

**Agape' MCC Board of Directors Meeting Minutes**  
**April 09, 2018**

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

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

**The Meeting was called to Order** at 7:37 by Vice Moderator Cassy Batts

**Approval of Agenda** was motioned by Cassy Batts and seconded by Rev. Wynn. Motion passed.

**Recognition of Guests:** No guests were present at the meeting.

**Items approved/resolved by Email:**

March 20, 2018 – The BOD approved the March 12, 2018 Meeting Minutes.

**Reports:**

1) **Treasurer's Report** April 2018 (March 2018 Financials) – Financials will be emailed to the Board this week for approval.

**Discussion:**

1) **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, Rockflight, will be playing.

**Location Fat Daddy's**

Time 3:00PM – 7:00PM  
Food Special limited menu items  
Entertainment RockFlight  
No limited menu.

**Purpose:**

Raise money, raise awareness, make new friends  
Connect with old friends, engage our community to work towards a single goal

Complete procurement and finalize item packaging.

Begin assigning auction items to live vs. silent.

Create event signage and displays.

Coordinate all day-of event equipment (computers, printers, tablets, etc...).

Finalize event floor plan with venue and decorator.

Create event program, presentations, speeches, etc...

## 2 weeks prior:

- Complete auction item assignment.
- Create live auction item sequence.
- Collect event materials and supplies to take to venue.
- Finalize day-off event volunteer task list and schedule.
- Confirm with volunteers that they are still on board.

## 1 week prior:

- Finalize check-in and accounting processes.
- Create and finalize bid sheets and take to printer if carbon copies are needed.
- Assign guest to tables (if required).
- Assign bidder numbers to guests.
- Create and finalize registered guests' bidder packets (program, bidder number, name tag, table number).
- Enter last minute registrations as they arrive.
- Create "walk-in" guest bidder packets
- Ensure all auction packages are numbers and have corresponding tags/labels.
- Touch base with decorator on schedule/timeline.

## Day Before and Day of Auction:

- Wear comfortable shoes, stay hydrated and don't forget to eat! My last large auction event, I was onsite for 20 hours straight!
- Print event registration lists and reports.
- Print final day-of schedule and distribute to event staff and volunteers.
- Deliver all items and materials to venue (if allowed). Often times, I have worked into contract the ability to set-up the day prior. Make sure the venue will be secured if you're leaving valuable items.
- Decorate venue as planned.
- Display auction packages with corresponding bid sheets, signage, etc...
- Display event signage and other displays
- Hours before event: hold a meeting for volunteers and staff to review event roles and responsibilities. It helps if this can be held immediately follow-up set-up to give a true picture of the floor plan and flow of the room.

### **Additional discussion:**

Teresa Davis will donate the baskets to be filled and will prep/cellophane the baskets for auction.

## **Old Business:**

- 1) **Status of PushPay cancellation.** Giving reports from PushPay needs to be completed by March 28, 2019. Push Pay is cancelled as of March 28<sup>th</sup>.
- 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 have submitted their state application.
- 4) **Church Keys** – Need to review the key holder list. Duplicate keys have been made.
- 5) **Church Safety Action Items:**
  - a) Review, fill and position first aid kits in clear site by Sunday April 29, 2018. (current locations Kitchen and volunteer office. Need to wall mount first aid kits in accessible locations. **New wall mount kits have been donated by Leigh Wolfer.**
  - 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. Status of team? Ward is contacting medical professionals within the congregation.

### **New Business:**

- 1) LGBT SAVES use of Social Hall Friday, May 18, 2018 6PM-10PM. What to charge for use if anything. Will ask SAVES to provide a copy of their insurance, bring their own paper goods, clean facility after use, sign rental agreement and possibly leave a love offering. **Cassy motioned to allow SAVES to use the building at no charge with the above noted stipulations. EJ Hudzina seconded. Motion passed.**
- 2) Calendar review.

