

Agape' MCC Board of Directors Meeting Minutes
August 14, 2017

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

The Meeting was called to Order at 7:49 by Vice Moderator Cassy Batts

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

Approval of Agenda was motioned by Leigh Wolfer and seconded by Amy Ashton. Motion passed

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

Reports:

- 1) Agape' Sheepdog Team Report (Security Team) [See Attachment 1]
- 2) Treasurer's Report July 2017 Financials – Lisa Davenport [See Attachment 2]
The approval of the Treasurer's Report was motioned by Lisa Davenport and seconded by EJ Hudzina.
Motion passed.

Items approved/resolved by Email:

- 1) July 10, 2017 – Board Minutes approved via email.
- 2) August 12, 2017 – BOD Retreat Minutes approved via email.

Old Business:

- 1) **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 and has been discussed at the BOD Policy Workday. This item is ready for the full Board to review and approve. See Item 6 under old business, this was approved with the SOP updates/additions.
- 2) **Favored Hospitality** progress update – have requested our help with applying for a use permit for the Agape' facility. This is the last thing they need to send their license package to the state for approval. Amy will contact Forest Hill City Hall to ask for guidance with this last item.
- 3) **Push Pay** – current renewal and relaunch status. Push Pay has been unresponsive to Melisa's requests for assistance. Melisa is also looking into using Servant Keeper's donation app which has the same user interface and will also integrate with our existing Servant Keeper database/record keeping.
- 4) **"Vision Committee"** project updates for 2017.
 - Holiday project with Danni DeVera in the Philippines. Make cards during the month of September/October to and begin collecting funds to send for Christmas gifts. Funds can also be designated from the Foundation Fund Raiser. Gifts/Cards need to be mailed during the month of November. **Need to begin advertisement.**
 - Update Artisan crafts. Crafts projects are in progress. Plans need to be finalized to add additional days for completing canvas art, bags, steering wheel covers and card projects. These need to be completed for Pride. We will finalize a plan at this coming Wednesday's art gathering.
 - Update on the name of the fundraiser project. The Grace Gray Crisis Assistance Project or The Grace Gray Crisis Assistance Foundation names were to be submitted to the graphic designer to see which looks better

incorporated with the Agape' Tree Logo. Leigh and Cassy will work on the flyer this week. Letters need to go out as soon as possible to donors. The BOD discussed two venues, T&P Tavern or Fat Daddy's. The Board decided to contact Fat Daddy's since we have a relationship established with them from a previous event. We need to think about what businesses to contact for donations, auction items and research t-shirts.

- 5) **Pride Registration Status** – Agape' is registered and paid for Pride Parade and Picnic.
- 6) **SOP and By-Law review full Board.** SOPs and ByLaws are ready for full Board review and approval. Need to set a date to review and approve. The Board agreed to accept the new SOP and recommended ByLaw changes. The new "SOP Manual" will be emailed to the Board.
Cassy motioned to accept the SOP Revisions and new SOPs. Seconded by Lisa Davenport. Motion passed.

New Business:

- 1) Replacing locks for both the Social Hall and Sanctuary. This topic was generated at the SOP review meeting. Lisa Davenport will contact the Locksmith for pricing to replace and rekey the locks. Fellowship Hall and Sanctuary keyed separately and master for both. EJ Hudzina will be the BOD member responsible for key assignments.
- 2) Status of Servant Keeper transition to the BOD. The transfer has been made and the 2016 and 2017 congregational records are in process of being caught up. Lisa Davenport and Melisa Price are entering the data.
- 3) Status of Tonya Gilbert Reed assuming the duties of Bookkeeper. Tonya has begun the transition process and the transition should be completed by the end of August 2017.
- 4) Memorial Service Saturday, August 19, 2017 @ 12PM for JC Harmon's brother. The Agape' BOD has offered use of the sanctuary and Social Hall for the Celebration of Life which the family has accepted.

5) Calendar Review.

