

**Agape' MCC Board of Directors Agenda
September 10, 2018**

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

The Meeting was called to Order at 7:30 by Vice Moderator Cassy Batts.

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

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

Recognition of Guests: Helen Hamilton and Kiki Walker from Favored Hospitality.

Items approved/resolved by Email:

September 10, 2018 – The BOD approved the August 13, 2018 Meeting Minutes.

Reports:

- 1) **Security Team Report** – Lisa O’Grady is continuing to build the team and work with scheduling issues.
- 2) * **August Treasurer’s Report** – Motion to approve the Treasurer’s Report was made by Melisa Price. Seconded by EJ Hudzina. Motion passed.
- 3) * **September Cash Flow Report** – We are current on all bills and have a positive balance. Motion to approve the Cash Flow Report was made by Melisa Price. Seconded by EJ Hudzina. Motion passed.

* Beginning June 2018, the current financial status and the previous month’s financial statements will be separated. The current month will be discussed as Cash Flow and the previous month financials will be listed as Treasurer’s Report.

Discussion:

- 1) Recap discussion of the GGD Funraiser and additional discussion regarding **how to manage, track and use the funds raised**. Next year we need to track individual donations to have a better idea of actual expenses. The date for 2019 will be April 7 to pair with Good Deeds Day. Explore different locations to hold the Funraiser. We will discuss how to manage, track and use the funds raised next month. Need to schedule separate meeting after the next Funraiser.

Old Business:

- 1) **Favored Hospitality** – Action items from the State inspection, Monday August 20, 2018. (attachment 1) Went over the inspection report with FH. FH will meet and get back with the Board in the next 30 days to discuss a plan of action. Until then, the BOD will start working on the items that effect our code compliance (vents in bathroom, smoke detectors) [See attachment 1]
- 2) **Church Safety Action Items** – Status of forming a First Aid Team with Ward as the lead. Pushed to the October meeting.
- 3) **FunRaiser** – Lisa O’Grady (dedication bricks) update. We need the fun raiser information from Lisa to publish in the Newsletter, post on Face Book and for David to announce.

- 4) **GGGD Restaurant FunRaiser** at Fish City Grill, Mansfield Tuesday July 17, 2018. Have we received notification of the final total of funds raised? The check has not been received as of today. Cassy will follow up with the restaurant Manager.
- 5) Proposal for the new Agape' Website from Smat WebDesigns. (Attachment 2) Cassy will contact Laurie Smat to set up initial design meeting and provide original artwork for the logo.
- 6) Special MCC General Conference tithing survey results. The survey results supported the 10% tithe with deductions option.

New Business:

- 1) Sanctuary AC Repair. The sanctuary furnace will need to be replaced. The unit burned and is not repairable. The quote to replace the unit is \$5,400. [See attachment 3]. David will send pics of the "burned" unit tomorrow. Board will approve the expense via email after the congregation has been notified and have an opportunity to donate toward the replacement cost.
- 2) Water leak in front yard of property. Water currently turned off to buildings. Sprinkler repair company is scheduled to come out Wednesday September 12 and will check the leak to see if it is the sprinkler system or if we need to call a plumber. The BOD will approve the expenditure via email after we have an estimated cost for repair.
- 3) Outside work day - Rebecca McDonell donated having the landscape maintained on an ongoing basis at the church. We will keep the lawn mowed and the landscape will be maintained through Rebecca's generous donation. There is an outside work day scheduled for Saturday, October 20, 2018 9:00AM-1:00PM.
- 4) Jimmy Marshall – Fellowship Hall Floors. Jimmy offered to strip, seal and wax the floors in the social hall. The BOD would like to target late mid-October for the floors. Leigh will coordinate with Jimmy and David. We also need to find a new home for the older folding tables and move them out of the social hall as Jimmy continues to reorganize the storage space.
- 5) Pastoral Sabbatical August 2019 – David will be on sabbatical the month of August. The worship team will work with David to ensure August is covered so he can recharge and renew.
- 6) John Luft has requested meeting space (office space) in the church during the week to meet with clients. The BOD will clean out the Music Room so he can set up office space. Jimmy Marshall has offered his assistance in reorganizing the room and cleaning it out.
- 7) Cleaning out Music/Worship Room (Jimmy offered to recycle choir music). We also need to find a home for the Troy Perry books we have been storing. David will contact MCC to see what they want us to do with the books.

8) Calendar Review.

