



## BOARD OF DIRECTORS MEETING MINUTES

April 21, 2020, 7PM

VIA CONFERENCE CALL

**In observance of the social distancing orders to mitigate the spread of COVID-19, the MCCDC Board of Directors conducted their April 2020, Board Meeting by Zoom video-conference call.**

**Members participating in the meeting were** Moderator Rev. Dwayne Johnson; Vice Moderator Knut Panknin; and Board members Lilah Blackstone, Jim Garner, Johanna Hardy, Linda Hornsby, and Terri Neal. Also participating was Rev. Cathy Alexander. Scott Frazier joined the meeting to discuss trustee items. The meeting convened at 7:02 p.m.

**Opening Prayer.** Rev. Dwayne delivered the opening prayer.

1. Song and Scripture – Linda shared a scripture. For the song, Knut shared a performance of Ravel’s Bolero by musicians from the French National Orchestra with each perform playing remotely from their individual homes.
2. Approval of Agenda
  - **Linda moved to accept the Agenda as presented and Lilah seconded the motion. It was unanimously accepted.**
3. Consent Calendar
  - Clerk’s Report – Minutes of the March 17, 2020, Board meeting.
  - Sr. Pastor’s Report was distributed electronically to the Board prior to the meeting.
  - Trustees’ Report provided by Scott Frazier. He reported that MCCDC submitted a grant application through the DC Department of Homeland Security to fund security improvements, including new doors, improved parking lot lighting, and to improve the parking lot gate. He shared that he doubts that we will hear anything on this requests for a while. He recently painted over graffiti around the church property and reported that the Trustees’ planned workday has been postponed. Scott did indicate that after the stay at home is lifted, the trustees could use volunteers to help with weeding and gardening around the church.

**Knut moved and Linda seconded that the items on the Consent Calendar be approved. It was unanimously adopted.**

4. Priority Board Items
  - Update on Church Staffing – Rev. Dwayne shared that hiring for the Operations Director position is the priority at this time, followed by the Program Director position.
  - 472 Ridge Project/M Street Lot Project Update
    - Construction on M Street – The Board agreed that staff needs to communicate with project supervisor about the developers ongoing use of the parking lot and storing equipment in our lot. There have been instances of the trash truck not being able to pick up the trash.
    - 472 Ridge third unit rental – The unit has been rented to Tim Helm. We have agreed to waive a pet fee in exchange for Tim being a direct contact for ADT, the

church's security system. We will get a written agreement to memorialize this understanding.

- Our property management company (EFJ) has taken out all of their expenses and MCCDC should receive approximately \$2300 in April. Thus far, deposit has not been received.
- Mid-City Development update – provided by Jim
  - Zoning Commission meeting scheduled for March 30 has apparently been rescheduled to April 27<sup>th</sup> at 4p.m. Zoning Commission has moved to virtual meetings. Jim or Johanna will try to participate. It is Case No. 19-16.
- Parking Survey update – Nothing new to report. However, Johanna discussed what trends she saw related to survey responses. We will continue the conversation when we return to more normal order.
- Rescheduling Generosity Weekend (Tom Melzoni Engagement) - goal is to reschedule engagement for some time in September. Also, Rev. Dwayne announced we will look to move the MCCDC anniversary to September.
- Treasurer's Report –
  - Terri shared the following report:
    - Payroll Protection Program (PPP) application was submitted to Eagle Bank, but funding ran out before MCCDC received funds. Terri has followed up with Eagle Bank and we hope to get the necessary documents to the bank for approval to receive necessary funds during the second round of opportunities. **Linda moved to reaffirm the earlier email vote of the Board to approve submittal of the PPP Loan Agreement and Jim seconded the motion. The motion as was unanimously approved by the Board.**
    - Church Operating (SunTrust) Account has a current balance of \$94,657.49 and reflect a deposit of funds from the legacy giving from the Katie Keith estate.
    - MCCDC Emergency Fund account in Eagle Bank has a current balance of \$7,187.70 (including funds from the estate of Katie Keith in the amount of \$6,000).
    - Buchanan Fund currently has a balance of \$116,145.55, which includes a deposit from the Estate of Mr. Larry Rowe, who was a faithful member of the church who attended the 9am services. The deposit has been temporarily placed in the Buchanan Fund until a decision is made on how to use these funds.
    - The Far-Reaching Faith Trust Fund – A portion of the funds from the estate of Katie Keith (\$7,129.13) was deposited into Far-Reaching Faith Trust Account. The current balance of these funds is \$615,928.29.
    - Legacy Giving - We received funds from the estate of Katie Keith and the estate of Larry Rowe
      - From legacy giving, the church's Insurance was paid for the year (about \$15,000), and \$6,000 was set asides will be made for salaries, mortgage payments and daily operating expenses once the matters are discussed by the Board. One suggested possible use of these funds could be to replace the fire control/electrical panel in the basement. These matters will be discussed by the Board and voted on prior to use of the funds.
      - The Board has a good discussion on how best to honor and recognize legacy givers such as Katie Keith and Larry Rowe, as