September	Sunday	3-Sep	Worship 10:30 AM-Happy Birthday Day (Labor Day Weekend)
	Wednesday	6-Sep	Arts and Craft 7PM
	Sunday	10-Sep	Worship 10:30 AM-Grandparent's Day
	Monday	11-Sep	BOD Meeting 7PM (<i>Review Membership List</i>)
	Wednesday	13-Sep	Arts and Crafts 7PM
	Saturday	14-Sep	Workday – Outside/Inside (9:00-12:00) Arts and Crafts (12:30-4:00)
	Sunday	17-Sep	Worship 10:30 AM-Grandparent's Day
	Wednesday	20-Sep	Arts and Crafts 7PM
	Sunday	24-Sep	Worship 10:30 AM-Meet and Eat
	Wednesday	27-Sep	Arts and Crafts 7PM
October	Sunday	1-Oct	Worship 10:30 AM-Happy Birthday Day
	Wednesday	4-Oct	Pride Preparation 7PM
	Sunday	8-Oct	Worship 10:30 AM / Pride Week 7th and 8th
	Monday	9-Oct	BOD Meeting 7PM
	Wednesday	11-Oct	Fundraiser Prep 7PM
	Sunday	15-Oct	Worship 10:30 AM (<i>Congregational Reports Due for Packet</i>)
	Wednesday	18-Oct	Fundraiser Prep 7PM
	Sunday	22-Oct	Worship 10:30 AM / Grace Gray Crisis Foundation 3PM-7PM at Fat Daddy's
	Wednesday	25-Oct	Game Night 7PM
Sunday	29-Oct	Communion Breakfast 10:30AM / Fall Festival	

November	Wednesday	1-Nov	Meditation 7PM (All Saints Day)
	Sunday	5-Nov	Worship 10:30 AM-Happy Birthday Day <i>(Daylight Savings Ends)</i> Congregational Forum
	Wednesday	8-Nov	Arts and Crafts 7PM
	Sunday	12-Nov	Worship 10:30 AM - Congregational Meeting
	Monday	13-Nov	BOD Meeting 7PM
	Wednesday	15-Nov	Game Night 7PM
	Sunday	19-Nov	Worship 10:30 AM
	Wednesday	22-Nov	No Wednesday Night Gathering
	Sunday	26-Nov	Worship 10:30 AM (Thanksgiving Weekend)
	Wednesday	29-Nov	Outreach Wednesday 7PM (details TBD)

Motion to adjourn meeting made by Cassy at 9:32 PM. Ward Thulin Seconded. Motion passed.

Respectfully submitted,



Leigh Wolfer, Clerk
 Agape' MCC Board of Directors

SHEEPDOG TEAM MEETING
August 13

Present: Lisa, Trish, Becca, Evelyn, Gail, Gary and Mark

The safety/security team met after some time off to discuss moving ahead with the group and how to proceed.

Sunday Assignment: It was decided by the group that we will create a schedule and one team member will be watching doors and outside areas throughout service beginning this coming Sunday. A 2nd member will be on duty as backup each week. Lisa will be creating the schedule this week and members will discuss and finalize before Sunday.

Training: We discussed an organization called the Church Security Alliance, which offers online training for church security. Training includes drills for fire, tornado and confrontational individuals should they try to cause harm to the congregation. It is felt that something like this where members can access and watch/re-watch at their leisure coupled with Sgt. Stokes training would be beneficial to us.

Membership to CSA is roughly \$100 per year and allows all members of the group to gain access to training tools. Lisa will look into this further and has offered to pay if we choose to move forward.

Sgt. Stokes will be contacted this week about his offer to train the team in addressing/assessing unfamiliar individuals and dealing with confrontational visitors. We will train greeters and ushers at a later date so that we can work together.

Group Name: The CSA call their groups "Sheepdog Groups" as sheepdogs are the watchers of the precious flock. We have decided that rather than using the term "Security Team" we will now refer to our group as Agape's Sheepdog Team.

Visitor Area: The group would like to assign a "welcome" area in the church for the seating of new visitors. This area will be marked and have brochures and other MCC information to make them feel welcome and comfortable. At the same time this allows us to quietly be aware that there are new individuals in the congregation without making them uncomfortable.

If individuals are not comfortable with being asked to sit in the "Welcome Area" they will be placed in back near the middle ushers. This is where most visitors tend to land anyway.

Badges: The team discussed visibility to church members. It was decided that we will order badges to identify that we are a member of security. The badges will allow church members to know who are acting security members on a given Sunday if needed. We feel that it will also be a deterrent to anyone wishing to act in a harmful way to our congregation. Badges will be similar to BOD badges in style but in silver. No one will wear a security badge unless they are trained and authorized to do so by the team lead.

Radios: Sheepdog members on duty will use 2-way radios with earpieces so as not to disturb the congregation. One radio will be in use in each building.

