



## BOARD OF DIRECTORS MEETING MINUTES

*February 20, 2018, 7PM*

**Members Present:** Lilah Blackstone, Jim Garner, Tim Helm, Linda Hornsby, and Knut Panknin. Moderator, Rev. Dwayne Johnson was unable to attend due to illness. Vice Moderator Knut Panknin presided over the meeting. Rev. Cathy Alexander also attended the meeting. Guest Elodie Huttner joined the meeting half way through the meeting.

The meeting convened at 7:06pm.

**Opening Prayer – Rev. Cathy offered the meeting’s opening prayer.**

1. Song and Scripture
  - In honor of the 50<sup>th</sup> anniversary of the debut of Mister Rogers’ Neighborhood on PBS, Jim Garner offered Fred Rogers’ song “It’s Such a Good Feeling.”
  - Linda Hornsby shared the scripture for the meeting offering “Do unto others as you would have others do unto you.” Luke 6:31.
2. Meeting Agenda. Knut suggested that the topic of engaging our attorneys to review the proposed property sale agreement from Lock 7 be added as a voting item to tonight’s meeting agenda. **Jim moved to accept the meeting agenda with the change offered by Knut. Bobbi Strang seconded the motion. The motion was unanimously adopted.**
3. Consent Calendar (Accepted)
  - Clerk’s Report –
    - Jim shared the Minutes of Special Congregational Meeting held February 11, 2018.
    - Jim also reported on a 472 Ridge Street Lease Amendment allowing the tenant to have a pet. He provided the amendment to Rev. Cathy to be made a part of the 472 lease records.
  - Sr. Pastor’s Report – The report was not available because of Rev. Dwayne’s illness. It will be provided later.
  - Trustees Report – The Minutes of the Trustee’s Special Meeting held January 17, 2018, was shared with the Board.
  - **Tim Helm moved to accept the Consent Items and Bobbi seconded the motion. The Motion was unanimously adopted.**
4. Informational Items:
  - Shout-Outs – the Board shared the following shout outs:
    - Rev. Dwayne for his passionate and meaningful sermon at the Feb. 18th service
    - The Worship Arts Ministry for Feb 18<sup>th</sup> service, including the choir, guest musicians, and Moving Spirit Dance ministry.
    - Bob Jones and Jerry Giem for making guests feel welcome
    - Mr. Cruz, our Project Empowerment employee, for keeping the church’s grounds clean
    - To our Beloved Congregation for their patience in allowing the Board time to share information and willingness to work with the Board on the sale of the adjacent lot.

- Dialogue with the Worship Arts Ministry – This conversation will be delayed to a future meeting due to representatives of the ministry not being able to attend tonight.
- Board Retreat Priorities from the January 20 Retreat – The Board members continued their discussion of the priorities identified at the recent retreat. The overarching themes identified were the on-going financial well-being; finalizing the sale of the M St. Lot; Church growth and health and “Doing church differently”.

The Board discussed the need to dedicate time to completing the sale of the property and may involve meetings with banks, purchaser, and attorneys.

It was announced that the Wesleyan training on financial leadership for churches will be held on March 10, 10a.m. to 1p.m. Board members were encouraged to participate. The Board also discussed the need to reactivate a Stewardship Team for the church, with Board participation. Board members were encouraged to consider this opportunity.

- Approved Sale of Adjacent Lot Discussion Sessions – Tim led a discussion on the next steps that need to occur regarding the sale of the M Street Lot. The action of the Congregation approving the sale has been communicated to our attorneys, Cozen and O’Connor.
  - Next Steps discussed included the following:
    - Engaging Cozen to represent the church’s interest in negotiating the sale with Lock 7. Lock 7 has sent three documents concerning the proposed sale for the church to review.
    - Meeting scheduled with Sun Trust to learn about investment products/options for the proceeds of the sale.
    - Meeting with Sun Trust to move forward with subdividing the M Street Lot from the rest of the church’s property.
    - Tim walked through upcoming expenses to be expected as we move forward, including the costs of engaging our attorneys, the need for a new appraisal for the bank to approve a subdivision of the M Street lot, the need to conduct a survey or new plat of the property, and closing costs for the sale. He estimated these expenses could be as much as \$35,000. It was suggested that these costs could come out of the remaining Eagle Bank funds which were for the completion of the third rental unit at 472 Ridge (which will now be part of the terms negotiated for the sale of the M Street property). This would still leave funds in Eagle Bank which could be considered a resource funds/savings account for the church.
    - Identifying the key items we want addressed in our interest in contract with Lot 7 that Cozen may be able to negotiate:
      - Cut of proposed Condo fees for parking spaces;
      - The number of parking spots to be eased back to the church (ideally 4 but if only 3, \$40,000 more in sales price);

The appraisal will take 3-4 weeks to complete.
- Strategic Planning Update – The update on the strategic planning team activities was postponed until the next Board meeting.

## 5. Discussion/Voting Items:

- Trustees – At the Trustees recent meeting, the Trustees suggested that Scott Frazier serve as the Chair of Trustees for 2018. **Tim moved that Scott Frazier be appointed to serve as Chair of the Trustees for 2018 and Bobbi seconded the motion. The motion carried with Jim abstaining since Scott is his spouse.** The Board also discussed the need for a joint meeting with the Trustees to discuss priorities and to keep expectations in alignment. Knut agreed to work to coordinate and schedule a meeting with trustees.
  
- Other Matters
  - Based on earlier discussions on the sale of the M Street lot, **Jim moved to approve the transfer of \$4,500 from Eagle Bank to Sun Trust to cover the cost of the required property appraisal. Bobbi seconded the motion. The motion was unanimously approved.**
  - Based on earlier discussion on the sale of the M Street lot, **Bobbi moved to pay the current amount owed to our attorneys at Cozen in the amount of \$8,395 out of funds in the Eagle Bank account. Linda Hornsby seconded the motion and the motion was unanimously adopted.**
  - The Board reviewed two fundraising proposals from the Young Adult Ministry. The proposal included a digital fundraising campaign during the month of March and a bake sale in April after a Sunday service. The Board expressed concern about having a bake sale on Easter Sunday, but was supportive of the fundraiser any other Sunday in April. **Jim moved to approve the March fundraiser as presented and to approve a bake sale with the condition that a different date than Easter Sunday be selected for the event. Linda seconded the motion and the motion was approved. Knut, as a YAM member, abstained from voting.**
  
- Treasurer’s Report – Tim shared the treasurer’s report and noted that January had been a good month financially. He also reported that the church had received a wonderful donation from the estate of Hal Crawford. The Board discussed how to handle merging reports for line items between the carry-over budget through February 11, 2018, and the newly approved budget that the congregation approved on February 11, 2018. It was agreed that Tim and Linda will meet with Rev. Cathy to work out a plan to handle how to combine the budgets. **Knut moved to accept the Treasurer’s report and Bobbi seconded the motion. The motion was unanimously approved.**

## 6. Announcements/Events

- Black History Month WAM event – February 24 at 6 p.m.
- Ignite Service – February 25 at 5 p.m.
- Black History Month Theatre Outing – February 25 at 3 p.m.
- Security Awareness Training – March 3 at 10 a.m.
- Forum with MCC Interim Moderator – March 11 at 12:30 p.m.

**Adjournment/Closing Prayer – Bobbi moved to adjourn the meeting and Jim seconded the motion, which was unanimously approved. Tim closed the meeting with a prayer.**

**The meeting adjourned at 9:07pm.**