**Cassy Batts motioned to adjourn the meeting at 9:30PM. Leigh Wolfer seconded. Motion passed.**

Respectfully submitted,



Leigh Wolfer, Clerk  
Agape' MCC Board of Directors

**Agape' Metropolitan Community Church**  
**Treasurer's Report**  
**March 31, 2018**

Attached are the March 2018 Financial Reports

March Attendance	50
February Attendance	50
Variance Up / (Down)	<u>-</u>

<b>Income &amp; Expense Variance:</b>	<b>Actual</b>	<b>Mar-18 Budgeted</b>	<b>Variance</b>
Tithes	19,078.82	18,776.20	302.62
Other	2,255.57	3,567.10	(1,311.53)
Total Income	<u>21,334.39</u>	<u>22,343.30</u>	<u>(1,008.91)</u>
Total Expenses	<u>17,813.87</u>	<u>23,018.82</u>	<u>(5,204.95)</u>
Variance (Over) / Below Budget	<u>3,520.52</u>	<u>(675.52)</u>	<u>4,196.04</u>

<b>Accounts Payable</b>	<b>856.49</b>
M Wilkerson Scholarship Fund	2,144.91
Benevolence Fund	(385.53)

*Respectfully Submitted,*

**Lisa Davenport**  
*Treasurer, Agape MCC Board*

**Agape' Metropolitan Community Church**  
**Balance Sheet**  
As of March 31, 2018

	<b>Mar 31, 18</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Chase - Savings	54.47
Chase - Debit Card	1.55
Chase - Operating	422.22
<b>Total Checking/Savings</b>	478.24
<b>Other Current Assets</b>	
NFS - M Wilkerson Scholarship F	2,381.40
<b>Total Other Current Assets</b>	2,381.40
<b>Total Current Assets</b>	2,859.64
<b>Fixed Assets</b>	
Land	158,000.00
Building	536,270.00
<b>Total Fixed Assets</b>	694,270.00
<b>Other Assets</b>	
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
<b>Total Other Assets</b>	134,794.98
<b>TOTAL ASSETS</b>	<b>831,924.62</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	856.49
<b>Total Accounts Payable</b>	856.49
<b>Other Current Liabilities</b>	
Scholarship Awards	2,144.91
Benevolence Fund	-385.53
Payroll Liabilities	888.12
<b>Total Other Current Liabilities</b>	2,647.50
<b>Total Current Liabilities</b>	3,503.99
<b>Total Liabilities</b>	3,503.99
<b>Equity</b>	
Opening Bal Donations	448,764.47
Donations	376,135.64
Net Income	3,520.52
<b>Total Equity</b>	828,420.63
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>831,924.62</b>

# Agape' Metropolitan Community Church

## Profit & Loss Budget vs. Actual

04/29/18

March 2018

Accrual Basis

	Mar 18	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Gas Royalty	237.43	400.94	-163.51
Other Income	701.52	262.12	439.40
Interest Income	0.00	0.04	-0.04
<b>Tithes/Offerings</b>			
Sunday AM Service	5,496.00	5,547.85	-51.85
<b>Total Tithes/Offerings</b>	5,496.00	5,547.85	-51.85
<b>Miscellaneous Income</b>			
Fund Raising	0.00	0.00	0.00
Meet and Eat	0.00	0.00	0.00
<b>Total Miscellaneous Income</b>	0.00	0.00	0.00
<b>Total Income</b>	6,434.95	6,210.95	224.00
<b>Expense</b>			
Bank Service Charges	114.55	147.71	-33.16
Pride	0.00	0.00	0.00
<b>Music Program</b>			
Equipment Repairs - Music	0.00	145.00	-145.00
Copyrights	0.00	0.00	0.00
<b>Total Music Program</b>	0.00	145.00	-145.00
<b>Worship</b>			
Other Pastor's	0.00	0.00	0.00
<b>Total Worship</b>	0.00	0.00	0.00
<b>Administrative Expenses</b>			
Clergy License	0.00	0.00	0.00
Recognition	0.00	0.00	0.00
Internet/Computers	95.00	165.00	-70.00
Telephone	54.75	101.32	-46.57
Office Supplies	0.00	0.00	0.00
<b>Total Administrative Expenses</b>	149.75	266.32	-116.57
<b>Property Management</b>			
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	106.06	-106.06
<b>Utilities</b>			
Gas	249.81	140.89	108.92
Water	183.68	170.45	13.23
Electric - Security Light	58.33	55.39	2.94
Electric - Church	284.28	225.72	58.56
<b>Total Utilities</b>	776.10	592.45	183.65
Insurance-Multi Peril	0.00	903.74	-903.74
<b>Total Property Management</b>	776.10	1,665.25	-889.15
<b>Tithes</b>			
Pension	0.00	0.00	0.00
UFMCC	0.00	279.66	-279.66
<b>Total Tithes</b>	0.00	279.66	-279.66
<b>Payroll Expenses</b>			
Payroll Taxes	290.06	290.06	0.00
Senior Pastor	3,791.66	3,791.66	0.00
Direct Deposit Fees	2.17	2.17	0.00
Housing	1,300.00	1,300.00	0.00
Health Insurance	17.31	278.76	-261.45

