



BOARD OF DIRECTORS MEETING MINUTES

May 19, 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 May 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 Jim Garner, Johanna Hardy, Linda Hornsby, and Terri Neal. Lilah Blackstone was unable to attend. Also participating was Rev. Cathy Alexander. The meeting convened at 7:05 p.m.

Opening Prayer. Rev. Dwayne delivered the opening prayer.

1. Song and Scripture – Terri Neal shared a scripture, reading I Corinthians 13: 1-7.
2. Approval of Agenda
 - **Linda Hornsby moved to accept the Agenda as presented and Knut Panknin seconded the motion. It was unanimously accepted.**
3. Consent Calendar
 - Clerk's Report – Minutes of the April 21, 2020, Board meeting were previously sent to the members.
 - Sr. Pastor's Report was distributed electronically to the Board prior to the meeting.
 - Trustees' Report. The Trustees will be meeting on May 21, 2020.

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 his goal is to have a resolution regarding the Operations Director position by the next Board meeting on June 16. He also reported that there is a pause on the Program Director and the Technology positions for now until we get a better understanding of the pandemic's impact on the Church's budget.
 - 472 Ridge Project/M Street Lot Project Update
 - Construction on M Street – Rev. Cathy reported on her communications with Lock7 about the developers ongoing use of the parking lot and storing equipment on our lot.
 - The Board discussed the recent interest of Lock 7 in renting one of the three parking spaces that MCCDC has an easement interest in on the M Street property. Before being able to make any type of thoughtful decision on this topic, it was decided that more information is needed (including whether the units will be rental units or condominiums – more interested in dealing with condo owners). The Board asked Rev. Cathy, Knut, and Jim to gather more information from Lock 7.

- 472 Ridge third unit rental – Rev. Cathy has been working with Lock 7 to resolve the cable issue for the unit.
 - On April 30, our property management company (EFJ) has disbursed over \$5000 in rental income.
- Mid-City Development update – provided by Johanna Hardy
 - The D.C. Zoning Commission website reflects that the zoning request has been approved, but no order has been attached. The Board asked Johanna Hardy to reach out to Mid-City for a call/video meeting to get an update on the project and discuss initial next steps.
- Rescheduling Generosity Weekend (Tom Melzoni Engagement) - Rev Dwayne confirmed that the engagement has been rescheduled for September 18-21. We may need to rethink the goal of this process in light of the pandemic. We have paid in full for these services and Tom is available for consultations any time the Board wishes. Knut and Rev. Dwayne will work on developing a draft goal statement.
- Treasurer’s Report –
 - Terri Neal shared the following report:
 - The option for givers to add \$2.00 to electronic giving to cover transaction costs is now ready to be implemented. It is set to default to including the \$2.00.
 - Payroll Protection Program (PPP) – the Church’s application was approved in the amount of \$40,657 on May 4th. The funds have been deposited in the Eagle Bank account. Terri and Linda will be monitoring expenses to ensure these funds are used for the appropriate purposes. The expenses have been focused on payroll – the May 8th and May 22nd payroll will be covered by these funds and health insurance costs and utilities. To qualify for the loan forgiveness feature of the program, we must use 75 percent of the funds on payroll. These funds must be used within two months.
 - Church Operating (SunTrust) Account has a current balance of \$85,530.64 and reflects 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 \$16,082.39.
 - Buchanan Fund currently has a balance of \$115,864.81, which includes a deposit from the Estate of Mr. Larry Rowe. The deposit has been temporarily placed in the Buchanan Fund until it is moved into the Church’s Fidelity money market account.
 - The Far-Reaching Faith Trust Fund – The current balance of these funds is \$645,774.18.
 - Rev. Cathy provided the Profit and Loss report with the Board prior to the meeting. We have experienced a downward trend in plate giving during the remote services.
 - HVAC expense – Rev. Cathy reported that the Board needs to plan for a major expenditure in the near future. One of the three Heating, Ventilation, and Air Conditioning (HVAC) units has come to the end of its life and must be replaced and the other two need to be replaced. The latest estimate from Harris (who have been providing maintenance on these units) to replace all three is \$103,000. It would take six weeks to install. The Board decided to allow the Trustees to discuss and make a recommendation on how to proceed on this issue. The Board expressed a

consensus for having a special meeting if needed to address this after the Trustees make their recommendation.

