

**Agape' MCC Board of Directors Meeting Agenda**  
**September 18, 2017**

**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 7:00 by Vice Moderator Cassy Batts

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

**Approval of Agenda** was motioned by EJ Hudzina with additions and seconded by Lisa Davenport. Motion passed.

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

**Reports:**

- 1) **Security Team Report** – Lisa O'Grady Team has name badges that will be worn by the 2 members on duty for each Sunday. The team will create a schedule for the two members that are on duty similar to the current BOD schedule.
- 2) **Treasurer's Report August 2017** Financials – Lisa Davenport
  - Current balance \$1,000 in checking account.
  - AmeriPower due 27<sup>th</sup> – \$663.
  - Massey (\$63) and Church Mutual (\$570) are due.
  - Payroll is due on the 29<sup>th</sup>.
  - Leigh Wolfer will notify Massey of contract cancellation.
  - We need raise \$3000 before end of month.
  - Discussion regarding using the Chase Bank App to deposit checks that come in during the week.

**Motion to approve the Treasurer's Report** was motioned by Cassy Batts and seconded by Amy Ashton. Motion passed.

**Items approved/resolved by Email:**

- 1) August 15, 2017 – BOD Minutes approved via email.

**Old Business:**

- 1) **Favored Hospitality** progress update – Waiting on Forrest Hill to provide an update regarding zoning ordinance. This is holding up FH from submitting their State License Application.
- 2) **Push Pay** – current renewal and relaunch status. \$1188 refund is due from PushPay. Melisa is requesting to schedule an appointment with our representative to discuss how to create a successful relaunch of the app. Melisa is continuing research into Servant Keepers giving app as an alternative to PushPay.
- 3) **"Vision Committee"** project updates for 2017.
  - Holiday project with Danni DeVera in the Philippines. Make cards during the month of September/October to make cards 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. Card creation will begin this Sunday, September 24 as part of the Sunday School program. Amy Ashton will also photograph the kids creating the cards. **Need to begin advertisement.**

- Update Artisan crafts. Crafts projects are in progress. Target to be completed with all art work projects by mid-October prior to the start of Pride. Steering wheel covers and bags are completed.
- Update for the Grace Gray Crisis Assistance Foundation. Scheduled for November 12. In lieu of all the hurricane relief efforts in progress, Julia Merrick still believes we should move forward since our funds are for local assistance.

- 4) Status of rekeying locks for both the Social Hall and Sanctuary. The cost to rekey is \$366.50. Funds have been donated to cover the cost of the rekey. We will hold off the rekey until we are able to obtain a bid for push (crash) bars on the doors. We may need to key differently with crash bars installed.
- 5) Status of Servant Keeper transition to the BOD. All records for 2017 are current, Lisa Davenport is updating the PushPay records. Melisa Price or Lisa Davenport with work with our previous administrator to obtain 2016 records to complete the transition. Lisa and Melisa will provide additional update at the October 2017 Board Meeting. The new attendance pew sheets are ready to use beginning this coming Sunday
- 6) Status of Tonya Gilbert Reed assuming the duties of Bookkeeper. Lisa Davenport will schedule a training session with Tonya. Lisa is staying in touch with Tonya. Tonya and Lisa are converting our current desktop version of QuickBooks to the cloud version of QuickBooks which Tonya donated to the church.

## **New Business:**

- 1) Purchasing advertising for the Pride Booklet. Last year this advertising cost was donated. After discussion, the Board did not feel as though the return on investment was worth purchasing this ad again. Agape' has paid to have an entry in the parade, Cassy is working on what vehicle we will decorate and who will be riding. We need to pick a theme and color pallet for our entry in the parade.
- 2) Membership Review. Membership review was completed. Membership list contains 111 members. 17 members moved to friends list and 17 members removed from the roles. Two new members added. Current membership is 77. There are 5 regular attendees that are wanting to join. David will schedule a membership class for them.
- 3) AC alarm sensor repair. Company, AC Answerman, who originally installed the sensors is no longer in service. We need to find a new AC company to replace the sensor. Cassy and David are looking.
- 4) Trimming trees and tree removal. Amy Ashton will schedule a tree service company to come out to provide a quote.
- 5) Coalition for Aging LGBT. Jane Rogers contacted David regarding the Social Isolation Committee's need for sponsors to host 1<sup>st</sup> or 3<sup>rd</sup> Thursday of each month meals. We need to identify someone to on our end to coordinate this effort with Jane. The coordinator would help with transportation and coordinating with the restaurant, IHOP or something similar.
- 6) Calendar Review.