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

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	<u>Mar 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Payroll Expenses - Other	0.00	0.00	0.00
Total Payroll Expenses	5,401.20	5,662.65	-261.45
Total Expense	6,441.60	8,166.59	-1,724.99
Net Ordinary Income	-6.65	-1,955.64	1,948.99
Net Income	<u><b>-6.65</b></u>	<u><b>-1,955.64</b></u>	<u><b>1,948.99</b></u>

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

04/29/18

Accrual Basis

	Jan - Mar 18	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Gas Royalty	478.30	1,031.23	-552.93
Other Income	1,291.27	2,535.79	-1,244.52
Interest Income	0.00	0.08	-0.08
<b>Tithes/Offerings</b>			
Sunday AM Service	19,078.82	18,776.20	302.62
<b>Total Tithes/Offerings</b>	19,078.82	18,776.20	302.62
<b>Miscellaneous Income</b>			
Fund Raising	0.00	0.00	0.00
Meet and Eat	486.00	0.00	486.00
<b>Total Miscellaneous Income</b>	486.00	0.00	486.00
<b>Total Income</b>	21,334.39	22,343.30	-1,008.91
<b>Expense</b>			
Bank Service Charges	298.36	368.02	-69.66
Pride	0.00	0.00	0.00
<b>Music Program</b>			
Equipment Repairs - Music	0.00	145.00	-145.00
Copyrights	0.00	0.00	0.00
<b>Total Music Program</b>	0.00	145.00	-145.00
<b>Worship</b>			
Other Pastor's	0.00	0.00	0.00
<b>Total Worship</b>	0.00	0.00	0.00
<b>Administrative Expenses</b>			
Clergy License	0.00	0.00	0.00
Recognition	0.00	0.00	0.00
Internet/Computers	285.00	285.00	0.00
Telephone	163.87	148.44	15.43
Office Supplies	0.00	276.90	-276.90
<b>Total Administrative Expenses</b>	448.87	710.34	-261.47
<b>Property Management</b>			
Taxes - Mineral Rights	0.00	0.00	0.00
Building Repair	0.00	189.00	-189.00
Security Expense	173.85	164.55	9.30
Dumpster Service	0.00	312.04	-312.04
<b>Utilities</b>			
Gas	1,144.38	712.65	431.73
Water	538.02	599.40	-61.38
Electric - Security Light	230.60	168.88	61.72
Electric - Church	1,153.33	706.30	447.03
<b>Total Utilities</b>	3,066.33	2,187.23	879.10
Insurance-Multi Peril	570.14	1,234.75	-664.61
<b>Total Property Management</b>	3,810.32	4,087.57	-277.25
<b>Tithes</b>			
Pension	0.00	211.50	-211.50
UFMCC	-3,684.91	730.32	-4,415.23
<b>Total Tithes</b>	-3,684.91	941.82	-4,626.73
<b>Payroll Expenses</b>			
Payroll Taxes	870.19	870.19	0.00
Senior Pastor	11,374.98	11,374.99	-0.01
Direct Deposit Fees	4.34	2.17	2.17
Housing	3,900.00	3,900.00	0.00
Health Insurance	375.36	613.11	-237.75



7:09 PM

04/29/18

Accrual Basis

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

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	<u>Jan - Mar 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Payroll Expenses - Other	416.36	5.61	410.75
Total Payroll Expenses	16,941.23	16,766.07	175.16
Total Expense	17,813.87	23,018.82	-5,204.95
Net Ordinary Income	3,520.52	-675.52	4,196.04
Net Income	<u><b>3,520.52</b></u>	<u><b>-675.52</b></u>	<u><b>4,196.04</b></u>