- Refinancing Mortgage – Knut reported that we are working with Eagle Bank on refinancing the church mortgage. We have asked the bank to obtain an estimate on appraisals for 472 and 474 Ridge Street properties. It will take 4 to 5 weeks to get the appraisal done.
- **Jim moved to accept the Treasurer’s report as presented and Linda seconded the motion. The motion was unanimously approved.**
- 49th Anniversary – The celebration has been moved from May to September.
- McCann Award – Rev. Cathy encouraged Board members to be thinking about nominees for this year’s award. It will be presented at the Anniversary service in September.
- Legacy Giving – There are no new updates on this item about how to recognize and honor legacy givers, but the Board agreed to keep this item on the Board’s agenda.
- Trustees Meeting and Recruitment – The Trustees are meeting on Thursday, May 21st to discuss upgrades to the sanctuary lighting and an idea to add two screens in the sanctuary to support worship services. Johanna noted that we will have access to a lighting consultant in the future.
- Slack Tool – Knut encouraged Board members to stay disciplined on using this new tool and to be intentional in using it when communicating with the Board.
- Innovation Hub update – Rev. Cathy provided an update. The Innovation Team is meeting on a weekly basis. They are moving forward with the microloan/grant for individuals 20 to 30 years of age in the DC/Maryland/Virginia metropolitan area. The Hub is also proceeding with hosting game nights.
- Live Streaming and Operations –
 - Knut shared that Rev. Cathy really needs a new laptop to continue support of livestreaming services. **Knut moved to approve the purchase of a computer and software in an amount up to \$1500. Johana seconded the motion. The motion was unanimously approved.**
 - ASL interpretation services – Jason Jedlinski has located an American Sign Language (ASL) service that supports live streaming through a “picture in picture” option. It would cost about \$95 per hour. The consensus of the Board was to provide this service to our live streaming church service.
 - Camera repair – We have one of our camera’s that is not functioning. It is estimated it will cost about \$320 to repair, which is significantly more affordable than buying a new camera. Knut offered to take the camera to UPS for shipping to have it repaired. Johanna will confirm the cost estimate.
 - Internet connection – It was reported that we are only receiving about 10 to 15 percent of the bandwidth we are supposed to get from Comcast. We are escalating the issue with Comcast.
- Member Directory – A draft email has been prepared announcing that a Members Directory has been developed and sharing it with members. An issue was raised whether to include non-member regular attendees. It was decided to hold off on including for now since the messaging to members when surveying and gathering personal information indicated it would be shared only with members. We would need to obtain permission for wider distribution and the directory is ready to send now.

5. Other Discussion/Informational Items

- Shout-Outs
 - Terri for work in obtaining the Paycheck Protection Program loan and for all her work in processing checks for the church.
 - Knut, Jason Jedlinski, Dale Madyun-Baskersfield, and Johanna for ongoing support of and being part of the live stream/tech team and helping with streaming services.
 - Greg Snyder for performing gardening work around the church.
 - Rev. Cathy, Knut, Ministers Daniel and Diedre and Rev. Carla for providing essential support of our Livestream broadcast at 9AM and 11AM each Sunday -- getting everything set up, wired up, arranged, etc. enabling many to participate in these services.
 - Electronic Praise for the work to enliven the on-line Sunday worship experience.

6. Adjournment

- **Johanna moved to adjourn meeting and Terri seconded the motion, which was unanimously approved.** Rev. Dwayne led the group in a group closing prayer. The meeting adjourned at 9:03 p.m.
- Next month: Johanna will share the song and Jim will share the scripture reading.