The group would like to ask for the board's partnership with visitors asking for food and/or money by the following procedure:

We are aware that when an individual arrives at the church that a board member or pastor is generally asked to assist that person. We would like to ask that one of the two sheepdog on duty that particular Sunday is also summoned at the same time.

When assisting the individual we would like to ask that all interaction take place at the nathex doors between the church and social hall (doors near the women's restroom). This allows all interaction to be viewed from the stage as well as by

team members who may be working in the social hall. It also allows for the interaction to be on camera. Unknown individuals who are not there for the purpose of attending service should not be brought past that point.

Thank you very much for your support!

Your Sheepdog Team

Team Action Items:

Create schedule 1st/2nd on duty

Review CSA program

Contact Sgt Stokes

Order badges

Create Visitor Area

Radios -ready

Create Sunday check-off list (radios, badges, refresh visitor area, check schedule)

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Agape' Metropolitan Community Church
Treasurer's Report
July 31, 2017

Attached are the July 2017 Financial Reports

July Attendance	
June Attendance	
Variance Up / (Down)	- <hr/> <hr/>

Income & Expense Variance:	Actual	Jul-17 Budgeted	Variance
Tithes	40,581.90	38,825.85	1,756.05
Other	13,835.01	17,019.45	(3,184.44)
Total Income	54,416.91	55,845.30	(1,428.39)
Total Expenses	55,021.32	55,849.59	(828.27)
Variance (Over) / Below Budget	(604.41)	(4.29)	(600.12)

Accounts Payable	3,892.56
M Wilkerson Scholarship Fund	1,000.00
Benevolence Fund	772.85

Respectfully Submitted,

Lisa A. Davenport
Treasurer, Agape MCC Board

Agape' Metropolitan Community Church
Balance Sheet
As of July 31, 2017

	Jul 31, 17
ASSETS	
Current Assets	
Checking/Savings	
Chase - Savings	54.47
Chase - Debit Card	138.29
Chase - Operating	1,104.45
Total Checking/Savings	1,297.21
Other Current Assets	
NFS - M Wilkerson Scholarship F	2,089.27
Total Other Current Assets	2,089.27
Total Current Assets	3,386.48
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	8,462.18
Music	26,004.66
Total Other Assets	134,757.84
TOTAL ASSETS	832,414.32
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	3,892.56
Total Accounts Payable	3,892.56
Other Current Liabilities	
Scholarship Awards	1,000.00
Benevolence Fund	772.85
Payroll Liabilities	962.12
Total Other Current Liabilities	2,734.97
Total Current Liabilities	6,627.53
Total Liabilities	6,627.53
Equity	
Opening Bal Donations	448,764.47
Donations	377,626.73
Net Income	-604.41
Total Equity	825,786.79
TOTAL LIABILITIES & EQUITY	832,414.32

Agape' Metropolitan Community Church
Profit & Loss Budget vs. Actual
July 2017

08/07/17

Accrual Basis

	Jul 17	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Gas Royalty	554.46	250.00	304.46
Rent	0.00	800.00	-800.00
Other Income	2,321.79	1,250.00	1,071.79
Interest Income	0.02	0.02	0.00
Tithes/Offerings			
Seasonal Services	0.00	0.00	0.00
Sunday AM Service	5,869.00	5,510.83	358.17
Total Tithes/Offerings	5,869.00	5,510.83	358.17
Miscellaneous Income			
Fund Raising	0.00	121.33	-121.33
Meet and Eat	56.00	10.00	46.00
Total Miscellaneous Income	56.00	131.33	-75.33
Total Income	8,801.27	7,942.18	859.09
Expense			
Bank Service Charges	1,258.61	80.00	1,178.61
Pride	250.00	250.00	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
Administrative Expenses			
Clergy License	0.00	0.00	0.00
Internet/Computers	165.00	70.00	95.00
Telephone	108.57	86.00	22.57
Office Supplies	243.77	0.00	243.77
Total Administrative Expen...	517.34	156.00	361.34
Property Management			
Taxes - Mineral Rights	0.00	0.00	0.00
Building Repair	63.00	0.00	63.00
Security Expense	173.85	0.00	173.85
Dumpster Service	106.06	110.17	-4.11
Utilities			
Gas	57.15	177.25	-120.10
Water	223.97	208.67	15.30
Electric - Security Light	55.39	65.00	-9.61
Electric - Church	506.94	491.67	15.27
Total Utilities	843.45	942.59	-99.14
Insurance-Multi Peril	570.14	416.67	153.47
Total Property Management	1,756.50	1,469.43	287.07
Tithes			
Pension	0.00	74.25	-74.25
UFMCC	0.00	333.15	-333.15
Total Tithes	0.00	407.40	-407.40