Cassy Batts motioned to adjourn the meeting at 10:05PM. Leigh Wolfer seconded. Motion passed.

Respectfully submitted,

A handwritten signature in cursive script, reading "Leigh Ann Wolfer".

Leigh Wolfer, Clerk

Agape' MCC Board of Directors

Favored Hospitality State Inspection Results

The three key areas to determine occupancy were defined as

1) **Toilet Facilities** - 5 persons allowed per available "facility". We have 5 stall spaces in the social hall (includes urinal) which equals 25 clients. FH will check with the inspector to see if there is a possibility that the restrooms in the Narthex can be considered in this formula which would allow for another 15 clients if additional license capacity is needed.

2) **Square footage of "useable" space** which is the open floor space of the social hall not counting classrooms, kitchen or storage closet.

3) **Outdoor space.** There must be a 20'X20' (400 sq. ft.) fenced outdoor space (36" high permanent fencing) connected by a walkway. This space must be 20% shaded by a permanent structure (umbrellas or strung tarps are not allowed).

Unofficially, they could receive a license capacity that is approximately half of the city occupancy capacity as things stand right now.

The items the inspector identified as needing attention will need to be completed prior to scheduling a second inspection. FH has 268 days to address the issues however they would like to address ASAP so they can keep moving forward.

Other items that are required for licensing are as follows:

1) FH will need a shower for the residence. (the inspector suggested we modify the mop sink in the storage closet for this. Does not have to be anything fancy, just functional.

2) Bathroom exhaust fans vented to the outside need to be installed in both bathrooms.

3) The heating system needs to be inspected.

4) An additional smoke detector installed in the "exam room". The current smoke detector located above the alarm panel failed the smoke test twice, this could be a sensitivity issue since the connection to the alarm box appears good.

5) The Fire Alarm inspection will need to be performed bi-annually.

6) The gas line will need to be tested and documented with duration, pressure with date completed.

7) FH will need to create a "rest" space for residents who need to nap. The inspector said two recliners that recline fully would meet this requirement however the space needs to be separated for gender by some type of divider. This space is in addition to the "medical space" they currently have. Although the inspector did offer suggestions on how to configure the medical space to meet both requirements.

8) FH has to establish a pest control program. This does not have to be with a contracted exterminator. FH will need to create a "tracked program" that documents when inspections were done by the program director, what chemicals were used to treat any pests, etc.

9) FH will need to provide a disaster plan that includes information regarding closing the facility during inclement weather (i.e. transport for clients, how notifications will be handled etc.)

10) There 2 light fixtures completely out in the social hall that need to be repaired.

11) FH will need to create a smoking policy and in the "designated smoking area" will need to provide an ashtray with a self closing lid. FH is checking to see if the fenced outdoor area can also serve as the smoking area.

12) The inspector recommended they be a serving facility which means they bring in lunch to serve to the residents. FH has the option to become a preparation facility, there is little difference in the requirements. Both options require FH to use plastic ware. The original plan was to have the clients bring sack lunches however, according to the inspector, that is not an allowable option under state law.

Additional Information from David:

The inspector also indicated that our evacuation plans need to be moved to the middle of our space for practical reasons...if someone is viewing the plan at the door they should just go out that door. :-). It's really a "no brainer" for getting out of the social hall...but requirements have to be met.

FH will also have to create a fire prevention inspection plan...there needs to be a procedure and a form of some kind that the FH Director would create and initial to show procedure is being followed. The inspector indicated that it would be fairly easy to find a template online. He gave a lot of good tips to FH for meeting requirements and also shared some "what not to do's." The inspector offered his experience around successful Adult Day Care programs, for example, they tend to be culturally driven (sensitive to race, gender, ability, age of clients) and programming mirrors the demographic and their unique needs. Clients have a pretty strong social network so it's important to have a solid reputation within that network.

Mr. Smith started out pretty directive and "dry" but kind of lightened up towards the end. Had a much more positive energy when we went over what needed to be done to get licensed.

This of course, because it's us, is not quite like the usual "Landlord/Tenet" relationship...but we do need to mind our boundaries and help each other keep in mind that our primary role is providing space for their business.



**Project Proposal Prepared for:
AGAPE MCC**

Project Estimate:

Site Setup **\$250**

Create a Custom Site using a content management system that will allow you to be in total control of your website to add content that needs to change often. This phase includes the creation of all style sheets and custom programming portions of the design.