Reports due October 15, 2017 for Congregational Meeting to be held after worship November 19, 2017.

2016 Congregational Minutes – Leigh Wolfer

Clerk Report – Leigh Wolfer

Treasurer – Lisa Davenport

Auditor Report – Lisa Davenport

2018 Budget – Lisa Davenport

Pastor Report – Rev. David Wynn

Property and Grounds – EJ and Ward

Fund Raising Report – Cassy Batts

Added a movie night Sat October 14 at 6PM. Gather at 5:00 for snacks prior to movie.

**Motion to adjourn meeting made by Lisa Davenport. Ward Thulin Seconded. Motion passed. Meeting Adjourned at 10:47PM.**

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Leigh Ann Wolfer".

Leigh Wolfer, Clerk

Agape' MCC Board of Directors

|                 |                  |                                     |  |                                     |
|-----------------|------------------|-------------------------------------|--|-------------------------------------|
| <b>October</b>  | <b>Sunday</b>    | <b>1-Oct</b>                        | Worship 10:30 AM-Happy Birthday Day  |                                     |
|                 | Wednesday        | 4-Oct                               | Meditation 7PM   |                                     |
|                 | Sunday           | 8-Oct                               | Worship 10:30 AM / Pride Week 7th and 8th  |                                     |
|                 | Monday           | 9-Oct                               | BOD Meeting 7PM  |                                     |
|                 | Wednesday        | 11-Oct                              | Arts and Crafts 7PM  |                                     |
|                 | Saturday         | 14-Oct                              | Halloween Movie Night  |                                     |
|                 | Sunday           | 15-Oct                              | Worship 10:30 AM ( <i>Congregational Reports Due for Packet</i> )                                |                                     |
|                 | Wednesday        | 18-Oct                              | Game Night 7PM   |                                     |
|                 | Sunday           | 22-Oct                              | Worship 10:30 AM   |                                     |
|                 | Wednesday        | 25-Oct                              | Wisdom 7PM – Pet Blessing  |                                     |
|                 | Sunday           | 29-Oct                              | Communion Breakfast (costume) 10:30AM  |                                     |
| <b>November</b> | <b>Wednesday</b> | <b>1-Nov</b>                        | Meditation 7PM (All Saints Day)  |                                     |
|                 | Sunday           | 5-Nov                               | Worship 10:30 AM-Happy Birthday Day ( <i>Daylight Savings Ends</i> ) <b>Congregational Forum</b> |                                     |
|                 | Wednesday        | 8-Nov                               | Grace Gray Fundraiser Work Night-7PM   |                                     |
|                 | Sunday           | 12-Nov                              | Worship 10:30 AM - / Grace Gray Crisis Foundation 3PM-7PM @ Fat Daddy's Mansfield                |                                     |
|                 | Monday           | 13-Nov                              | BOD Meeting 7PM  |                                     |
|                 | Wednesday        | 15-Nov                              | Game Night 7PM   |                                     |
|                 | Sunday           | 19-Nov                              | Worship 10:30 AM - <b>Congregational Meeting after Worship</b>                                   |                                     |
|                 | Wednesday        | 22-Nov                              | <b>No</b> Wednesday Night Gathering  |                                     |
|                 | Sunday           | 26-Nov                              | Worship 10:30 AM (Thanksgiving Weekend)  |                                     |
|                 | Wednesday        | 29-Nov                              | Outreach Wednesday 7PM (details TBD)   |                                     |
|                 | <b>December</b>  | Sunday                              | 3-Dec  | Worship 10:30 AM-Happy Birthday Day |
|                 | Wednesday        | 6-Dec                               | Meditation 7PM   |                                     |
|                 | Sunday           | 10-Dec                              | Worship 10:30 AM-Holiday Potluck   |                                     |
|                 | Monday           | 11-Dec                              | BOD Meeting 7PM  |                                     |
|                 | Wednesday        | 13-Dec                              | Arts and Crafts (for residents at Vincent Victoria Center)                                       |                                     |
|                 | Sunday           | 17-Dec                              | Worship 10:30 AM   |                                     |
|                 | Wednesday        | 20-Dec                              | Game Night 7PM   |                                     |
|                 | Sunday           | 24-Dec                              | Christmas Eve Morning-Communion Breakfast 10:30AM  |                                     |
|                 | Sunday           | 24-Dec                              | Christmas Eve Service - 7PM  |                                     |
|                 | Wednesday        | 27-Dec                              | No Wednesday Night Gathering   |                                     |
| Sunday          | 31-Dec           | Worship 10:30 AM-New Year's Eve Day |  |                                     |

