

Agape' MCC Board of Directors Meeting Minutes

March 13, 2017

Present at the meeting were Cassy Batts, Leigh Wolfer, Ward Thulin, and Lisa Davenport. Absent were Rev. David Wynn, Amy Ashton, Melisa Price and EJ Hudzina. **The quorum was not established.** The meeting began at 7:26 noting no action could be taken without a quorum.

Guests present were Kathy Munn and Rachel Carr.

Opening Prayer was led by Cassy Batts.

Approval of Agenda: N/A

Reports:

1) Treasurer's Report February 2017 Financials – Lisa Davenport. Lisa informed the BOD that all bills, with the exception of MCC assessments have been paid and we are currently on budget. The Treasurer's Report will be sent by email to the full BOD for Approval.

2) Security Team Report –The Board affirms the work of the Security Team and is grateful for Lisa's leadership. See Attachment 1.

Items approved/resolved by Email:

1) February 24, 2017 – Board Minutes approved via email.

2) February 28, 2017 – Treasurer's Report approved via email.

Old Business:

1) Property Maintenance

- The dimmer switches in the sanctuary need to be replaced by dimmers rated for LED lighting.
- The holes in the parking lot were repaired February 25th, 2017.
- 1st Half 2017 repair plan for the building needs to be created. Cassy is continuing work on this plan.

2) Securing the Property - Creating a guideline (SOP) that specifies what action is to be taken when intentional damage done to Agape' property. This item is complete. The new SOP will be reviewed by Lisa Davenport and Ward Thulin then sent to the full Board for review. A work day to review the new policy will be set after the initial review is completed.

3) Favored Hospitality progress update – Update on lease agreement. FH is continuing work on insurance requirements and other State mandated requirements.

4) Live Broadcast of Worship Services via Facebook. Copyright research for broadcasting services update. This item was moved to the April meeting.

5) The alarm contact list has been updated and is now as follows:

- 1) Leigh Wolfer
- 2) EJ Hudzina
- 3) Lisa Davenport

New Business:

- 1) **Set a SOP/By-Law work Day** to review new SOP policies, policy revisions and changes to the local By-Laws. A small group will review the policies prior to submitting to the full Board. Once the policies have been reviewed and edited as needed, they will be posted for the full Board to review prior to scheduling the workday.
- 2) **Discuss Data Entry solutions.** Lisa Davenport, Ward Thulin and Leigh Wolfer will train with Kathy Munn on entering financial data in Servant Keeper. Rachel Carr volunteered to coordinate the Attendance Records data entry. We will work with Kathy Munn to schedule training dates as soon as possible. Lisa Davenport will continue working with Kathy Munn to “catch up” the 2016 and 2017 data. The critical Financial Statements have been completed and sent.
- 3) **Discuss new “Vision Committee” idea and outline for 2017.** This item has been pushed to the April Meeting. Cassy is working to divide the vision process into smaller “chunks” ensuring the smoother flow and more manageable tasks.

Calendar Events:

March	Wednesday	1-Mar	Ash Wednesday Service - 7PM
	Sunday	5-Mar	Worship 10:30 AM-Happy Birthday Day
	Wednesday	8-Mar	Meditation 7PM
	Sunday	12-Mar	Worship 10:30 AM-Daylight Savings Begins
	Monday	13-Mar	BOD Meeting 7PM
	Wednesday	15-Mar	Arts and Crafts 7PM
	Sunday	19-Mar	Worship 10:30 AM
	Wednesday	22-Mar	Wisdom 7PM
	Saturday	25-Mar	BOD Meeting 9AM
	Sunday	26-Mar	Worship 10:30 AM-Meet and Eat with Town Hall Meeting
	Wednesday	29-Mar	Drum Circle 7PM
April	Sunday	2-Apr	Worship 10:30 AM-Happy Birthday Day
	Wednesday	5-Apr	Meditation 7PM
	Saturday	8-Apr	Outdoor/Indoor Cleanup 9AM-12PM
	Sunday	9-Apr	Worship 10:30 AM-Palm Sunday (with Choir)
	Monday	10-Apr	BOD Meeting 7PM
	Wednesday	12-Apr	Arts and Crafts 7PM
	Friday	14-Apr	Good Friday Service 7PM
	Saturday	15-Apr	Easter Eggstravaganza 10AM-1PM Volunteers arrive at 9AM/ Egg Hunt will be at 11:00AM
	Sunday	16-Apr	Sunrise Service 7AM/Breakfast 8AM/Easter Service 10:30 (with Hand Chime Choir)
	Wednesday	19-Apr	Game Night 7PM
	Sunday	23-Apr	Worship 10:30 AM
	Wednesday	26-Apr	Wisdom 7PM

The meeting was adjourned at 9:55PM.

Respectfully submitted,



Leigh Wolfer, Clerk
Agape' MCC Board of Directors

3/8/2017 Security Team Meeting Summary – Lisa O' Grady

The Agape Safety/Security Team met at 6pm until approximately 8:30 pm on Wednesday, March 8, 2017.