Site Homepage Planning and Setup **\$250**

The homepage is the most important page of the site and will be carefully planned by Smatwebdesign and Agape before site building begins. Ideally, the homepage would offer an easy lead in to all content on the site sub pages.

Site Sub-Page Building **\$500**

Proposed Sitemap:

Home

About (Board, Staff, History)

Programs & Outreach

Calendar

Become a Member

Resources(Sermons, Devotionals, Links, Newsletters, Labyrinth)*

Photo Gallery

Contact

**all content on resources pages from current site will be moved to the new site by the client. Smatwebdesign can move the content for an additional fee.*

Responsive Site Coding **included**

Make any necessary adjustments to the responsive views of the site on a tablet and on a smartphone. Test the site on all supported browsers

and all device sizes. Expect custom programming requirements for the view on a phone to work as needed.

On Page SEO

included

Research and use the best keyword phrases in both page title and description on all pages. Code alt data for all images and graphics. Create an XML Sitemap and submit it to all search engines. Configure a Google Analytics Account and grant access to the client.

Walk through, final revisions and site training

included

**TOTAL One time investment to build your custom website
\$1000**

Ongoing cost for your website:

Hosting (\$16/month) Hosting Only

Optional PLUS Site Maintenance \$20/month Includes one hour a quarter of our time with additional time billable at \$85/hour. Without Site Maintenance agreement our time is billable at \$125/hour.

Estimates are based on hours required to complete each task, registration fees, and purchase of stock photography if needed. No additional charges will be applied without your approval.

Timeline:

- | | |
|------------------------------|------------------|
| 1. Planning | 1 week |
| 2. Site Design & Install | 1 week |
| 3. Page Building | 1 - 2 weeks |
| 4. Responsive and SEO coding | 1 week |
| 5. Training | allow for 1 hour |

Overall Project time to complete: 4-5 weeks from date of contract signing.

Thank you. Please feel free to call or email either of us if you have any questions.

Laurie Smat

lsmat@smatwebdesign.com

Scott Carr

scott@smatwebdesign.com

Smat Consulting, INC
817-732-5755

Burke Mechanical
PO Box 6360
Fort Worth, TX 76115 US
(817)994-3661
brad@burkemech.com
http://burkemech.com



ESTIMATE

ADDRESS

Agape Mmc
4615 E California Pkwy
Forrest Hill, Texas 76119

ESTIMATE # 2024
DATE 09/10/2018

| ACTIVITY | QTY | RATE | AMOUNT |
|--|-----|----------|----------|
| American Standard 14 seer 5 ton Furnace and Evaporator Coil | 1 | 5,400.00 | 5,400.00 |
| Remove old system in attic space | | | |
| Remove metal ductwork as needed | | | |
| Install new 5 Ton Gas furnace | | | |
| Install new all aluminum 5 Ton Evaporator Coil | | | |
| Install new return and supply air plenums | | | |
| Install condensate safety switch in drain line | | | |
| Install new auxiliary drain pan | | | |
| Pressure test system | | | |
| Evacuate system | | | |
| Charge system to factory specs | | | |
| Systems Warranty | | | |
| All systems will have : | | | |
| 10 year manufacture warranty | | | |
| 1 year labor | | | |
| Online registration must be completed to validate | | | |
| www.americanstandardair.com | | | |
| Regulated by | | | |
| THE TEXAS DEPARTMENT OF LICENSING AND | | | |
| REGULATION, PO Box 12157, Austin, TX 78711, 1-800-803- | | | |
| 9202 512-463-6599 | | | |

Thank you for your business,

TOTAL

\$5,400.00

Brad Burke
Burke Mechanical
TACLB21599E

Accepted By

Accepted Date

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

| | Aug 31, 18 |
|--|-------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Chase - Savings | 3,505.34 |
| Chase - Debit Card | 1.55 |
| Chase - Operating | 779.52 |
| Total Checking/Savings | 4,286.41 |
| Other Current Assets | |
| NFS - M Wilkerson Scholarship F | 2,482.34 |
| Total Other Current Assets | 2,482.34 |
| Total Current Assets | 6,768.75 |
| 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 | 835,833.73 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| Accounts Payable | 234.31 |
| Total Accounts Payable | 234.31 |
| Other Current Liabilities | |
| Scholarship Awards | 2,144.91 |
| Benevolence Fund | 3,561.33 |
| Payroll Liabilities | 888.12 |
| Total Other Current Liabilities | 6,594.36 |
| Total Current Liabilities | 6,828.67 |
| Total Liabilities | 6,828.67 |
| Equity | |
| Opening Bal Donations | 448,764.47 |
| Donations | 376,135.64 |
| Net Income | 4,104.95 |
| Total Equity | 829,005.06 |
| TOTAL LIABILITIES & EQUITY | 835,833.73 |

