

Agape' MCC Board of Directors Meeting Minutes
March 12, 2018

The **Opening Prayer** was led by Rev. David Wynn.

Establish Quorum – Leigh Wolfer, Cassy Batts, Amy Ashton, Melisa Price, Rev. David Wynn, Lisa Davenport and EJ Hudzina were present at the meeting. Ward Thulin was absent. The quorum was established.

The Meeting was called to Order at 7:02 by Vice Moderator Cassy Batts

Approval of Agenda was motioned by Melisa Price and seconded by rev. Wynn. Motion passed.

Recognition of Guests: Sgt. Stokes, FHPD and Lisa O'Grady

Items approved/resolved by Email:

February 13, 2018 – The BOD approved the February 12, 2017 Meeting Minutes.

February 27, 2018 – The BOD approved the Treasurer's Report.

Discussion:

1) **Church Safety** with Sgt. Stokes, FHPD – The BOD met with Sgt. Stokes and Lisa O'Grady to discuss the BOD role in church safety. This will be an ongoing discussion determined by scenario. What the BOD is willing to do in response to each situation to support the Security Team. The BOD role in with security will need to be carefully reviewed due to due to liability issues. The BOD cannot engage with any "unwelcome visitors".

2) **Spring Fund Raiser** – GraceGraysGoodDeeds

How do we describe the fund raiser to others? Crisis fund for the underserved/overlooked people. **Completed**

We need to identify how the money will be used and what makes our efforts different from other organizations.

Need a children area with games and a paid individual to watch the kids.

Ward and Cassy will work with the restaurant to set up a limited menu for our guests with a flat fee.

Need flyer and letter with a script. **Completed**

Need to come up with a theme for the fund raiser.

Door charge \$5.00. Lisa O'Grady's band will be playing.

Location Fat Daddy's

Time 3-7

Food Special limited menu items

Entertainment RockFlight

Purpose:

Raise money, raise awareness, make new friends

Connect with old friends, engage our community to work towards a single goal

Assignments and items discussed at the last Fund Raiser meeting:

Ward negotiated the menu and will be point for our venue.

Lisa D will monitor our budget and expenses for the event.

EJ and Lisa D will handle tickets, entry cash, and all things sign in.

Melisa will introduce and monitor using Simple Give for the event, including placement options for marketing.

Melisa to help create a good mailing list for the event with the help of Cassy Amy and Kathy Munn.

All hands will help with mailing.

Constant Contact will be used for mailing event invites and reminders

Leigh to create notes from all meetings for posting and distributing via email and on our bulletin board

Congregation will be invited to attend all meetings from this point fwd. **Completed.**

Amy to create FB page and work with Melisa to assure payment tab is in place. **Completed.**
Cassy to purchase Domain and look for simple landing page as well as price out postcards. **Completed.**
Cassy to work with Kathy Munn to advertise on our website. **Completed.**
Leigh is to create an email account for the Fund (gmail account) **Completed.**
Need phone for contact publication. **Completed.**
Need to drum up more items for the raffle. Will add a 50/50 raffle.

Action Items:

Goal of \$20K

2/12 review and approve request letter **completed**

2/13 send all info to Ward for his Marketing co-worker to create flyer/logo/name **N/A**

2/25 deadline to have marketing in full swing and flyers ready to pass out and letter ready for mailing **completed**

Additional discussion:

Set up space in Narthex to set out baskets. This will be used help the community with ideas for baskets
Teresa Davis will donate the baskets to be filled and will prep/cellophane the baskets for auction.

Reports:

- 1) **Security Team Report** –Phil provided U-shaped quick locks for the double door handles. The security team now has 4 radios with ear pieces.
- 2) **Treasurer's Report** March 2018 (February 2018 Financials) – Lisa Davenport
Lisa Davenport motioned to accept the report. Amy Ashton seconded. Motion passed.

QuickBooks. Desktop version requires payment when there is an update to the software which occurs every two years. The payroll module for QuickBooks is renewable every year in February at a cost of \$415. This item has been added to the BOD calendar, so we can plan for this re-occurring expense.

Old Business:

1) **Servant Keeper payment application implementation.**

- Does Simple Give charge a batch fee when money is sent to our bank? **No**
- How often is money is sent from Simple Give? ACH is next day. Credit Card can be a 2-3 day.
- Kathy Munn has added this to our website and FB page.
- Congregation is being informed of the change via the newsletter and announcements during worship.

Status of PushPay cancellation. Giving reports from PushPay needs to be completed by March 28, 2019.

