



## BOARD OF DIRECTORS MEETING MINUTES

*November 13, 2018, 7PM*

**Moderator:** Rev. Dwayne Johnson

**Board Members:** Lilah Blackstone, Jim Garner, Linda Hornsby, Terri Neal and Bobbi Strang.

**Guests:** Rev. Cathy Alexander and Elody Huttner

**Absent:** Knut Panknin (due to work travel)

**The Meeting start time: 6:54pm**

### Opening Prayer

1. Song and Scripture

- Luke 10:38-42 (NIV)
  - At the Home of Martha and Mary from *The Upper Room* daily devotion October 31, 2018
- Song – Stand by Donnie McClurkin
- Rev. Dwayne opened the meeting with a prayer.

2. Approval of Agenda (Voting Item)

- Lilah asked that an item be added to the agenda to allow her to report out on her efforts to find a resource to provide information on legacy giving.
- **Linda moved and Bobbi seconded a motion to accept the agenda with the added item. The motion was unanimously adopted.**

3. Consent Calendar (Voting Item)

- Clerk's Report -- Jim reported that he had signed eleven letters to Church members that have not been active in attendance or giving over the past year seeking their desires to continue membership.
- Sr. Pastor's Report – Rev. Dwayne provided his written report to the Board prior to the meeting.
- Trustees' Report -- The Board reviewed the written report offered by the Trustees submitted for the annual Congregational Meeting.

**Linda moved and Bobbi seconded a motion to accept the Consent Calendar and the motion was unanimously adopted.**

4. Priority Board Items: (75 minutes)

- Sale of Adjacent M Street Lot - Discussion of following items was provided by Jim and Rev. Dwayne:
  - We are awaiting approval of Subdivision of M Street Lot. Once the D.C. Tax and Revenue Office approves the subdivision, the closing on the sale of the property must occur within 30 days. Lock7, the purchaser, and

MCCDC Board are hoping and expecting the closing to occur in December.

- 472 Ridge St Zoning – Rev. Dwayne shared that he and Knut and Jim attended the hearing before the DC Board of Zoning Adjustments on November 7, 2018. He noted that the work of our attorneys helped facilitate a very professional presentation and a smooth experience. The Board unanimously approved our request for a zoning adjustment and MCCDC can now proceed with developing a third rental unit at 472 Ridge Street.
  - Investment strategies – MCCDC needs to develop our written investment strategy. The Board also needs to follow up with Heron Investments to let them know we have decided to select the firm and wish to pursue a relationship with them on investing the proceeds of the sale of the M Street property.
  - Liaison(s) to the developer – waiting for completion of the sale.
  - Communication with Congregation – church chats have been successful and have supported on-going transparency efforts with the congregation. Additional chats are planned to start in January 2019, after the holidays.
- Preparation for the Congregational Meeting on Nov. 18
    - Rev. Dwayne would like to use the highlight video for presentation
    - To facilitate an orderly and respectful meeting, Rev. Dwayne shared that he is planning to allow three members of the congregation to speak in support and three members to speak in opposition to any contentious issue before the congregation, and then call for a vote on the matter.
    - Rev. Dwayne has asked Sonia Grant to find three or four non-members to assist with vote counting. Also, she will be preparing ballots.
    - Board members will assist with member sign-in at welcome desk. Terri and Linda volunteered to assist with this task. A quorum of 10 percent of the church’s membership is required for conducting the meeting.
    - The meeting will occur after 11am service. At this time the only anticipated voting items are election of new Board members and approval of the 2019 Budget. No proposed by-law changes have been submitted to the clerk.
    - Forum packets will be updated and made available at the Meeting and will also be posted to the MCCDC website.
  - Treasurer’s Report & 2019 Budget Proposal – Terri provided update related to the following:
    - SunTrust and Eagle Bank accounts balances were shared.
    - Rental property income has been deposited to Eagle Bank account
    - The proposed 2019 budget was discussed. We have not received any concerns or recommended changes from congregation related to 2019 budget since the Forum held on November 4, 2018. Linda noted that the proposed budget did not fully factor the impact of the possible use of the \$55,000 from the sale of property proceeds once the sale closes. Rev. Dwayne shared that the Budget is based on the best information available at the time it is created and we do not have these funds yet. He also noted that the Board has the ability to amend a congregationally approved budget by up to 10 percent.
    - Legacy Giving – Lilah reported that she reached out to an estate planner about providing a legacy giving message to interested MCCDC members. The Board agreed to have estate planner Michelle Profit give a presentation around Legacy

Giving and selected a tentative date of December 9<sup>th</sup> for the presentation. Lilah will follow up with making arrangements for the presentation.

