



## BOARD OF DIRECTORS MEETING NOTES

*July 18, 2018, 7PM*

**Members Present:** Rev. Dwayne Johnson, moderator, Jim Garner, Linda Hornsby, Terri Neal, Knut Panknin, Vice Moderator, and Bobbi Strang. Lilah Blackstone was unable to attend due to a work-related emergency. **Guests:** Rev. Cathy Alexander and Elody Huttner.

**Opening Prayer --** Meeting convened at 7:09 p.m.

1. Song and Scripture

- Terri shared the scripture for the evening reading Psalm 100. In lieu of a song, Rev. Dwayne asked everyone to share something for which they are thankful.

2. Approval of Agenda

- Rev. Dwayne suggested that the agenda be rearranged to move the items that will require the greatest amount of discussion to the beginning and not start those after the group's energy is waning. **Knut moved, and Terri seconded that the discussion on the sale of the M Street lot, action on engagement of legal representation, and the Treasurer's report be moved to the top of the agenda and then proceed with the remainder of the agenda in order. The motion was unanimously approved.**

3. Consent Calendar

- Clerk's Report – Jim reported that he sent the letter approved by the Board expressing the Board's support for the Lock7 project on M Street.
- Sr. Pastor's Report – May Report by Rev. Dwayne
- Trustees' Report – No report.  
**Jim moved to receive consent calendar and Linda seconded the motion. It was approved unanimously.**

4. Informational Items:

- Sale of Adjacent M Street Lot
  - Subdivision of the M Street Lot from the MCCDC property. Knut provided an update noting that Lock7 is working on the subdivision project. Our responsibility is to get our lender (SunTrust) to approve the subdivision, which requires a new appraisal on the remaining MCCDC property.
  - Appraisal. Knut reported that the bank's approved appraiser conducted a walk-through of the property on July 18, 2018. He did not have any significant questions and expects to provide his information to the bank by the end of July. The appraisal cost \$4500. The funds will be transferred from Eagle Bank account to SunTrust to cover this cost.
  - Trust Fund for Sale's Proceeds. Knut reported that he, Terri, and Rev. Cathy will be meeting with representatives of SunTrust on July 26, 2018, to learn about their suggestions for investment strategies for the sale's proceeds. Knut circulated

draft questions of the bank for the board to review. Rev. Cathy has identified another financial advisor that is willing to make a presentation for our consideration.

- Zoning of 472 Ridge Street. Jim provided an update on activities noting that Cozen O'Connor has sent a revised engagement letter for representation on rezoning 472 Ridge Street to allow for a third rental unit on the property. The new letter reflects the terms previously discussed – no payment to the attorneys until the closing on the sale of the M Street property or December 31, 2018, whichever happens first. **Linda moved, and Knut seconded that the Clerk be authorized to execute the engagement letter with Cozen O'Connor dated July 16, 2018. The motion was unanimously adopted.** The Board directed Jim to have the attorneys track separate billings for their services for the subdivision work, the zoning work, and sale of property work.
  - 472 Renovations. As part of the sale, Lock 7 has agreed to renovate and develop a third unit on the property, but the property needs to be zoned to allow for three units. Jim previously shared with the Board the proposal from Lock7 for the renovation which includes a list of what is included and excluded in the project and indicates the costs incurred will be over \$72,000, which Lock 7 will cover. Jim intends to respond to Lock7 this week and asked the Board if any additional feedback beyond what has already been shared.
  - Knut provided the group with a synopsis of the costs incurred so far on the sale of the property.
  - Liaison to the Contractor. Knut provided an update about his meeting with congregants interested in serving as liaison to the contractor during the construction phase of the project. He met with Robin Anderson, Todd Clark, and Dre Woody Macko. They are all willing to serve as a team to serve in these roles. The Board talked about having Robin serve as the team lead and having a centralized communications process.
  - Communications with Congregation. Rev. Dwayne suggested having a future congregational forum to discuss some major topics, including the church's strategic planning efforts, updates on the sale of the property, and the church's budget and finances. In the meantime, the board will provide information to individual members and the clerk will prepare an update to be included in the bulletin.
- Treasurer's Report
    - Rev. Cathy provided update on church expenses, walking through key expenditures and account balances. The decline in giving during the summer months is impacting revenues. On top of that fact, we are facing bills for health insurance, worker compensation insurance, and property insurance all due at the same time. Linda volunteered to start accumulating information on utilities costs/options and exploring possible benefits of installing solar panels on the church's roof. She will work with the Trustee's Chair on these projects.
    - **Jim moved to accept the Treasurer's report and Bobbi seconded the motion. It was unanimously approved by the Board.**
  - Shout-Outs – the Board shared the following “Shout Outs”:
    - Sonia Grant for all her great work in securing space rentals of our building.
    - Dale Maydun-Baskerville, Aimee McCaffery, and Johanna Hardy for their work on conducting a major refresh of the church's website.

- Day Care Center Update -- Rev. Cathy provided update on Early Learning Academy. She reported that the provider learned that she must obtain additional certifications to earn subsidies for certain students that are crucial to making the program work. The courses for the certification are not offered until November.
- Strategic Planning – Rev. Dwayne provided an update and reported that the strategic plan is moving to the roll out phase and engaging additional people on the team to help with that effort. The roll out will include an executive summary of the plan, a trifold brochure, and worship service themes for services on August 19 and 26 and September 9 and 16. Each of these Sundays will cover a major plank in the new strategic plan.
- Revival – The pastors, working with the pastoral care ministry, are planning a revival over September 23, 29, and 30. It will build on the strategic plan. The community event for the revival will be the Komen Race for the Cure. Backpacks 4 Kids – Rev. Cathy shared that we have raised \$180 so far and that the deadline for contributions is August 5<sup>th</sup>, so there is a lot to do between now and then.
- Next meeting – The next Board meeting will be Wednesday, August 15, 2018, at 7:00 p.m. Bobbi shared that she will not be able to attend next month's meeting.

#### 5. Announcements/Events

- Partnership Sunday (With UFCDC) August 12 at 12 Noon.
- Susan G. Komen race for the Cure, September 8, 2018

**Adjournment/Closing Prayer – Jim moved to adjourn the meeting and Linda seconded the motion. It was unanimously approved. The meeting adjourned at 8:39pm and Rev. Dwayne led the group in a closing prayer.**