**Agape' Metropolitan Community Church  
Treasurer's Report  
August 31, 2017**

Attached are the August 2017 Financial Reports

|                      |            |
|----------------------|------------|
| August Attendance    | 55         |
| July Attendance      | 58         |
| Variance Up / (Down) | <u>(3)</u> |

| <b>Income &amp; Expense Variance:</b> | <b>Actual</b>     | <b>Aug-17<br/>Budgeted</b> | <b>Variance</b>   |
|---------------------------------------|-------------------|----------------------------|-------------------|
| Tithes                                | 46,060.90         | 44,336.68                  | 1,724.22          |
| Other                                 | 15,652.21         | 19,450.80                  | (3,798.59)        |
| Total Income                          | <u>61,713.11</u>  | <u>63,787.48</u>           | <u>(2,074.37)</u> |
| Total Expenses                        | <u>62,907.82</u>  | <u>63,692.43</u>           | <u>(784.61)</u>   |
| Variance (Over) / Below Budget        | <u>(1,194.71)</u> | <u>95.05</u>               | <u>(1,289.76)</u> |

|                              |                 |
|------------------------------|-----------------|
| <b>Accounts Payable</b>      | <b>4,319.32</b> |
| M Wilkerson Scholarship Fund | 2,144.91        |
| Benevolence Fund             | 54.47           |

*Respectfully Submitted,*

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

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

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|  | Aug 31, 17        |
|--|-------------------|
| <b>ASSETS</b>                          |                   |
| <b>Current Assets</b>                  |                   |
| <b>Checking/Savings</b>                |                   |
| Chase - Savings                        | 54.47             |
| Chase - Debit Card                     | 57.71             |
| Chase - Operating                      | 247.47            |
|  | 359.65            |
| <b>Total Checking/Savings</b>          | 359.65            |
| <b>Other Current Assets</b>            |                   |
| NFS - M Wilkerson Scholarship F        | 2,144.91          |
|  | 2,144.91          |
| <b>Total Other Current Assets</b>      | 2,144.91          |
| <b>Total Current Assets</b>            | 2,504.56          |
| <b>Fixed Assets</b>                    |                   |
| Land                                   | 158,000.00        |
| Building                               | 536,270.00        |
|  | 694,270.00        |
| <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              | 8,462.18          |
| Music                                  | 26,004.66         |
|  | 134,757.84        |
| <b>Total Other Assets</b>              | 134,757.84        |
| <b>TOTAL ASSETS</b>                    | <b>831,532.40</b> |
| <b>LIABILITIES &amp; EQUITY</b>        |                   |
| <b>Liabilities</b>                     |                   |
| <b>Current Liabilities</b>             |                   |
| Accounts Payable                       |                   |
| Accounts Payable                       | 4,319.32          |
|  | 4,319.32          |
| <b>Total Accounts Payable</b>          | 4,319.32          |
| <b>Other Current Liabilities</b>       |                   |
| Scholarship Awards                     | 2,144.91          |
| Benevolence Fund                       | 54.47             |
| Payroll Liabilities                    | 962.12            |
|  | 3,161.50          |
| <b>Total Other Current Liabilities</b> | 3,161.50          |
| <b>Total Current Liabilities</b>       | 7,480.82          |
| <b>Total Liabilities</b>               | 7,480.82          |
| <b>Equity</b>                          |                   |
| Opening Bal Donations                  | 448,764.47        |
| Donations                              | 376,481.82        |
| Net Income                             | -1,194.71         |
|  | 824,051.58        |
| <b>Total Equity</b>                    | 824,051.58        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>  | <b>831,532.40</b> |