- 2) **Community Garden status.** Previous discussion included that this will be a 5-step process that the USDA will step us through. Amy is working with our County Rep., Michael Brooks. He will be out to test our soil and help us complete the paper work for the grant. Amy is still trying to contact Michael Brooks.
- 3) **Favored Hospitality** - they are on track to submit the state application by 4/1 and in hopes of a 30-60 start date.
- 4) **Church Keys** – Need to review the key holder list and have duplicate keys made. Will review next month.
- 5) **Church Safety Action Items:**
 - a) Review, fill and position first aid kits in clear site by Sunday March 18, 2018. (current locations Kitchen and volunteer office. Need to wall mount first aid kits in accessible locations.
 - b) Identify locations of all fire extinguishers. One in the sanctuary near board office, one in narthex near volunteer office, one in the kitchen and one hanging near the entry door of the fellowship hall.
Extinguishers are due for inspection. David will call and set an appointment.
 - c) We will be forming a First Aid Team with Ward as the lead.

New Business:

- 1) Work Day Saturday March 17
- 2) Calendar review.

Motion to adjourn meeting made by David Wynn. Lisa Davenport seconded. Motion passed. The meeting adjourned at 9:55 PM.

Respectfully submitted,



Leigh Wolfer, Clerk
Agape' MCC Board of Directors

**Agape' Metropolitan Community Church
Treasurer's Report
February 28, 2018**

Attached are the February 2018 Financial Reports

February Attendance	50
January Attendance	53
Variance Up / (Down)	<u>(3)</u>

Income & Expense Variance:	Actual	Feb-18 Budgeted	Variance
Tithes	13,582.82	13,228.35	354.47
Other	1,316.62	2,904.00	(1,587.38)
Total Income	<u>14,899.44</u>	<u>16,132.35</u>	<u>(1,232.91)</u>
 Total Expenses	 <u>15,290.23</u>	 <u>14,852.23</u>	 <u>438.00</u>
 Variance (Over) / Below Budget	 <u>(390.79)</u>	 <u>1,280.12</u>	 <u>(1,670.91)</u>

Accounts Payable	1,266.51
M Wilkerson Scholarship Fund	2,144.91
Benevolence Fund	(385.53)

Respectfully Submitted,

Amy Ashton
Treasurer, Agape MCC Board

Agape' Metropolitan Community Church
Balance Sheet
As of February 28, 2018

	Feb 28, 18
ASSETS	
Current Assets	
Checking/Savings	
Chase - Savings	54.47
Chase - Debit Card	26.55
Chase - Operating	748.90
Total Checking/Savings	829.92
Other Current Assets	
NFS - M Wilkerson Scholarship F	2,446.41
Total Other Current Assets	2,446.41
Total Current Assets	3,276.33
Fixed Assets	
Land	158,000.00
Building	536,270.00
Total Fixed Assets	694,270.00
Other Assets	
Grounds	2,425.00
Electronics	14,305.00
Artwork	12,620.00
Books	5,000.00
Fixtures	18,575.00
Furniture	38,885.00
Kitchen Equipment	2,926.00
Maintenance Equip	5,555.00
Office Equipment/Supplies	8,499.32
Music	26,004.66
Total Other Assets	134,794.98
TOTAL ASSETS	832,341.31
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,266.51
Total Accounts Payable	1,266.51
Other Current Liabilities	
Scholarship Awards	2,144.91
Benevolence Fund	-385.53
Payroll Liabilities	888.14
Total Other Current Liabilities	2,647.52
Total Current Liabilities	3,914.03
Total Liabilities	3,914.03
Equity	
Opening Bal Donations	452,682.43
Donations	376,135.64
Net Income	-390.79
Total Equity	828,427.28
TOTAL LIABILITIES & EQUITY	832,341.31

Agape' Metropolitan Community Church
Profit & Loss Budget vs. Actual
February 2018