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

09/09/18

Accrual Basis

| | Aug 18 | Budget | \$ Over Budget |
|--------------------------------------|-----------|----------|----------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| Gas Royalty | 0.00 | 0.00 | 0.00 |
| Other Income | 5,541.61 | 1,817.20 | 3,724.41 |
| Interest Income | 0.08 | 0.00 | 0.08 |
| Tithes/Offerings | | | |
| Sunday AM Service | 6,068.00 | 5,479.00 | 589.00 |
| Total Tithes/Offerings | 6,068.00 | 5,479.00 | 589.00 |
| Miscellaneous Income | | | |
| Fund Raising | 0.00 | 0.00 | 0.00 |
| Meet and Eat | 0.00 | 0.00 | 0.00 |
| Total Miscellaneous Income | 0.00 | 0.00 | 0.00 |
| Total Income | 11,609.69 | 7,296.20 | 4,313.49 |
| Expense | | | |
| Bank Service Charges | 78.52 | 69.81 | 8.71 |
| 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 | 95.00 | 0.00 |
| Telephone | 54.90 | 54.28 | 0.62 |
| Office Supplies | 0.00 | 0.00 | 0.00 |
| Total Administrative Expenses | 149.90 | 149.28 | 0.62 |
| Property Management | | | |
| Taxes - Mineral Rights | 0.00 | 0.00 | 0.00 |
| Building Repair | 0.00 | 63.00 | -63.00 |
| Security Expense | 183.15 | 0.00 | 183.15 |
| Dumpster Service | 0.00 | 106.06 | -106.06 |
| Utilities | | | |
| Gas | 50.63 | 57.69 | -7.06 |
| Water | 183.68 | 170.45 | 13.23 |
| Electric - Security Light | 81.16 | 55.39 | 25.77 |
| Electric - Church | 1,055.16 | 663.24 | 391.92 |
| Total Utilities | 1,370.63 | 946.77 | 423.86 |
| Insurance-Multi Peril | 506.77 | 570.14 | -63.37 |
| Total Property Management | 2,060.55 | 1,685.97 | 374.58 |
| Tithes | | | |
| Pension | 0.00 | 0.00 | 0.00 |
| UFMCC | 0.00 | 218.66 | -218.66 |
| Total Tithes | 0.00 | 218.66 | -218.66 |

9:55 AM

09/09/18

Accrual Basis

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

| | <u>Aug 18</u> | <u>Budget</u> | <u>\$ Over Budget</u> |
|---------------------------------|------------------------|-----------------------|------------------------|
| Payroll Expenses | | | |
| Payroll Taxes | 290.06 | 290.06 | 0.00 |
| Senior Pastor | 3,791.66 | 3,791.66 | 0.00 |
| Direct Deposit Fees | 2.17 | 2.39 | -0.22 |
| Housing | 1,300.00 | 1,300.00 | 0.00 |
| Health Insurance | 113.58 | 167.17 | -53.59 |
| Payroll Expenses - Other | 0.00 | 0.00 | 0.00 |
| Total Payroll Expenses | <u>5,497.47</u> | <u>5,551.28</u> | <u>-53.81</u> |
| Total Expense | <u>7,786.44</u> | <u>7,675.00</u> | <u>111.44</u> |
| Net Ordinary Income | <u>3,823.25</u> | <u>-378.80</u> | <u>4,202.05</u> |
| Net Income | <u>3,823.25</u> | <u>-378.80</u> | <u>4,202.05</u> |