- **Trustees' Request for Roof Repairs** – The Board took up the proposal presented by the Trustees in their annual report including in the packet for the Congregational Meeting. The proposal is focused on addressing two leaks around the two drains on the flat roof, performing metal resealing, and recapping around the drains. The quoted costs from the recommended contractor is \$2555.00. The Board's consensus was that this needs to be done as soon as possible before winter weather arrives.
  - **Motion: Jim moved to approve proceeding with the roof repair project presented by the Trustees to be paid by credit card offered by a board member in the amount of \$2555.00, and that the Board agrees to pay \$320 per week toward the credit card debt over eight weeks by Jan. 20, 2019. This is contingent on the contractor being able to accept credit card payment and willingness to perform the work. Linda seconded the motion and the Board unanimously approved the motion. Jim will convey this action to the Trustees.**
- **Motion to receive Treasurers Report-** Lilah moved and Bobbi seconded a motion to receive the Treasurer's Report. The Motion was unanimously approved

**Board Motion for Congregation to approve the proposed 2019 Budget as presented – Bobbi made and Jim seconded the following motion:**

**The Board moves that the Members of the MCCDC Congregation approve and adopt the 2019 Budget prepared by the Board for the operations of the church through 2019.**

**The Board unanimously approved the motion.**

- Proceeds Advisory Team – Jim provided an update on developing a Proceeds Advisory team. The team will be charged with providing recommendations to the Board on how best to use the \$55,000 from the proceeds of the sale of the M Street Property, which was previously approved by the Congregation. The team will review the various funding needs and prioritize and make recommendations to the Board. Jim continues to work on building team. He offered the following as potential team members: Lilah Blackstone, Jim Garner and Linda Hornsby (representing the Board) and also Brian Scott, Trustee Denise Wright, and Tim Helm. Rev. Cathy will provide staff support to this work group.
- Lower Level Update – Rev. Cathy
  - Remediation work has been completed and now actual Repair Work in the Lower Level has begun
  - We received two quotes for the Repair Work. The remediation contractor (Fireworks) provided a quote of \$34,000. Dennis Cruz/C&C Home Improvements, who did the work on the two units at 472 Ridge Street, presented a quote of \$30,000. The decision was to proceed with Mr. Cruz and to install tile instead of carpeting. Mr. Cruz has indicated he can complete the work in 6 to 8 weeks. The payments will be in three installments: Initial payment of \$13,600; a second installment when 30 percent of the work is completed of \$12,000; and the remainder due at completion of the work.

- Insurance funds received were deposited in the Buchanan account and will be used to make repairs.
  - Jim will sign the contract with C&C Home Improvements for this work.
- Strategic Plan Rollout Phase 2 – Rev. Dwayne provided update as we continue with the communication and information phase. The November 3 retreat helped identify priorities.
- Board/Trustee Retreat in preparation of 2019
    - Rev. Dwayne indicated that Board Orientation sessions will be conducted during two 30-minute sessions at the December and January Board meetings. The Board also discussed holding a retreat with the Board of Trustees and agreed to hold the retreat on Saturday, January 26 (9:30am – 2pm), and selected a backup date of February 9. A separate with other involving congregants and the Pastoral Care Ministry members will also be planned.
5. Other Discussion/Informational Items: (7 minutes)
- Shout-Outs
    - Bobbi for her dedicated work on the Board
    - Rev. Cathy for her support of the Wesley Young Adult Innovation Hub efforts
    - Rev. Dwayne, Knut, and Jim for representing the Board at the zoning hearing
    - Rev. Cathy and Knut for their preparation work for the recent congregational forum
    - Lilah for her outreach work in legacy giving
  - Upcoming Holiday events
    - Christmas Eve Service at 7pm. Deidre leading musing
    - Thanksgiving Eve Service -- November 21– 7pm
    - Rev. Jason will be blessed as minster intern on Sunday, Nov. 18th
  - Future Church chats – Rev. Dwayne
    - January 27 (2019) at 10 AM & 12:30 PM
  - Other Matters
    - Bible in 90 days is starting in January.
    - Recommended reading for Board- *Not Your Parents Offering Plate* by C. Clif Christopher
    - Recommend Movie by Jim – *Boy Erased*
6. Announcements/Events
- Transgender Day of Remembrance – November 20, 6:30 PM
  - Thanksgiving Service – November 21, 7PM
  - Walk to End HIV – December 1, 2018
  - Christmas Program – December 1,
  - Decorating church on December 1st

**The next Board Meeting will be December 18, 2018, at 7:00 p.m. at MCCDC.**

**Adjournment/Closing Prayer – Bobbi moved to adjourn the meeting and Terri seconded. The motion was unanimously approved. The meeting ended at 8:35pm, concluding with a group prayer.**