## Agape' Metropolitan Community Church

## Profit &amp; Loss Budget vs. Actual

09/10/17

August 2017

Accrual Basis

|                                      | Aug 17   | Budget   | \$ Over Budget |
|--------------------------------------|----------|----------|----------------|
| <b>Ordinary Income/Expense</b>       |          |          |                |
| <b>Income</b>                        |          |          |                |
| Gas Royalty                          | 0.00     | 250.00   | -250.00        |
| Rent                                 | 0.00     | 800.00   | -800.00        |
| Other Income                         | 1,817.20 | 1,250.00 | 567.20         |
| Interest Income                      | 0.00     | 0.02     | -0.02          |
| <b>Tithes/Offerings</b>              |          |          |                |
| Seasonal Services                    | 0.00     | 0.00     | 0.00           |
| Sunday AM Service                    | 5,479.00 | 5,510.83 | -31.83         |
| <b>Total Tithes/Offerings</b>        | 5,479.00 | 5,510.83 | -31.83         |
| <b>Miscellaneous Income</b>          |          |          |                |
| Fund Raising                         | 0.00     | 121.33   | -121.33        |
| Meet and Eat                         | 0.00     | 10.00    | -10.00         |
| <b>Total Miscellaneous Income</b>    | 0.00     | 131.33   | -131.33        |
| <b>Total Income</b>                  | 7,296.20 | 7,942.18 | -645.98        |
| <b>Expense</b>                       |          |          |                |
| Bank Service Charges                 | 69.81    | 80.00    | -10.19         |
| Pride                                | 0.00     | 0.00     | 0.00           |
| <b>Music Program</b>                 |          |          |                |
| Equipment Repairs - Music            | 0.00     | 0.00     | 0.00           |
| Copyrights                           | 0.00     | 0.00     | 0.00           |
| <b>Total Music Program</b>           | 0.00     | 0.00     | 0.00           |
| <b>Administrative Expenses</b>       |          |          |                |
| Clergy License                       | 0.00     | 0.00     | 0.00           |
| Internet/Computers                   | 95.00    | 70.00    | 25.00          |
| Telephone                            | 54.28    | 86.00    | -31.72         |
| Office Supplies                      | 0.00     | 0.00     | 0.00           |
| <b>Total Administrative Expenses</b> | 149.28   | 156.00   | -6.72          |
| <b>Property Management</b>           |          |          |                |
| Taxes - Mineral Rights               | 0.00     | 0.00     | 0.00           |
| Building Repair                      | 63.00    | 0.00     | 63.00          |
| Security Expense                     | 0.00     | 125.00   | -125.00        |
| Dumpster Service                     | 106.06   | 110.17   | -4.11          |
| <b>Utilities</b>                     |          |          |                |
| Gas                                  | 57.69    | 177.25   | -119.56        |
| Water                                | 170.45   | 208.67   | -38.22         |
| Electric - Security Light            | 55.39    | 65.00    | -9.61          |
| Electric - Church                    | 663.24   | 491.67   | 171.57         |
| <b>Total Utilities</b>               | 946.77   | 942.59   | 4.18           |
| <b>Insurance-Multi Peril</b>         | 570.14   | 416.67   | 153.47         |
| <b>Total Property Management</b>     | 1,685.97 | 1,594.43 | 91.54          |
| <b>Tithes</b>                        |          |          |                |
| Pension                              | 0.00     | 74.25    | -74.25         |
| UFMCC                                | 218.66   | 333.15   | -114.49        |
| <b>Total Tithes</b>                  | 218.66   | 407.40   | -188.74        |

## Agape' Metropolitan Community Church

## Profit &amp; Loss Budget vs. Actual

09/10/17

August 2017

Accrual Basis

|                               | Aug 17                | Budget              | \$ Over Budget        |
|-------------------------------|-----------------------|---------------------|-----------------------|
| <b>Payroll Expenses</b>       |                       |                     |                       |
| Payroll Taxes                 | 290.06                | 307.15              | -17.09                |
| Senior Pastor                 | 3,791.66              | 3,791.67            | -0.01                 |
| Direct Deposit Fees           | 2.39                  | 6.19                | -3.80                 |
| Simple IRA Match              | 0.00                  | 0.00                | 0.00                  |
| 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                  |
| <b>Total Payroll Expenses</b> | <u>5,551.28</u>       | <u>5,605.01</u>     | <u>-53.73</u>         |
| <b>Total Expense</b>          | <u>7,675.00</u>       | <u>7,842.84</u>     | <u>-167.84</u>        |
| <b>Net Ordinary Income</b>    | <u>-378.80</u>        | <u>99.34</u>        | <u>-478.14</u>        |
| <b>Net Income</b>             | <u><b>-378.80</b></u> | <u><b>99.34</b></u> | <u><b>-478.14</b></u> |