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

| | Jan - Aug 18 | Budget | \$ Over Budget |
|--------------------------------------|--------------|-----------|----------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| Gas Royalty | 1,121.44 | 2,639.27 | -1,517.83 |
| Other Income | 7,527.58 | 12,819.64 | -5,292.06 |
| Interest Income | 0.37 | 0.30 | 0.07 |
| Tithes/Offerings | | | |
| Sunday AM Service | 50,687.42 | 46,060.90 | 4,626.52 |
| Total Tithes/Offerings | 50,687.42 | 46,060.90 | 4,626.52 |
| Miscellaneous Income | | | |
| Fund Raising | 0.00 | 0.00 | 0.00 |
| Meet and Eat | 539.00 | 193.00 | 346.00 |
| Total Miscellaneous Income | 539.00 | 193.00 | 346.00 |
| Total Income | 59,875.81 | 61,713.11 | -1,837.30 |
| Expense | | | |
| Bank Service Charges | 706.83 | 1,967.47 | -1,260.64 |
| Pride | 0.00 | 250.00 | -250.00 |
| Music Program | | | |
| Equipment Repairs - Music | 0.00 | 145.00 | -145.00 |
| Copyrights | 216.00 | 208.00 | 8.00 |
| Total Music Program | 216.00 | 353.00 | -137.00 |
| 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 | 760.00 | 760.00 | 0.00 |
| Telephone | 438.31 | 419.87 | 18.44 |
| Office Supplies | 0.00 | 520.67 | -520.67 |
| Total Administrative Expenses | 1,198.31 | 1,700.54 | -502.23 |
| Property Management | | | |
| Taxes - Mineral Rights | 0.00 | 0.00 | 0.00 |
| Building Repair | 507.00 | 941.00 | -434.00 |
| Security Expense | 530.85 | 502.95 | 27.90 |
| Dumpster Service | 0.00 | 842.34 | -842.34 |
| Utilities | | | |
| Gas | 1,445.09 | 1,085.02 | 360.07 |
| Water | 1,443.40 | 1,564.69 | -121.29 |
| Electric - Security Light | 554.31 | 448.54 | 105.77 |
| Electric - Church | 4,107.41 | 2,863.42 | 1,243.99 |
| Total Utilities | 7,550.21 | 5,961.67 | 1,588.54 |
| Insurance-Multi Peril | 3,400.29 | 4,085.45 | -685.16 |
| Total Property Management | 11,988.35 | 12,333.41 | -345.06 |
| Tithes | | | |
| Pension | 769.50 | 634.50 | 135.00 |
| UFMCC | -3,684.91 | 1,147.31 | -4,832.22 |
| Total Tithes | -2,915.41 | 1,781.81 | -4,697.22 |

9:56 AM

09/09/18

Accrual Basis

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

| | <u>Jan - Aug 18</u> | <u>Budget</u> | <u>\$ Over Budget</u> |
|---------------------------------|------------------------|-------------------------|------------------------|
| Payroll Expenses | | | |
| Payroll Taxes | 2,320.49 | 2,320.49 | 0.00 |
| Senior Pastor | 30,333.28 | 30,333.29 | -0.01 |
| Direct Deposit Fees | 15.19 | 13.24 | 1.95 |
| Housing | 10,400.00 | 10,400.00 | 0.00 |
| Health Insurance | 1,091.46 | 1,448.96 | -357.50 |
| Payroll Expenses - Other | 416.36 | 5.61 | 410.75 |
| Total Payroll Expenses | <u>44,576.78</u> | <u>44,521.59</u> | <u>55.19</u> |
| Total Expense | <u>55,770.86</u> | <u>62,907.82</u> | <u>-7,136.96</u> |
| Net Ordinary Income | <u>4,104.95</u> | <u>-1,194.71</u> | <u>5,299.66</u> |
| Net Income | <u>4,104.95</u> | <u>-1,194.71</u> | <u>5,299.66</u> |

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

Attached are the August 2018 Financial Reports

| | |
|----------------------|----------|
| August Attendance | 61 |
| July Attendance | 55 |
| Variance Up / (Down) | <u>6</u> |

| Income & Expense Variance: | Actual | Aug-18 Budgeted | Variance |
|---------------------------------------|----------------------|----------------------------|-----------------------|
| Tithes | 50,687.42 | 46,060.90 | 4,626.52 |
| Other | 9,188.39 | 15,652.21 | (6,463.82) |
| Total Income | <u>59,875.81</u> | <u>61,713.11</u> | <u>(1,837.30)</u> |
| Total Expenses | <u>55,770.86</u> | <u>62,907.82</u> | <u>(7,136.96)</u> |
| Variance (Over) / Below Budget | <u>4,104.95</u> | <u>(1,194.71)</u> | <u>5,299.66</u> |

| | |
|------------------------------|---------------|
| Accounts Payable | 234.31 |
| M Wilkerson Scholarship Fund | 2,482.34 |
| Benevolence Fund | 3,561.33 |

Respectfully Submitted,

Lisa A Davenport
Treasurer, Agape MCC Board