



## BOARD OF DIRECTORS MEETING MINUTES

*May15, 2018, 7PM*

**Moderator:** Rev. Dwayne Johnson

**Board Members Present:** Lilah Blackstone (by phone), Jim Garner, Linda Hornsby, Knut Panknin, and Bobbi Strang. There was also one vacancy on the Board that was filled at this meeting with Terri Neal, who was present at the meeting.

**Guests:** Rev. Cathy Alexander

**Opening Prayer** – The meeting convened at 7:07 p.m. and Rev. Dwayne opened the meeting with prayer.

1. Song and Scripture

- In lieu of a song and a scripture, Rev. Dewayne asked each person to share a prayer request and also a praise announcement. Each person did so.

2. Agenda

- **Knut moved to accept the Agenda as drafted with the change to move the matter of selecting a new board member up to the first order of business to allow the new board member to participate in this evening's meeting as a voting member. Bobbi seconded the Motion. The motion was unanimously approved.**

3. Motion to Appoint a New Board Member

- **Knut moved that the board appoint Terri Neal to serve as a member of the Board filling the position that became vacant with the departure of Tim Helm and that she assume the office of Treasurer for the Board and that this be effective through November 18, 2018, which is the date of the next Congregational Meeting. Jim seconded the motion. It was unanimously approved.** The members welcomed Terri to the Board.

4. Consent Calendar

- Clerk's Report – The minutes from the last meeting were previously approved and posted. Jim also reported that he had signed a new lease agreement for new tenants renting the vacant unit at 472 Ridge Street, that he provided our lawyers (Cozen O'Connor) with a copy of our Articles of Incorporation (which are kept in the Board's safe), and that he signed a letter to SunTrust requesting that all Board members be added as authorized signers on our bank accounts with SunTrust.
- Sr. Pastor's Report – Rev. Dwayne provided the Board a copy of his May Senior Pastor's Report.
- Trustees' Report – The Trustees met on May 6, 2018, but had not submitted minutes of the meeting. Knut attended the meeting and provided a verbal report on the items discussed at the meeting, including discussion of repairs to the flat roof, contacting an electrician to look at the sanctuary lights and obtain an estimate on what it would cost.

for repairs, and the possibility of inserting information in the bulletin or on the website making the congregation aware of small projects needing attention.

- **Bobbi moved to accept the Consent Agenda. Knut seconded the motion and it was unanimously adopted.**

#### 5. Informational Items:

- Shout-Outs – The Board offered the following shout outs:
  - Rev. Dwayne and Timothy Duncan for performing the thankless task of cleaning up one of the restrooms that had been vandalized.
  - Knut and Jim for their continued work of handling negotiations and review of documents concerning the real estate sale.
  - Lauren Bennett, Veronica Franklin, and Tessin Haugabrook for sharing their messages during recent services.
  - Sonia Grant, for her on-going success recruiting individuals/organizations to rent our building.
  - Eclectic Praise for their “bird whispering” skills in shepherding a bird out of the sanctuary this past Sunday.
  - The 47<sup>th</sup> Anniversary Planning Team for all their work in preparing for the upcoming events.
  - Donna Payne-Hardy for her work with the Mayor’s office.
- Confidentiality Requirements and Leadership Covenant for Board members
  - Rev. Dwayne reported that he needs to update the Leadership Covenant and will need to draft a new confidentiality requirements document.
- Anniversary Event on May 19 and 20 - Rev. Dwayne and Rev. Cathy
  - Rev. Cathy reported that 50 tickets have been sold to date. Certificates for long term church members will be presented during the event. Rev. Dwayne and Rev. Cathy encouraged everyone to promote the events through social media. It was also noted that Wendy Hamilton’s installation will occur on May 19 and Board members were encouraged to attend the event. Also, Lauren Bennett’s ministry internship will be ending very soon and we will need to appropriately recognize her contribution to the church at an upcoming service.
- Board Retreat Priorities from January 20 – Rev. Dwayne reported on the recent participation of he and Rev. Cathy in the Eastern Network Gathering in Norfolk, VA, on May 5, 2018. He shared insights from the meeting, including the focus on Creating a Culture of Generosity – Gratitude and Openness/Transparency. Rev. Cathy is creating and will lead a “Generosity Team” at MCCDC. Knut went over the areas identified as priorities from the Board retreat earlier this year – church growth and health. He encourages Board members to find a place/role where they could be comfortable providing leadership. We need Board members to form and lead teams around areas of generosity, such as legacy giving, researching recent trends in church growth, etc. Members should identify an area they have strengths/talents that could be used in this endeavor. **Knut asked that by the next board meeting, that each board member identify where their passion and strengths can be used to lead or become member of a team on financial generosity.**
- Approved Sale of Adjacent Lot Discussion Sessions – Knut and Jim provided updates related to the proposed sale, including recent communications with our lawyers and Lock 7. They reported that the Property Sale Agreement had been finalized, but has not

been signed yet. Work continues on finalizing the construction contract concerning the additional basement unit at 472 Ridge Street and the Easement agreement. The Board agreed to conduct a quick email vote for approving the sale once the documents are finalized.

- Open Board Position – This item was addressed at the beginning of the meeting with the appointment of Terri Neal.
- Strategic Planning Update – Ronnie Connelly and Revs. Dwayne and Cathy have developed a “first draft” of a Strategic Plan to share with the Strategic Planning team on May 30, 2018. The group will then discuss next steps and plans for moving forward.
- BoD/Trustees Pancake breakfast (or something similar) – Linda Hornsby will be leading this project for the Board. The Board discussed and based on schedules it was decided by consensus to move the event to June 17, 2018.

#### 6. Discussion/Voting Items:

- Treasurer’s Report – Rev. Cathy provided update on financial matters and walked through the “Budget versus Actual” numbers through April. The Board engaged in conversations on funding and spending and the current cash flow challenges. **Bobbi moved, and Linda seconded a motion to receive the Treasurer’s report. It was unanimously adopted.**
- Young Adult Ministry’s Fundraising Requests – This ministry submitted a couple of proposed fundraisers for the Board’s review and approval to help fund the group’s annual retreat in September.
  - The Young Adults Ministry seeks to sell tickets to a Washington Mystics game for a social outing to the event on July 13, 2018, at 7:00 p.m. **Jim moved to approve this fundraising activity and Terri Neal seconding the motion. It was unanimously approved, with Knut abstaining.**
  - The Young Adults Ministry seeks to host a Karaoke Night Fundraiser at MCCDC on Friday, May 25, 2018. A question was asked about whether the group provides any donation for use of the space. The reply was that it was not in this proposal, but that the Older Adults Ministry have made such donations in the past. **Linda moved to approve the requested fundraising activity and Bobbi seconded the motion. The motion was approved with Knut and Terri abstaining.**
- Other Matters – It was reported that the Night Out with the Nats would be held June 5, 2018. The Pride Interfaith Service will be held on June 13, 2018 at MCCDC.
- Next Board Meeting – will be held on *Wednesday*, June 20, 2018, at 7 p.m.

#### 7. Announcements/Events

- Wendy Hamilton Ordination – May 19 at 2:00 p.m.
- MCCDC 47<sup>th</sup> Anniversary Celebration – May 19/20
- Young Adults Ministry Karaoke Night – May 25
- Night Out at the Nats – June 5.
- Pride Interfaith Service – June 13 at MCCDC

**Adjournment/Closing Prayer – Motion to Adjourn- Linda moved to adjourn the meeting and Knut seconded the motion, which was unanimously approved. Rev. Dwayne led the group in a closing prayer and the meeting adjourned at 9:01pm**