that about half of the funds required (\$5,000) have been raised already. Honors and remembrances have brought in about \$2,300 so far and the change donated still needs to be accounted for. There will be two special offerings over the weekend – one on Friday night and one on Saturday. The Pastoral Care Ministers are largely self-funding the Friday night service.

Rev. Cathy also said that checks for the Revivalists and other expenses had to be cut in advance to cover costs.

#### **E. Bylaws Revision**

Knut gave a brief update on the Bylaws Revision. There has been input from Cecelia Hayden-Smith regarding agenda items for the Congregational Meeting. Knut will circulate a potential draft revision by email prior to the October Board meeting.

#### **F. Reports for Congregational Forum/Meeting**

Knut said that we would need the following reports for the Congregational Forum:

- BoD report, which Knut will prepare
- Pastor's report, which Rev. Dwayne will prepare
- Trustee's report: Knut will ask Jim Garner
- Treasurer's report, which John will prepare
- Lay Delegates' report: Rev. Cathy will ask the Lay Delegates

The deadline for submission of the reports is Tuesday, October 18<sup>th</sup>, by close of business. The reports will be made available to the congregation on Sunday, October 30<sup>th</sup>. The congregation will have one week to read the reports before the Congregational Forum on November 6<sup>th</sup>. The Congregational Meeting is scheduled for November 20<sup>th</sup>.

After discussing deadlines in preparation of the Congregational Forum and Meeting, Tim moved to schedule the October Board meeting for Tuesday, October 25<sup>th</sup> with advance notice to the congregation. Bobbi seconded and the motion carried.

Rev. Cathy added that the accountant would prepare his compilation for the October Board meeting. The compilation will also be part of the package for the Forum/Meeting.

#### **G. Nominating Committee**

At the November meeting, the congregation will vote on five positions for the Board of Directors: two 3-year term positions (serving through 2019), one 2-year term position (serving through 2018) and two 1-year term positions (serving through 2017). For the Lay Delegates, all three positions will be voted on.

Kathleen will convene a Nominating Committee and the Board will vote on the slate of candidates at the October meeting. The deadline for application submissions for Board and Lay Delegate positions will be Sunday, October 23<sup>rd</sup> at midnight.

#### H. **472 Update**

Knut reported that he had been in touch with Mark Kornmann, and that Mark gave him a breakdown of the steps that need to be taken to finish the basement apartment at 472.

We would need to touch base with Austin at Menkiti Group to get a ruling on the windows and how many bedrooms we could have. We would then have to contact the architect to have her draw new plans. With those plans, Menkiti Group would have to pull the permits for us. After that, we can talk with our contractor, Dennis Cruz. There is about \$73k left in the Eagle Bank account to finish this project. Dennis will charge \$7k per week and would need about 5 weeks to finalize the basement apartment. After that, we would have to apply for the final certificate of occupancy before renting out the unit.

Kathleen said that Mark would need to be involved in finishing the project. We would also need his help in our efforts to recover any money from the first contractor.

Rev. Cathy reminded the Board that the first construction loan payments are due and that they are coming out of the Eagle Bank account. We are in the 3<sup>rd</sup> month of payments and we need to finalize this project quickly before our current construction loan funds are running out.

#### I. **Emergency Procedures**

Jacqueline Laughlin is currently working to bring the ideas for emergency procedures into a formal structure that will serve as guidelines for Staff, Ushers, Board and Pastoral Care Ministers. The Board will vote on the guidelines once they have been formulated.

### VII. **Discussion/Voting Items**

#### A. **Bookkeeping**

Rev. Dwayne reported that the contracted bookkeeper from “goodaccountants.com” is going back to teaching and will no longer be available to work for us. The new rate for another bookkeeper from “goodaccountants” would be \$35 an hour and the recommended time frame would be 15-20 hours per week. This rate would be too high for us.

Another option would be to bring “QuickBooks” online. The bookkeeper might continue working for us if our accounting could be done electronically. Cathy will find out what it would cost for us to bring “QuickBooks” online and whether the bookkeeper could help getting us there and then continue working for us.

#### **B. Church Administrator**

Rev. Dwayne reported that the church received 20 applications for the Administrator’s position. We had a very strong pool of candidates, and seven of them were interviewed (two from the congregation and five from outside). He asked the Board to approve the appointment of Sonia Grant as part-time Office Administrator. Ms. Grant has already started working as a contracted employee and works up to 25 hours per week for \$15 per hour. She is currently under the 30-day review. Ms. Grant has a strong work ethic and real sense of what needs to get done. Professionally, she has a security background and marketing experience. Ms. Grant also signed a confidentiality agreement.

Kathleen asked whether Ms. Grant was a member of the church, which Rev. Dwayne affirmed. She expressed her strong reservations against employing someone from the congregation, as this can create personnel problems. Employing a congregant blurs the line between employee and congregant and in the past, we have had more negative than positive experiences with that practice.

Rev. Dwayne acknowledged that this can be a problem but he also said that this had been taken into consideration when hiring Ms. Grant. His proposed motion was based on the qualification and merit of Ms. Grant.

Tim and Bobbi raised the issue of possible misclassification. Given the job description and her day-to-day supervision, Ms. Grant’s employment looks more like an employer-employee relationship, rather than a contracted position. Tim will check with Cathy to make sure that her employment is consistent with DC labor law.

Tim moved to approve the Pastor’s appointment of Sonia Grant to the position of part-time Office Administrator. Bobbi seconded the motion. The motion carried with one opposing vote.

#### **C. Trustee Proposals**

Jim Garner had asked the Board to take a vote on the pothole repair bids that the Trustees had received. Following the Trustees’ recommendation, Kathleen moved to select R.S.A. Paving to repair the pothole in the parking lot, with a

maximum cost of \$600. John seconded and the motion was approved unanimously.

The Board also discussed security concerns around the external parking lot lights that are not working. Timothy Duncan had made the Trustees aware of this. The Board agrees that getting them fixed is a priority and asks the Trustees to get a bid from an electrician for repairs as soon as possible.

The Board also suggests that the next Buchanan offering might be used as an opportunity to make a specific pitch on the roof repair needs. It should be limited to what we need exactly.

**D. Second Offering Proposal**

Rev. Dwayne suggested having a second offering for Revival on Sunday and moving the Buchanan offering to the 1<sup>st</sup> of October. He acknowledged that there would be a downside to having two second-offerings back to back.

Tim advocated for having the Revival offerings Friday and Saturday, and tying the regular Buchanan offering message on Sunday into the Revival and programming. He would also like to see the Revival offerings being communicated in advance. Kathleen agreed that there would be not enough advance notice to switch the Buchanan offering to October 1<sup>st</sup>. The Board therefore agreed to keep the Buchanan offering this Sunday as scheduled.

**E. Executive Session**

Kathleen moved to get into Executive Session at 9:18 p.m. and Knut seconded. The motion carried.

Kathleen moved to get out of Executive Session at 9:48 p.m. and Bobbi seconded. The motion carried.

**Adjournment**

Bobbi moved to adjourn at 9:48 p.m. The motion was seconded by Knut and carried. Rev. Dwayne closed the meeting in prayer.