

Council Church meeting
Monday, March 26, 2018
Pastor Howard-John Wesley, presiding

Council members present were:

R. Sylvester Owens
Lisa Wilson
Ronald Johnson
Shelvee Osborne
April McWilliams
Patricia Wallace
Sherri Jordan
Lani Shaw
Charles Hawkins
Sidney Evans, Jr.
James Berry
Charles Monterio, Jr. via phone

Staff members present were

Elaine Crider
Rosette Graham
Rev. Sedric Roberts
Meloney Driver
April Hicks
Rev. Judy Fentress-Williams
Shelena Hollinger

Guests

Al Wallace
James Garrett
Dr. Robin Stacia via phone

Devotions were taken from Exodus 20 and was led by Dr. Fentress-Williams.

Prayer was requested for Harriet Smith, Elisa White, Harriet Jackson, James Cunningham, Jr. and brother of Sedric Robert's friend. The prayer was led by Pastor Wesley.

Welcome was given by Pastor Wesley. This meeting is held prior to the retreat because of the formative work that is needed. Due to the absence of a secretary, Pastor Wesley announced that staff member Rosette Graham will act as clerk until the secretary is elected. Pastor also announced that a professional clerk would be hired in order to keep verbatim minutes.

Pastor walked through the binder – agenda; names of church council and committee members, along with their terms, photos and bios; transitional plan put together by Dr. Robin Stacia; a sample financial snapshot; council meeting dates; official church calendar; and approved Constitution and Bylaws. May not meet on April 11. May wait until the retreat;

The Charge was given by Pastor, which was taken from Article III; Section 1 of the Constitution and Bylaws document.

A motion was offered by Lisa Wilson, seconded by Ronald Johnson to elect Shelvee Osborne as secretary. The vote was unanimous. A motion was offered by James Berry, seconded by Sidney Evans, Jr. to accept Pliska Gilliam as Treasurer and Grant Njoku as the Assistant Treasurer to the Council. Dr. Crider will notify both of the unanimous vote.

A motion was offered by Ronald Johnson, seconded by Lisa Wilson to appoint Deacon Charles Monterio, Jr. to the Nominating Committee as the appointee from the Council.

Vice Chair Patricia Wallace was asked to convene the first meeting of the Nominating Committee and have them walk through their nomination of officers and bring back a recommendation to the Council for the terms of the committee members.

Report from Dr. Robin Stacia:

- Document review completed
- Calls to Chairs of Committees have been scheduled and are on schedule
- Retreat planning process is underway. Retreat will deal with formal orientation; board structure; board education and plan; operational issues; opportunities for doing individual work with committees

Retreat – location will be onsite because of budget concerns. Friday will be with Council members only (2:00 p.m. until 7:00 at latest); and Committee members will join in on Saturday at 9:00 a.m. – 2:00 p.m. Confirmation of location, whether it will be 301 or 325 board room, will be sent out immediately after Easter.

Dr. Stacia stated that committee chairs will get notes of their conversation with her, along with Committee Charter template and guidance for when to meet with their members. They will be provided a clear roadmap for committee work. Committee will be asked to come in with a solid draft of committee charter.

Committee chair should submit to Rosette meeting dates so Pastor may share with each committee.

It was stated by Pastor Wesley that committees will not report at every Council meeting, but only report when there are pressing issues.

Governance and Legal Committee – Ronald Johnson

Chair Johnson reported that the first meeting of this committee will be held immediately after the close of this meeting. They will discuss how members will present to the Council, budget formation and signature authority. It was stated that at this time Dr. Crider, the Church Administrator, can only sign check up to \$2,500; monetary amount was not defined on the signing of contracts. Dr. Crider was asked if we expected anything to come up between now and April 11 contractual or needing signing authority. She was asked by Chair Johnson to provide a list of all contracts \$25,000 and over, and the actual contract for all others. He stated that the Governance and Legal Committee would convene immediately as needed.

Dr. Stacia stated that she would provide a sample of the complete process to use before contract has to be signed. The question was asked how to handle renewed contracts and Dr. Crider was given the authority to handle.

Finance and Budget – Charles Hawkins

Name of this committee should be Finance and Budget Committee. Chair Hawkins reported that collection of tithes and offering will be done by Finance teams, will begin after March 5. There will be three trained teams. On Good Friday the team will count Holy Week, Maundy Thursday and Good Friday services. The time to collect the offering was also discussed. On Easter Sunday, we will have two shifts using former trustees and auxiliary teams. Money will be picked up on Tuesday after Easter Sunday. Auxiliary team is 8-9 people; ideal number is 9.

A summary of the 2019 Fiscal Year Budget Process Overview was shared (see attachment). The Stewardship Committee was asked to inform Finance and Budget of giving patterns.

Chair Hawkins requested that two additional people be part of the Oversight Team that would be used in back room to function as the “Trustee of the Day” did.

There was a discussion on having latitude to add to existing numbers for people who serve on various committees. Pastor asked that committee chairs put together a proposal if they wanted more members on committees and the Council will take under consideration. Chairs were asked to send to Governance and Legal Committee. It was recommended by Mr. Evans to recommend a timeline for additional members to serve.

