



BOARD OF DIRECTORS ZOOM MEETING MINUTES

January 19, 2021, 7PM

The meeting convened at 7:02 p.m. and was conducted virtually over the Zoom platform due to the Coronavirus-19 pandemic.

Moderator: Rev. Dwayne Johnson

Board Members: Lilah Blackstone, Johanna Hardy, Terri Neal, Knut Panknin, Phil Helbling, and Monika Lawrence

Trustees: Scott Frazier, Cecelia Hayden-Smith, and Denise Wright

Guests: Rev. Cathy Alexander, Dr. Carla Sherrell

Opening Prayer by Rev. Dwayne

1. Song and Scripture

- Johanna offered the following song: Te Amo by Israel Houghton ft. T-bone
- Monika offered the following scripture: John 13: 34-35

2. Approval of Agenda

Phil moved to receive the Agenda. Monica seconded the Motion. The Motion was approved unanimously.

3. Consent Calendar

- Clerk's Report
- Sr. Pastor's Report
- Trustees' Report – none

Knut moved to receive the Consent Calendar. Terri seconded the Motion. The motion was approved unanimously.

4. Priority Board Items

- Virtual Church/Virtual Membership Workgroup – Johanna provided an update that Dr. Carla has been sharing results of survey with the virtual membership group, but the group has not met to discuss yet. Rev. Dwayne reported that he received a membership request this month.
- Tom Melzoni/Horizons Stewardship Engagement – Rev. Dwayne updated the Board about the Survey participation and status of the report and informed the group that Tom Melzoni will be at the next Board meeting. The plan is for Tom Melzoni to meet with Rev. Cathy and Rev. Dwayne prior to meeting with the Board.

- End of Year Giving Appeal update –Terri informed the Board that MCCDC had received several year-end gifts. Many were in response to year-end gift letters that were sent out. Sadly, a \$6,000 donation was received but the charge was reversed. Terri will check to see whether MCCDC incurred any fees because the funds were returned.
- Treasurer’s Report – Terri provided an update about the church’s finances, including:
 - Status of funds and accounts –balances for the following MCCDC accounts:
 - SunTrust General Fund - \$56,163.24
 - SunTrust Buchanan Fund - \$793.59
 - Eagle Bank (Emergency Fund) - \$25,000
 - Fidelity (FRFTF) - \$782,137.62 (Note: \$42,513.04 of the \$782,137.62 remains of the amount that the congregation approved for major infrastructure projects)...On 12/22/20, \$10,933.39 was transferred from the FRFTF to the SunTrust account to cover some maintenance and repair work that Harris did at MCCDC in 2020. Additionally the transfer covered two monthly payments to Harris for the new HVAC that Harris installed at MCCDC.
 - Paycheck Protection Program (PPP) loan update –Terri shared that she had submitted requests for forgiveness related to the first PPP loan. However, there have been recent changes to the program guidelines. We are waiting on guidance from the bank to determine next steps. Related to the second PPP loan, we have to determine whether MCCDC must include legacy gifts as gross receipts or income for 2020. There is a nuance where if applying for the second PPP, the applicant can do so based on quarters, but must document that during that quarter, the church had a 25% loss on gross receipts. Terri is looking for clear guidance around this issue.
 - Income and Expenditures update – Rev. Cathy shared that she is working with Bookkeeper to get income information into QuickBooks. As part of the discussion, Rev. Cathy shared preliminary income report document with the Board.
 - 2021 Budget Working Group update – Terri updated the Board that the Board has had two meetings and anticipates that the next meeting in February they should have a draft budget for 2021 for review.
 - Legacy Giving Recognition – Was not discussed by the Board as this meeting, however we are still looking for approaches in the future.

Knut moved to approve the Treasurer’s report. Phil seconded the motion. The motion was approved unanimously.

- Innovation Hub update – Rev. Cathy reported that 5-year program will officially end next week. However, the team has decided to continue so that they have time to spend the remaining grant fund resources for the purpose for

which it was intended. A video has been created to show congregation what the team has been up to.

- Recruitment of Trustees – Knut reported that he reached out to several individuals. One individual has agreed to serve (Tammy Orebaugh). One other is still contemplating joining.

Knut moved to approve Tamara Orebaugh as a trustee. Johanna seconded the motion. The motion passed unanimously.

- Facilities Needs/Progress on Roof replacement estimates – Rev. Dwayne reported that estimates for the roof are still in the works. We have three bids at the moment.
- HVAC Replacement update – Rev. Cathy reported that she met with Harris group today. Intent was to express displeasure in work provided thus far. As a result, the service supervisor determined that there is in fact a problem with system that they need to fix. They have agreed to send technicians out to put the system in alignment. They acknowledge that bills should not be as high as they are. They also suggested training. Dale volunteered to video record training to share with the other MCCDC staff.
- Sanctuary Screens project – There was no update to report.
- Mid-City Development update – Johanna reported that an Order has been issued. She sent an email to Mid-City to discuss but has not received a response. Knut will assist Johanna with future discussion with Mid-City since Jim is no longer on the Board.
- Early Learners Academy Update– Rev. Cathy provided an update related to the request from Ms. Murcheson to expand her daycare into the sanctuary of the church during the week. The Board discussed the issue and ask several questions that were answered by Rev. Cathy.

Phil moved to approve Ms. Murcheson's proposal (pending stipulations and review revisions) and request to expand the Early Learners Academy daycare into the sanctuary pending contract review and stipulations. Terri seconded the Motion. Six Board members voted to approve. Johanna abstained from the vote.
- Staffing Update(s) – Rev. Dwayne updated the Board about the new vacancy of the Operations Director position, after Redford's sudden departure. Rev. Dwayne reported that he is moving quickly to replace Redford. A decision has been made to change the title of the position to Church Administrator at \$47,000 (plus benefits). Rev. Dwayne reported that he and Rev. Cathy have been handling duties until a new hire is made; they are supported by a team of volunteers.
- MCCDC's Web Hosting service – Knut reported that we pay \$450 a month for a technical hosting service and support. We are looking to purchase a more affordable service. The matter was discussed briefly by the Board.

5. Other Discussion/Informational Items

- Shout-Outs
 - Knut for saving 9am service on Sunday Jan. 17th when router failed
 - Knut, Dale, and Jason for fixing lip-sync issue for Sunday service
 - Staff for pitching in with sudden vacancy of Operations Director
 - Treasurer and Assistant Treasurer for work with finances
 - Rev. Cathy for design and implementation of Moving in the Dark series, and for addition support with the preaching on Sunday.

- Recording of Giving/Generosity Messages
 - *Knut Panknin February 14 (Due on the 10th)
 - *Terri Neal February 21 (Due on the 17th)
 - *Lilah Blackstone February 28 (Due on the 24th)
 - *Johanna Hardy March 7 (Due on the 3rd)
 - *Phil Helbling March 14 (Due on the 10th)
 - *Monika Lawrence March 21 (Due on the 17th)

- Scripture and Song for next week: Scripture: Knut and Song: Phil

6. Announcements/Online Events

Terri moved to Adjourn the meeting. Knut seconded the motion. The Motion passed unanimously. Phil closed the meeting in prayer.