## Agape' Metropolitan Community Church

## Profit &amp; Loss Budget vs. Actual

January through August 2017

09/10/17

Accrual Basis

|                                      | Jan - Aug 17 | Budget    | \$ Over Budget |
|--------------------------------------|--------------|-----------|----------------|
| <b>Ordinary Income/Expense</b>       |              |           |                |
| <b>Income</b>                        |              |           |                |
| Gas Royalty                          | 2,639.27     | 2,000.00  | 639.27         |
| Rent                                 | 0.00         | 6,400.00  | -6,400.00      |
| Other Income                         | 12,819.64    | 10,000.00 | 2,819.64       |
| Interest Income                      | 0.30         | 0.16      | 0.14           |
| <b>Tithes/Offerings</b>              |              |           |                |
| Seasonal Services                    | 0.00         | 250.00    | -250.00        |
| Sunday AM Service                    | 46,060.90    | 44,086.68 | 1,974.22       |
| <b>Total Tithes/Offerings</b>        | 46,060.90    | 44,336.68 | 1,724.22       |
| <b>Miscellaneous Income</b>          |              |           |                |
| Fund Raising                         | 0.00         | 970.64    | -970.64        |
| Meet and Eat                         | 193.00       | 80.00     | 113.00         |
| <b>Total Miscellaneous Income</b>    | 193.00       | 1,050.64  | -857.64        |
| <b>Total Income</b>                  | 61,713.11    | 63,787.48 | -2,074.37      |
| <b>Expense</b>                       |              |           |                |
| Bank Service Charges                 | 1,967.47     | 640.00    | 1,327.47       |
| Pride                                | 250.00       | 250.00    | 0.00           |
| <b>Music Program</b>                 |              |           |                |
| Equipment Repairs - Music            | 145.00       | 0.00      | 145.00         |
| Copyrights                           | 208.00       | 208.00    | 0.00           |
| <b>Total Music Program</b>           | 353.00       | 208.00    | 145.00         |
| <b>Administrative Expenses</b>       |              |           |                |
| Clergy License                       | 0.00         | 0.00      | 0.00           |
| Internet/Computers                   | 760.00       | 560.00    | 200.00         |
| Telephone                            | 419.87       | 688.00    | -268.13        |
| Office Supplies                      | 520.67       | 0.00      | 520.67         |
| <b>Total Administrative Expenses</b> | 1,700.54     | 1,248.00  | 452.54         |
| <b>Property Management</b>           |              |           |                |
| Taxes - Mineral Rights               | 0.00         | 0.00      | 0.00           |
| Building Repair                      | 941.00       | 0.00      | 941.00         |
| Security Expense                     | 502.95       | 375.00    | 127.95         |
| Dumpster Service                     | 842.34       | 881.32    | -38.98         |
| <b>Utilities</b>                     |              |           |                |
| Gas                                  | 1,085.02     | 1,418.00  | -332.98        |
| Water                                | 1,564.69     | 1,669.36  | -104.67        |
| Electric - Security Light            | 448.54       | 519.98    | -71.44         |
| Electric - Church                    | 2,863.42     | 3,933.32  | -1,069.90      |
| <b>Total Utilities</b>               | 5,961.67     | 7,540.66  | -1,578.99      |
| <b>Insurance-Multi Peril</b>         | 4,085.45     | 3,333.36  | 752.09         |
| <b>Total Property Management</b>     | 12,333.41    | 12,130.34 | 203.07         |
| <b>Tithes</b>                        |              |           |                |
| Pension                              | 634.50       | 594.00    | 40.50          |
| UFMCC                                | 1,147.31     | 2,665.20  | -1,517.89      |
| <b>Total Tithes</b>                  | 1,781.81     | 3,259.20  | -1,477.39      |

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

09/10/17

Accrual Basis

|                               | Jan - Aug 17     | Budget           | \$ Over Budget   |
|-------------------------------|------------------|------------------|------------------|
| <b>Payroll Expenses</b>       |                  |                  |                  |
| Payroll Taxes                 | 2,320.49         | 2,457.18         | -136.69          |
| Senior Pastor                 | 30,333.29        | 30,333.32        | -0.03            |
| Direct Deposit Fees           | 13.24            | 49.52            | -36.28           |
| Simple IRA Match              | 0.00             | 1,116.87         | -1,116.87        |
| Housing                       | 10,400.00        | 10,400.00        | 0.00             |
| Health Insurance              | 1,448.96         | 1,600.00         | -151.04          |
| Payroll Expenses - Other      | 5.61             | 0.00             | 5.61             |
| <b>Total Payroll Expenses</b> | <b>44,521.59</b> | <b>45,956.89</b> | <b>-1,435.30</b> |
| <b>Total Expense</b>          | <b>62,907.82</b> | <b>63,692.43</b> | <b>-784.61</b>   |
| <b>Net Ordinary Income</b>    | <b>-1,194.71</b> | <b>95.05</b>     | <b>-1,289.76</b> |
| <b>Net Income</b>             | <b>-1,194.71</b> | <b>95.05</b>     | <b>-1,289.76</b> |