

MCCDC Special Board Meeting Notes 11/5/2025

Moderator: Rev. Dwayne Johnson

Board Members: Sheila Chittams, Tim Helm, Rev. Elder Dwayne Johnson, Shirley Pittman, Darryl Walker

Guests: Rev. Cathy Alexander, Donald Burch III Dr. Carla Sherrell, Knut Panknin, Terri Neal

QUICK RECAP

The meeting focused on preparations for the upcoming Congregational Forum, including agenda items and discussions about board nominations and membership processes. Financial matters were extensively discussed, including loan refinance requirements, trust fund draws, and detailed breakdowns of required payments for the remainder of 2025. The board addressed a significant deficit and proposed drawing funds from the trust fund to cover operating expenses through February 2026, while also acknowledging the need to develop a new budget for the upcoming fiscal year.

SUMMARY

I. CONGREGATIONAL FORUM PREPARATION MEETING

The meeting focused on preparations for the upcoming Congregational Forum on Sunday, including a draft agenda and financial reports related to a motion from the Far-Reaching Faith Trust Fund. A key agenda item involved a motion to suspend the bylaws for the board nomination of Sheila Chittams, who had not completed the required membership process, though she was fulfilling membership responsibilities. Rev. Dwayne mentioned that a pastoral report was in progress, covering the Generosity team's work, worship transition plans, and visionary initiatives, which would be shared in advance of the Sunday meeting. The meeting also addressed the need for board elections with three open positions and the potential for Sheila Chittams to run for the board.

II. SHEILA'S BOARD MEMBERSHIP EXCEPTION

The meeting focused on a discussion about Sheila's eligibility for board membership, where it was revealed she had been serving for six months without the required formal membership blessing ceremony. Rev. Dwayne explained that while this was a technical violation of the bylaws, the board agreed to seek a one-time exception through a congregational vote, which Knut offered to propose by acclamation. The board also discussed upcoming meetings, confirming that while this fall meeting would primarily address board elections and include a financial report, other regular reports would be deferred to the spring meeting.

III. LOAN REFINANCE AND TRUST FUND DRAW

The meeting discussed the loan refinance process, with documentation and reports submitted to the bank for appraisal and flood certification. Reverend Cathy confirmed that a \$15,000 transfer to a non-interest-bearing account is required as part of the loan agreement, and the congregation will need to approve this draw from the Far-Reaching Faith Trust Fund. Reverend Dwayne outlined two motions for the meeting:

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the suspension of bylaws and congregational approval for the trust fund draw, which includes the \$15,000 transfer.

IV. 2025 YEAR-END FINANCIAL PLANNING

The board discussed financial needs for the remainder of 2025, with Rev Cathy presenting a detailed breakdown of required payments including back bills, salaries, utilities, and loan refinance fees totaling approximately \$96,018.67 for November and December. They agreed to request \$15,000 from the congregation for the Hingham Bank loan deposit, with additional funds needed to cover unexpected refinance costs of \$8,217 and other outstanding payments. The board also noted a pending motion to repay \$26,000 from the trust fund by December 31, which Rev Cathy questioned if it was approved at a special meeting in August.

V. TRUST FUND DEFICIT BUDGET DISCUSSION

The board discussed a \$100,000 deficit and proposed drawing \$100,000 from the Far Reaching Faith Trust Fund to cover operating expenses through February 2026. Rev. Cathy explained the current cash flow situation and the need for the draw, while Tim raised concerns about the impact on future budgets and the need to address underlying financial issues. The board agreed to work on refining the language for a motion to be presented to the congregation for approval of the draw. They also discussed the need to develop a new budget for the upcoming fiscal year, starting March 2026.

VI. NEXT STEPS

1. Rev Dwayne: Complete written pastoral report including Generosity team work, transitional items, worship transition plans, and visionary initiatives by latest Friday, to be sent out in advance of Sunday meeting
2. Knut: Prepare to make motion via acclamation at congregational meeting for suspension of bylaws regarding Sheila Chittams' board nomination
3. Rev Dwayne: Locate and confirm minutes from special meeting containing motion to repay trust fund by end of year
4. Rev Cathy: Get exact figure from financial manager tomorrow showing total amount borrowed from trust fund this year
5. Rev Dwayne: Draft specific motion language for congregational approval of \$100,000 draw from Far Reaching Faith Trust Fund and send to group tomorrow for board review
6. Board members: Review and provide feedback on motion language when Rev Dwayne sends it out, with specific weigh-in required from all board members
7. Rev Dwayne: Adjust congregational meeting agenda to include finalized motion language once approved
8. Rev Dwayne: Prepare and distribute information on short-term, mid-term, and long-term vision for worship transition and church growth by Friday at latest