well as others who have given significant non-financial gifts. Rev. Dwayne asked the Board members to reflect on this matter for further discussion in future. It was mentioned that we may want to form a team to discuss options in the future. Some ideas mentioned included installing plaques noting legacy givers on a wall in the Welcome Hall, a prayer station similar to Richmond MCC, naming a fund or award, and honoring living legacies at the 50<sup>th</sup> Anniversary in 2021.

- The Mortgage balance is \$972,295.42.
  - Jason Jedlinski passed along a suggestion for the Board to consider about the fees we incur each time someone gives online electronically. He suggested that we ask givers to give a bit more to cover these administrative fees. The Board was interested in pursuing this but noted that the congregation will need to be fully notified prior to implementation making clear that this will be an optional opportunity to cover fee that MCCDC is charged for online giving.
  - **Lilah moved that the Board implement the online option allowing donors the choice of covering the administrative fee of \$2 per online giving transaction after allowing two weeks of messaging to the congregation. Jim seconded the motion. The motion was unanimously adopted.**
  - Rev. Cathy provided details about financial statements.
  - **Johanna moved to accept the treasurer's report as presented and Linda seconded the motion. It was unanimously adopted.**
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- Mortgage Refinance – Knut is following up with Eagle Bank to explore refinance our mortgage, which is currently with SunTrust. He has tried to reach out to SunTrust but has not heard back.
  - Innovation Hub update – Rev. Cathy provided an update. The Innovation Team is creating a Podcast and will ask the congregation for help with naming the Podcast.
    - Also, there will be online game nights together with other church members.
    - Microloans or microgrants will be offered to support the arts. Application form is in development.
  - McCann Award – Rev. Dwayne encouraged Board members to start thinking about who to nominate for this award which will be given at the annual MCCDC anniversary celebration.
  - Early Learners Academy update – Ms. Murchinson did not receive the grant from the city to support her program to include infants. As such, Academy director is still interested in asking church to allow use the sanctuary without the \$30,000 donation to the church that was previously discussed. That amount was going to be used to fix the needed improvements. The only factor now would be increased rent, which would need to be discussed. It would still require HVAC upgrades and electrical upgrade and issues of insurance would need to be addressed. Rev. Dwayne asked that the Board share any questions with him and Rev Cathy that they can discuss with Ms. Merchantson on Thursday. Currently daycare center is closed until stay-at-home restrictions are lifted.
  - Church Chat – suggestion to have virtual church chat online – possibly a Thursday. Knut will coordinate the next church chat in the next 2 to 3 weeks.

## 5. Other Discussion/Informational Items

- The Board will be trying out Slack messaging as a way to unify communications with different MCCDC groups.
- Shout-Outs
  - Terri for help with Paycheck Protection Program loan application and for the additional efforts she provides to the church.
  - Knut, Jason Jedlinski, Dale Madyun-Baskersfield, and Johanna for being part of the live stream/tech team and helping with streaming services.
  - Dale, Donald Burch, and Scott Frazier for their work on the grant application for security needs.
  - The Board for the board approving the live stream as part of innovation initiatives that started several years ago that have allowed services to keep going during this pandemic.
  - Those who contributed to online services by creating messages for virtual services, including Cathy Batson, Erik Cherry, Juan Garcia, Clara Carter, Todd Clark, and Jackie Laughlin.
- Executive Session.
  - **Jim made motion to go into executive session to discuss personnel matters, which was seconded by Lilah. It was unanimously approved.**
  - Board returned to regular session and reported no action was needed to be taken.

## 6. Adjournment

- **Johanna moved to adjourn meeting and Linda seconded the motion, which was unanimously approved.** Rev. Dwayne led the group in a closing prayer. The meeting adjourned at 9:35 p.m.
- Next month: Lilah will share the song and Terri will share the scripture reading.