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08/07/17

Accrual Basis

Agape' Metropolitan Community Church
Profit & Loss Budget vs. Actual
July 2017

	<u>Jul 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Payroll Expenses			
Payroll Taxes	290.06	307.15	-17.09
Senior Pastor	3,791.66	3,791.67	-0.01
Direct Deposit Fees	2.17	6.19	-4.02
Simple IRA Match	0.00	372.29	-372.29
Housing	1,300.00	1,300.00	0.00
Health Insurance	167.17	200.00	-32.83
Payroll Expenses - Other	0.00	0.00	0.00
Total Payroll Expenses	<u>5,551.06</u>	<u>5,977.30</u>	<u>-426.24</u>
Total Expense	<u>9,333.51</u>	<u>8,340.13</u>	<u>993.38</u>
Net Ordinary Income	<u>-532.24</u>	<u>-397.95</u>	<u>-134.29</u>
Net Income	<u>-532.24</u>	<u>-397.95</u>	<u>-134.29</u>

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

08/07/17

Accrual Basis

	Jan - Jul 17	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Gas Royalty	2,639.27	1,750.00	889.27
Rent	0.00	5,600.00	-5,600.00
Other Income	11,002.44	8,750.00	2,252.44
Interest Income	0.30	0.14	0.16
Tithes/Offerings			
Seasonal Services	0.00	250.00	-250.00
Sunday AM Service	40,581.90	38,575.85	2,006.05
Total Tithes/Offerings	40,581.90	38,825.85	1,756.05
Miscellaneous Income			
Fund Raising	0.00	849.31	-849.31
Meet and Eat	193.00	70.00	123.00
Total Miscellaneous Income	193.00	919.31	-726.31
Total Income	54,416.91	55,845.30	-1,428.39
Expense			
Bank Service Charges	1,897.66	560.00	1,337.66
Pride	250.00	250.00	0.00
Music Program			
Equipment Repairs - Music	145.00	0.00	145.00
Copyrights	208.00	208.00	0.00
Total Music Program	353.00	208.00	145.00
Administrative Expenses			
Clergy License	0.00	0.00	0.00
Internet/Computers	665.00	490.00	175.00
Telephone	365.59	602.00	-236.41
Office Supplies	520.67	0.00	520.67
Total Administrative Expen...	1,551.26	1,092.00	459.26
Property Management			
Taxes - Mineral Rights	0.00	0.00	0.00
Building Repair	878.00	0.00	878.00
Security Expense	502.95	250.00	252.95
Dumpster Service	736.28	771.15	-34.87
Utilities			
Gas	1,027.33	1,240.75	-213.42
Water	1,394.24	1,460.69	-66.45
Electric - Security Light	393.15	454.98	-61.83
Electric - Church	2,200.18	3,441.65	-1,241.47
Total Utilities	5,014.90	6,598.07	-1,583.17
Insurance-Multi Peril	3,515.31	2,916.69	598.62
Total Property Management	10,647.44	10,535.91	111.53
Tithes			
Pension	423.00	519.75	-96.75
UFMCC	928.65	2,332.05	-1,403.40
Total Tithes	1,351.65	2,851.80	-1,500.15

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08/07/17

Accrual Basis

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

	Jan - Jul 17	Budget	\$ Over Budget
Payroll Expenses			
Payroll Taxes	2,030.43	2,150.03	-119.60
Senior Pastor	26,541.63	26,541.65	-0.02
Direct Deposit Fees	10.85	43.33	-32.48
Simple IRA Match	0.00	1,116.87	-1,116.87
Housing	9,100.00	9,100.00	0.00
Health Insurance	1,281.79	1,400.00	-118.21
Payroll Expenses - Other	5.61	0.00	5.61
Total Payroll Expenses	38,970.31	40,351.88	-1,381.57
Total Expense	55,021.32	55,849.59	-828.27
Net Ordinary Income	-604.41	-4.29	-600.12
Net Income	-604.41	-4.29	-600.12