Property and Facilities Committee

Committee’s first meeting:

- Review the property holding
- Understand the management of property
- Income that property provide to the church

Issues outlined from the recent sale of property – action is pending on moving forward with the same of the vacant lot the church approved Trustees to sell. Pending action will not be resolved until February 2019. The property was sold for \$300,000, but it was realized that the church didn’t own the property; the Trustees owned property. Virginia law states that the new owner have to have ownership for one year before the transfer can take place. The question was asked about the \$300,000 and it was stated that the funds would go to Finance and Budget to be used for debt reduction.

The Committee was asked to bring recommendations to the Council on the following:

- Parking policy – approved 2013. Dr. Crider, Chair Berry and Meloney Driver will look at and make changes to that policy.
- Access to building for Council members – passkeys/fobs for Council members

Chair Berry was also asked to provide a list of the church’s properties for Council members the next time Property and Facilities presented to the Council.

Chair Berry is working with Bobby Gentry to do a bus tour of church property. Give date/time to Rosette and she will share with information with Council members.

It was stated that Council members would benefit from knowing about maintenance contracts dealing with the upkeep of the church, and Chair Berry was asked to present maintenance plan for the church property at the May meeting.

A list of all policies of the church was requested by Lani Shaw. Dr. Stacia also requested the policies and each recommended that all committees work with staff to make sure policies are aligned with the work they will be doing.

Dr. Crider stated that the IT department will make sure all documents being requested will be placed online for easy access by all Council members. Also, our Communications Department is already working on website for the Council members only.

It was stated that the church has two LLCs and the question was asked what relationship the LLCs would have with the Council. The Governance and Legal Committee was asked to take lead on this to secure the legal protection to the church and making sure the relationship between the Council and LLCs are correct.

Human Resources

The Committee has not meet, but have begun to think through priorities for 2018 – 2019. Committee needs to know what Pastor's priorities would be for this committee. Chair McWilliams also questioned which items can be decided and discussed at Committee level, and which needs to be brought to the Council. She also expressed a desire to familiarize Council with what staff does.

Chair McWilliams was asked to present the Employee Manual to Council at the June meeting. The immediate action item for this Committee is compensation for Pastor, and she asked how should this be handled at this time.

Stewardship

Chair Owens stated that this Committee is excited about the work before them. They have asked to review the contract for consultant Ms. Aimee Larrimore in preparation to begin working with her again on grateful giving. In addition to looking at the giving patterns of our congregation and online givers, they will work with Dr. Stacia on their mission and objectives. Members have not signed confidential agreement and that must get done. The Committee is reading Spirituality of Fundraising.

Chair Owens asked what is the process by which they can expand committees, as they would like at least one more person on this Committee. He was asked to wait until nominating committee is in place and Vice Chair Wallace was asked to have Nominating Committee expand Stewardship by two more people. In the meantime, if needed, the Council can appoint advisory members to the Committee.

The question was asked if more deacons could serve on the Nominating, Human Resources and Stewardship committees. Governance and Legal was asked to look into this.

Church Administrator

Dr. Crider reported that we were beginning renovation at 301 on the 3rd floor and 2nd floors. The Finance team is moving to the 3rd floor where only Pastor, staff and security will be located. And the deacons will move to 2nd floor to intake of new members. Diagram attached.

Dr. Crider also reported that we needed to look into the possibility of purchasing a warehouse because of the large number of storage units that we now have. Mr. Evans asked why we needed so much storage space and it was explained that material for ministries, such as Drama, Christmas Tree of Lights, special mission projects, such as the ones done for Liberia and Flint, and Brother's Keepers were only a few examples of why so much storage space was needed.

Building Committee Report – Deacon James Garrett

The powerpoint presentation is attached. Deacon Garrett provided a detailed report to the Committee, sharing the problem of water underground that will be very costly to fix if we are to have the underground parking. There were many concerns about this and it was suggested that there be a special Council meeting dealing just with the building expansion. The question was also asked if the Building Committee would work under a Committee of the Council. Pastor stated that this would be discussed at the upcoming retreat.

HBCU

Mr. Bernard Jackson gave an update on the HBCU event. He offered recommendations on how to supplement cost and sponsorship for 2019. A copy of his report is attached. Pastor Wesley thanked Mr. Jackson and the HBCU Committee for their hard work and stated any mistakes, mishaps, etc. would be used as learning tools and we will move on. Pastor also stated that because the church empowered the HBCU Committee to do this job, the Council would not micromanage, nor redo the Committee's work. For the Council, identify your challenges and tell us how we can assist you. There was discussion about the funding from Facebook going through the Foundation. It was stated that a written MOU between the Foundation and the Council should be done. Pastor would like to have a discussion on how sponsorships will be done for future HBCU events. Chair Berry was asked to be prepared at the retreat to address the Foundation's understanding on how this should work in the future.

Pastor Wesley expressed his gratitude to everyone for their willingness to serve; thought we have gotten off to a great start. He stated that not all Committees will report each time as we did tonight and that the Committee would be given advance notice of when they are to report to the Council. All reports to the Council should be submitted to Rosette in advance of the meeting.

Pastor Wesley adjourned the meeting with prayer.

Respectfully submitted

Rosette Graham

Acting Recorder for the Council

Executive Assistant to Pastor Howard-John Wesley