Due to holidays, health issues and personal things going on it was with regret that we were delayed in getting started this year. However, the team lead was able to meet and discuss some items with various members of the team prior to this meeting.

Members on the team with CHL (Concealed Handgun Licenses) discussed what Sgt. Stokes had advised- that should anyone on the Security Team with a CHL end up using the firearm during an emergency it could possibly put the church in liability. It was decided that CHL carrying members could choose to step off of the team or not carry at church. One member chose to step down from the group and another chose to not carry on church property and remain on the team. We were advised that laws regarding this could soon change so we will keep abreast of those.

Three new members were invited to the team. Two accepted and another is under consideration, bringing the team to 6 members at this time and possibly 7 by the end of the month.

Since the last meeting, 5 policies regarding what was felt to be immediate needs by the group and Sgt. Stokes were written. These policies were regarding:

Monitored Access

Visitors

Protestors On/Off Property

Security Team Policy

Confrontation

After reviewing these with Sgt Stokes, the policy regarding confrontation was absorbed into what will become a procedure regarding the handling of unwelcome behavior on the property.

Leigh Wolfer attended the meeting as a liaison to the board as she was writing policies which involved several activities involving safety/security. Leigh and Lisa are updating the policies and procedures with the amendments decided by the group. Each policy will have a corresponding procedure. Updates will be shared with the safety/security team then provided to the head pastor and board vice moderator for their approval.

The team discussed their concerns regarding locked doors during service and events. While the group feels it is safe to have the doors locked we are also concerned about fire safety. Lisa has contacted the Forest Hill fire marshal and will be meeting on property next week to discuss options which may include some form of panic bars on all doors.

A seating section for visitors was discussed as Sgt. Stokes highly recommends an area for those unaccompanied by an Agape friend or congregant. Further planning will take place with those involved with greeting and ushering regarding this and the policy/process will be provided for pastoral/board VM approval.

Sgt. Stokes and the team discussed the possibility of an intruder or congregant confronting our clergy during a service or event and what to do in that situation. A process will be written for this situation as part of the next team meeting.

Also planned for the next meeting is active role playing with Sgt. Stokes on de-escalating certain situations which may arise at church and how to handle those. Sgt. Stokes has requested that our head pastor be present for that activity. Once a date is set the invitation will be extended to David.

The team will be working on plans for fire, weather and other emergencies and working with the police department for training and role-playing regarding these situations.

The next meeting/training is pending for later in March.

Agape' Metropolitan Community Church
Treasurer's Report
February 28, 2017

Attached are the February 2017 Financial Reports

February Attendance	60
January Attendance	56
Variance Up / (Down)	<u>4</u>

Income & Expense Variance:	Actual	Feb-17 Budgeted	Variance
Tithes	13,228.35	11,021.70	2,206.65
Other	3,854.17	4,842.66	(988.49)
Total Income	<u>17,082.52</u>	<u>15,864.36</u>	<u>1,218.16</u>
Total Expenses	<u>14,640.73</u>	<u>15,932.81</u>	<u>(1,292.08)</u>
Variance (Over) / Below Budget	<u>2,441.79</u>	<u>(68.45)</u>	<u>2,510.24</u>

Accounts Payable	2,530.33
M Wilkerson Scholarship Fund	1,000.00
Benevolence Fund	1,412.85

Respectfully Submitted,

Amy Ashton
Treasurer, Agape MCC Board

Agape' Metropolitan Community Church
Balance Sheet
As of February 28, 2017

	Feb 28, 17
ASSETS	
Current Assets	
Checking/Savings	
Chase - Savings	2,562.98
Chase - Debit Card	112.61
Chase - Operating	1,160.87
	3,836.46
Total Checking/Savings	3,836.46
Other Current Assets	
NFS - M Wilkerson Scholarship F	1,956.15
	1,956.15
Total Other Current Assets	1,956.15
Total Current Assets	5,792.61
Fixed Assets	
Land	158,000.00
Building	536,270.00
	694,270.00
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	8,380.04
Music	26,004.66
	134,675.70
Total Other Assets	134,675.70
TOTAL ASSETS	834,738.31
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	2,530.33
	2,530.33
Total Accounts Payable	2,530.33
Other Current Liabilities	
Scholarship Awards	1,000.00
Benevolence Fund	1,412.85
Payroll Liabilities	962.14
	3,374.99
Total Other Current Liabilities	3,374.99
Total Current Liabilities	5,905.32
Total Liabilities	5,905.32
Equity	
Opening Bal Equity	448,764.47
Retained Earnings	377,626.73
Net Income	2,441.79
	828,832.99
Total Equity	828,832.99
TOTAL LIABILITIES & EQUITY	834,738.31

