



# BOARD OF DIRECTORS MEETING

*February 21, 2017, Minutes*

**Moderator:** Rev. Dwayne Johnson

**Board Members Present:** Lilah Blackstone, Jim Garner, Tim Helm, John Merriwether, Knut Panknin, Bobbi Strang

**Trustees Present:** None

**Guests:** Rev. Cathy Alexander and Azar Jackson

**The meeting started at 7:05 p.m.**

## **Opening Prayer**

1. Song and Scripture- Bobbi Strang shared a reading of Ezekiel 16:49 and John Merriwether shared a recording of “My Life is in your Hands” by God’s Company, featuring Kirk Franklin

Jim Garner will provide the scripture for the next meeting and Lilah Blackstone will provide the song at the next meeting.

2. Agenda – Jim Garner moved to accept the Agenda as proposed for tonight’s meeting, and Bobbi Strang seconded the motion. John Merriwether moved to add a voting item concerning a Young Adults Ministry fundraiser. The addition was considered a friendly amendment. The Agenda was approved by unanimous vote.

3. Consent Calendar

- Clerk’s Report
- Sr. Pastor’s Report
- Trustees Report – None this month.

Knut Panknin moved to accept the Consent Calendar, John Merriwether seconded, and the motion was approved unanimously.

4. Informational Items:

- Shout-Outs – The Board offered the following “shout outs”:
  - Kathleen Carey for all she has done for our community over her many years of service.
  - Brian Schneider for his leadership on the soundboard for the past years
  - Michael Cunningham for stepping in to the role of leading the soundboard
  - The Young Adults Ministry for the “Ignite” kickoff service in January and for supporting fellowship with the recent chili lunch.
  - Communication Team (Dale Baskerville and Johanna Hardy)
  - Church staff for filling in during the Pastor’s absence, including Rev. Cathy Alexander and Rev. Dr. Robin Gorsline
  - Scott Frazier for assembling the patio furniture for the rental property at 472 Ridge St.
- 472 Ridge Street Update and 2017 Forum -- Tim Helm provided a report of the recent meeting with Crescent Management (our property management company) and the 472 Tenants. The following items were identified as needing addressed: Patio Furniture (which now has been addressed); Auto-locking front door (Crescent is working on this); Window screens (Crescent is addressing); and Activation of ADT Security System at 472. The tenants were provided keys to use the pedestrian parking lot gate. The tenants appeared satisfied with the meeting.

The Board decided to table discussion on action to finish the lower level apartment at 472 and instead consider that as part of the Board Retreat Action Items. A key follow up action will be to find/hire someone to develop drawings and walk the project through the city's permit approval process.

- 460/Parking Issue – Knut Panknin reported on the meeting he, Tim Helm and the Pastor had with the 460 Ridge Street Home Owners Association regarding parking issues. He said it was a good conversation that cleared up a number of misunderstandings. We still need to convert the Memorandum of Understanding into an easement and file it soon with the City (likely with the Register of Deeds??). Lilah Blackstone is willing to file it on behalf to the Church.
- Buchanan Fund Policy and Guidance – Getting this topic on everyone's radar, the Board discussed the need to develop a long-term policy on whether to maintain the Buchanan fund as a separate fund and if so, what should it be used for. The Board will discuss in a future meeting.
- Bookkeeper Position – Rev. Cathy Alexander raised the issue of possible converting the bookkeeper position, which is currently as contractor position, into a part-time employee position. It was noted that the current bookkeeper has a good understanding of our complex financial system. The Board will need to consider the budgetary impact and policy changes if the position is changed from being contracted to an employee status with benefits.
- Parking lot gate issue – Rev. Cathy reported that the gate has been damaged. It appears that someone has backed into it and now it will not close automatically. This may involve a claim on our insurance. [since the meeting, the trustees have repaired the gate at a very small expense]
- Welcome Sign for Immigrants – Bobbi Strang shared information about the District of Columbia's sanctuary city activities. Lilah Blackstone offered to share with the church organizations that can be resources for people seeking help on this issue. The consensus of the board is that MCCDC is not equipped to be a sanctuary church, but we could identify a sanctuary church that we could support. Bobbi will work on compiling options that the church may consider. Rev. Dwayne will attend the Mayor's Interfaith Council on Thursday and may learn more. The Board agreed to hold off taking any action on a sign until a more concrete plan on an approach including exploring a sanctuary church to support and also sharing information with the congregation.

#### 5. Discussion/Voting Items: (45 minutes)

- Treasurer's Report – Tim Helm provided the Treasurer's report. After discussing the funds in the Eagle Bank account (which include the proceeds from the rental property), Tim made a motion that each month the church office will transfer from the account any profits from the rental property, after the Eagle mortgage is paid and Crescent Property Management Company fees are paid, then 85 percent of the profits will be transferred to the church's operating funds at Sun Trust, and 15 percent will be transferred into the Buchanan fund. Bobbi seconded the motion. It was noted that we may need to revisit distribution once the third rental unit is completed and rented. There was a friendly amendment offered to have the funds transferred on the 4<sup>th</sup> Sunday of each month. The Motion carried unanimously.
  - Knut made a motion to accept the Treasurer's report and John seconded it. Motion was unanimously accepted. It was noted that the Board needs to further discuss what is a Buchanan fund expense.
- Rev. Dr. Gorsline Theologian/Writer in Residence Renewal – Rev. Dwayne Johnson shared that he would like to continue the appointment of Rev. Dr. Robin Gorsline as MCCDC's Writer and Theologian in Residence for another year. Jim Garner made a motion to affirm Rev. Dwayne Johnson's appointment of Rev. Dr. Robin Gorsline to Writer and Theologian in Residence through February 28, 2018. Knut Panknin seconded the motion. The motion carried unanimously.
- Emergency and Safety Procedures Review -- Rev. Dwayne Johnson discussed the draft emergency and safety procedures for use by the church, which were previously shared with the Board. He noted that we may need additional companion documents in the future. Bobbi

Strang moved to adopt the “Medical Incident Report” and its accompanying Guidance. Jim Garner seconded the motion. The motion was approved unanimously.

- Board Retreat Action Items – The Board continued its discussion of priorities identified at the recent Board retreat. It was decided that some of the items should be addressed during a working session with the Trustees and leaders of other MCCDC ministries. Rev. Dwayne will arrange and schedule a working session/retreat with these individuals.
- March Board Meeting Date – Due to conflicts, the Board will not meet at its usual meeting date for March. Knut Panknin moved to reschedule the March Board meeting to Tuesday, March 28, 2017, at 7:00 p.m. Lilah Blackstone seconded the motion. It was approved unanimously.
- Young Adults Ministry Fundraiser – John Merriwether moved to approve the proposal submitted by the MCCDC Young Adults Ministry to conduct the DC United fundraiser with the proceeds intended to fund the group’s retreat to be held on Labor Day weekend in September 2017, and a portion of the proceeds will be donated to the church. Bobbi Strang seconded and the motion was unanimously approved.

6. Announcements/Events

- Black History Month Concert, Saturday, February 25, 2017
- Special recognition of Kathleen Carey, Sunday, February 26, 2017
- MCC People of African Descent Conference, St. Louis, August 3-5, 2017

7. Executive Session – there was no executive session held at this meeting.

**Adjournment/Closing Prayer**

Bobbi Strang moved to adjourn the meeting and John Merriwether seconded the motion. The motion was approved unanimously. Rev Cathy Alexander led the group in a closing prayer.