	Feb 18	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Gas Royalty	240.87	274.49	-33.62
Other Income	155.32	1,916.46	-1,761.14
Interest Income	0.00	0.03	-0.03
Tithes/Offerings			
Sunday AM Service	6,534.33	6,646.00	-111.67
Total Tithes/Offerings	6,534.33	6,646.00	-111.67
Miscellaneous Income			
Fund Raising	0.00	0.00	0.00
Meet and Eat	396.00	0.00	396.00
Total Miscellaneous Income	396.00	0.00	396.00
Total Income	7,326.52	8,836.98	-1,510.46
Expense			
Bank Service Charges	99.26	99.46	-0.20
Pride	0.00	0.00	0.00
Music Program			
Equipment Repairs - Music	0.00	0.00	0.00
Copyrights	0.00	0.00	0.00
Total Music Program	0.00	0.00	0.00
Worship			
Other Pastor's	0.00	0.00	0.00
Total Worship	0.00	0.00	0.00
Administrative Expenses			
Clergy License	0.00	0.00	0.00
Recognition	0.00	0.00	0.00
Internet/Computers	95.00	25.00	70.00
Telephone	54.61	0.00	54.61
Office Supplies	0.00	276.90	-276.90
Total Administrative Expenses	149.61	301.90	-152.29
Property Management			
Taxes - Mineral Rights	0.00	0.00	0.00
Building Repair	0.00	63.00	-63.00
Security Expense	0.00	0.00	0.00
Dumpster Service	0.00	102.99	-102.99
Utilities			
Gas	211.47	255.26	-43.79
Water	177.17	241.45	-64.28
Electric - Security Light	61.05	58.10	2.95
Electric - Church	269.21	209.09	60.12
Total Utilities	718.90	763.90	-45.00
Insurance-Multi Peril	0.00	0.00	0.00
Total Property Management	718.90	929.89	-210.99
Tithes			
Pension	0.00	0.00	0.00
UFMCC	0.00	221.76	-221.76
Total Tithes	0.00	221.76	-221.76
Payroll Expenses			
Payroll Taxes	290.07	290.07	0.00
Senior Pastor	3,791.66	3,791.67	-0.01
Direct Deposit Fees	0.00	0.00	0.00
Housing	1,300.00	1,300.00	0.00
Health Insurance	244.47	334.35	-89.88

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03/11/18

Accrual Basis

Agape' Metropolitan Community Church
Profit & Loss Budget vs. Actual
February 2018

	<u>Feb 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Payroll Expenses - Other	416.36	1.87	414.49
Total Payroll Expenses	6,042.56	5,717.96	324.60
Total Expense	7,010.33	7,270.97	-260.64
Net Ordinary Income	316.19	1,566.01	-1,249.82
Net Income	<u>316.19</u>	<u>1,566.01</u>	<u>-1,249.82</u>

Agape' Metropolitan Community Church
Profit & Loss Budget vs. Actual
 January through February 2018

	Jan - Feb 18	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Gas Royalty	240.87	630.29	-389.42
Other Income	589.75	2,273.67	-1,683.92
Interest Income	0.00	0.04	-0.04
Tithes/Offerings			
Sunday AM Service	13,582.82	13,228.35	354.47
Total Tithes/Offerings	13,582.82	13,228.35	354.47
Miscellaneous Income			
Fund Raising	0.00	0.00	0.00
Meet and Eat	486.00	0.00	486.00
Total Miscellaneous Income	486.00	0.00	486.00
Total Income	14,899.44	16,132.35	-1,232.91
Expense			
Bank Service Charges	183.81	220.31	-36.50
Pride	0.00	0.00	0.00
Music Program			
Equipment Repairs - Music	0.00	0.00	0.00
Copyrights	0.00	0.00	0.00
Total Music Program	0.00	0.00	0.00
Worship			
Other Pastor's	0.00	0.00	0.00
Total Worship	0.00	0.00	0.00
Administrative Expenses			
Clergy License	0.00	0.00	0.00
Recognition	0.00	0.00	0.00
Internet/Computers	190.00	120.00	70.00
Telephone	109.12	47.12	62.00
Office Supplies	0.00	276.90	-276.90
Total Administrative Expenses	299.12	444.02	-144.90
Property Management			
Taxes - Mineral Rights	0.00	0.00	0.00
Building Repair	0.00	126.00	-126.00
Security Expense	173.85	164.55	9.30
Dumpster Service	0.00	205.98	-205.98
Utilities			
Gas	894.57	571.76	322.81
Water	354.34	428.95	-74.61
Electric - Security Light	172.27	113.49	58.78
Electric - Church	869.05	480.58	388.47
Total Utilities	2,290.23	1,594.78	695.45
Insurance-Multi Peril	570.14	331.01	239.13
Total Property Management	3,034.22	2,422.32	611.90
Tithes			
Pension	0.00	211.50	-211.50
UFMCC	233.05	450.66	-217.61
Total Tithes	233.05	662.16	-429.11
Payroll Expenses			
Payroll Taxes	580.13	580.13	0.00
Senior Pastor	7,583.32	7,583.33	-0.01
Direct Deposit Fees	2.17	0.00	2.17
Housing	2,600.00	2,600.00	0.00
Health Insurance	358.05	334.35	23.70

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03/11/18

Accrual Basis

Agape' Metropolitan Community Church
Profit & Loss Budget vs. Actual
January through February 2018

	<u>Jan - Feb 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Payroll Expenses - Other	416.36	5.61	410.75
Total Payroll Expenses	11,540.03	11,103.42	436.61
Total Expense	15,290.23	14,852.23	438.00
Net Ordinary Income	-390.79	1,280.12	-1,670.91
Net Income	<u>-390.79</u>	<u>1,280.12</u>	<u>-1,670.91</u>