Agape' Metropolitan Community Church

Profit & Loss Budget vs. Actual

03/05/17

February 2017

Accrual Basis

	Feb 17	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Gas Royalty	274.49	250.00	24.49
Rent	0.00	800.00	-800.00
Other Income	2,866.63	1,250.00	1,616.63
Interest Income	0.03		
Tithes/Offerings			
Seasonal Services	0.00	0.00	0.00
Sunday AM Service	6,646.00	5,510.83	1,135.17
Total Tithes/Offerings	6,646.00	5,510.83	1,135.17
Miscellaneous Income			
Fund Raising	0.00	121.33	-121.33
Total Miscellaneous Income	0.00	121.33	-121.33
Total Income	9,787.15	7,932.16	1,854.99
Expense			
Bank Service Charges	99.46	80.00	19.46
Music Program			
Copyrights	0.00	0.00	0.00
Total Music Program	0.00	0.00	0.00
Administrative Expenses			
Clergy License	0.00	0.00	0.00
Internet/Computers	25.00	70.00	-45.00
Telephone	0.00	86.00	-86.00
Office Supplies	276.90		
Total Administrative Expenses	301.90	156.00	145.90
Property Management			
Taxes - Mineral Rights	0.00	0.00	0.00
Building Repair	63.00		
Security Expense	0.00	125.00	-125.00
Dumpster Service	102.99	110.17	-7.18
Utilities			
Gas	255.26	177.25	78.01
Water	241.45	208.67	32.78
Electric - Security Light	58.10	65.00	-6.90
Electric - Church	209.09	491.67	-282.58
Total Utilities	763.90	942.59	-178.69
Insurance-Multi Peril	0.00	416.67	-416.67
Total Property Management	929.89	1,594.43	-664.54
Tithes			
Pension	0.00	74.25	-74.25
UFMCC	221.76	333.15	-111.39
Total Tithes	221.76	407.40	-185.64

Agape' Metropolitan Community Church

Profit & Loss Budget vs. Actual

February 2017

	Feb 17	Budget	\$ Over Budget
Payroll Expenses			
Payroll Taxes	290.07	307.15	-17.08
Senior Pastor	3,791.67	3,791.67	0.00
Direct Deposit Fees	0.00	6.19	-6.19
Simple IRA Match	0.00	0.00	0.00
Housing	1,300.00	1,300.00	0.00
Health Insurance	334.35	200.00	134.35
Payroll Expenses - Other	1.87		
Total Payroll Expenses	5,717.96	5,605.01	112.95
Total Expense	7,270.97	7,842.84	-571.87
Net Ordinary Income	2,516.18	89.32	2,426.86
Net Income	2,516.18	89.32	2,426.86

Agape' Metropolitan Community Church
Profit & Loss Budget vs. Actual
 January through February 2017

03/05/17

Accrual Basis

	Jan - Feb 17	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Gas Royalty	630.29	500.00	130.29
Rent	0.00	1,600.00	-1,600.00
Other Income	3,223.84	2,500.00	723.84
Interest Income	0.04		
Tithes/Offerings			
Seasonal Services	0.00	0.00	0.00
Sunday AM Service	13,228.35	11,021.70	2,206.65
Total Tithes/Offerings	13,228.35	11,021.70	2,206.65
Miscellaneous Income			
Fund Raising	0.00	242.66	-242.66
Total Miscellaneous Income	0.00	242.66	-242.66
Total Income	17,082.52	15,864.36	1,218.16
Expense			
Bank Service Charges	220.31	160.00	60.31
Music Program			
Copyrights	0.00	0.00	0.00
Total Music Program	0.00	0.00	0.00
Administrative Expenses			
Clergy License	0.00	0.00	0.00
Internet/Computers	120.00	140.00	-20.00
Telephone	47.12	172.00	-124.88
Office Supplies	276.90		
Total Administrative Expenses	444.02	312.00	132.02
Property Management			
Taxes - Mineral Rights	0.00	0.00	0.00
Building Repair	126.00		
Security Expense	164.55	125.00	39.55
Dumpster Service	205.98	220.30	-14.32
Utilities			
Gas	571.76	354.50	217.26
Water	428.95	417.34	11.61
Electric - Security Light	113.49	129.98	-16.49
Electric - Church	480.58	983.30	-502.72
Total Utilities	1,594.78	1,885.12	-290.34
Insurance-Multi Peril	331.01	833.34	-502.33
Total Property Management	2,422.32	3,063.76	-641.44
Tithes			
Pension	0.00	148.50	-148.50
UFMCC	450.66	666.30	-215.64
Total Tithes	450.66	814.80	-364.14

Agape' Metropolitan Community Church
Profit & Loss Budget vs. Actual
 January through February 2017

	Jan - Feb 17	Budget	\$ Over Budget
Payroll Expenses			
Payroll Taxes	580.13	614.28	-34.15
Senior Pastor	7,583.33	7,583.30	0.03
Direct Deposit Fees	0.00	12.38	-12.38
Simple IRA Match	0.00	372.29	-372.29
Housing	2,600.00	2,600.00	0.00
Health Insurance	334.35	400.00	-65.65
Payroll Expenses - Other	5.61		
Total Payroll Expenses	11,103.42	11,582.25	-478.83
Total Expense	14,640.73	15,932.81	-1,292.08
Net Ordinary Income	2,441.79	-68.45	2,510.24
Net Income	2,441.79	-68.45	2,510.24