

**Agape' MCC Board of Directors Meeting Minutes**  
**December 11, 2017**

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

**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 8:00 by Vice Moderator Cassy Batts

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

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

**Reports:**

- 1) Security Team Report (Attachment 1). BOD action items from the report
  - BOD will relocate the food pantry cabinet per the Security Team request
  - The BOD and Staff will be more aware of not allowing strangers into the building without a security team member present.
  - BOD will discuss set schedule for the food pantry and creating a “community shelf” outside where food and water would be available 24X7.
  
- 2) Treasurer’s Report November 2017 Financials – Lisa Davenport Lisa will email by week’s end the Treasurer’s report for BOD for approval. We are \$1700 positive cash on hand.

**Items approved/resolved by Email:**

November 21, 2017 – The BOD approved the expenditure of \$175 needed for Rev. Wynn’s Clergy License Renewal.

**Old Business:**

- 1) **Favored Hospitality** progress update – Update on lease agreement. FH is still working on Forrest Hill application.
  
- 2) **Push Pay** –Relaunch status. The BOD has decided to pursue Servant Keeper financial application to replace Push Pay prior to the Push Pay renewal date in March 2018. Servant Keeper will need to be updated to REV 8 and the Servant Keeper tithing application information gathered by January 01, 2018. During the January 2018 BOD meeting the BOD will compare the Servant Keeper application versus the Push Pay application and make a final decision on which application best fits the needs of our community.
  
- 3) **“Vision Committee”** project updates for 2017.
  - Fundraiser discussion, are we interested in it as a group? The BOD is still interested in this and will discuss in more detail during the January BOD meeting.
  - Holiday project with Danni DeVera in the Philippines. Gifts/Cards have been mailed and should reach Danni before Christmas.
  - Holiday gift expenditure for Sgt. Stokes (change from jar) and gift Rev. Robert 100.00
  
- 4) Status of Servant Keeper historical record updates. Historical record updates are still in progress.
  
- 5) Tonya Reed has completed training and assumed the duties of Bookkeeper.

- 6) Trimming trees and removal status. This project has been completed. The final cost was \$1700 and was donated. \$1200 was for the tree trimming and removal. \$500 was for the brush removal.
- 7) Coalition for Aging LGBT. Tammy Broadus will take point for this community outreach project. Jane Rogers is the contact for the Coalition.
- 8) AC Sensor repair status. Need an AC repair company to replace the sensor. For now we will keep bypassing zone 12.

### **New Business:**

- 1) What information should be included the packets for new members? Will discuss at the January BOD meeting.
- 2) Congregational Election Results. Cassy and Amy elected to new three-year terms.
- 3) Community Garden discussion. 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.
- 4) Supplies. Best method for tracking and purchasing. The BOD will continue to track kitchen/bath supplies.
- 5) New drink fridge stocking. EJ will track the drinks and cash.
- 6) Set BOD Retreat date. Lisa Davenport will contact Shooting Star Ranch in Red Oak to check for available dates late January early February.
- 7) Care Team. How do we do a better job staying in touch with our community. This discussion will be ongoing.
- 8) Calendar review.

**Motion to adjourn meeting made by Leigh Wolfer. Melisa Price Seconded. Motion passed. The meeting adjourned at 10:32PM.**

Respectfully submitted,



Leigh Wolfer, Clerk  
Agape' MCC Board of Directors

## **Nov/Dec Security Team Report**

We have been meeting with Sgt. Stokes on a bi-weekly basis after church and will continue to do so in the future. Chris has been kind enough to offer invaluable training on his own time at no charge to us and we greatly appreciate it.

Rebecca McDonnell and Lisa O'Grady invested in a 2 day Church Security training offered by Cedar Valley College at a church in Ennis, TX on Dec 2 and 9<sup>th</sup>. They trained with other church safety teams from all over the DFW area and will bring what they learned back to Agape.

In the past weeks, we discussed monitoring doors and parking lots with Sgt. Stokes. This has resulted in a monitor near the main door now and an iPad both – now used by the security team during services. Heartfelt thanks to Billy Stewart and Cassy Batts for their kindness!

“Shelter in Place” plans are currently being developed for certain situations and Sgt. Stokes has suggested that we clean/de-clutter the classrooms and back stage area as much as possible to provide room for shelter.

We are working on some items to be available for quick bolstering of double doors in the event of an extreme situation and would like to ask that the BOD consider purchase of 2 “Door Devils” for our single sanctuary entrances (door from prayer room into sanctuary and door opposite that by the light switches). These are very easy installations and each “devil” costs approximately \$70.

We would like to ask your consideration in moving the food pantry cabinet to the space between the women’s restroom door and main double glass door.

You may have noticed some things falling into place and a routine beginning to develop. In the coming weeks this plan will grow and fan out to include everyone. Ushers and greeters will be next. We will also be working with the Forest Hill PD by incorporating a few things into Sunday school.

We would like to ask that you do not bring a stranger into the church or unlock a door once it has been locked. Please direct the person to the main entrance and get a security person to assist in greeting/seating.

Please *do not bring someone inside the church* who is requesting food, money, or to talk to a pastor. Get a security person to be WITH YOU. Stay in the area between the two buildings so that you are in view of others and on camera. IF you must bring someone inside due to bad weather, please stay just inside of the main door (in view and on camera).

We are asking this because we are being trained on what to look for and how to handle unfamiliar people.

We will have a questionnaire for the congregation this coming Sunday or next for them to fill out and also write down their safety/security concerns. A box for deposit will be available. .

Sgt. Stokes and I would like to meet with the congregation after church service on Jan 7 or 14 (depending on his schedule) and talk about our safety and security for 2018.

We ask for your continued understanding as we learn. Training to begin a routine has been slightly difficult for us due to the church’s open and loving personality as a whole. We know as well as you do that it goes against who we have always been.

But we are reminded that on Nov 5<sup>th</sup>, 26 people were killed and 22 injured. They ranged from unborn to 77 years old in age and will remain as part of a history that no one wants to think about. Had the Sutherland Springs church been more prepared those people may still be alive for Christmas with their families, but they have served to make the rest of us more aware and alert.

Agape MCC does not ever want to be part of that history. If we are, we want to be the example of the church that learned from Sutherland Springs.

Thank you so very much for your understanding and assistance in our endeavor.

May God bless us and give us the wisdom to keep our church family safe.

*\*Report submitted by Lisa O'Grady, Security Team Lead*



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**Metropolitan Community Church  
 Treasurer's Report  
 November 30, 2017**

Attached are the November 2017 Financial Reports

November Attendance	46
October Attendance	56
Variance Up / (Down)	<u>(10)</u>

<b>Income &amp; Expense Variance:</b>	<b>Actual</b>	<b>Nov-17 Budgeted</b>	<b>Variance</b>
Tithes	61,055.90	60,869.17	186.73
Other	22,992.00	26,744.89	(3,752.89)
Total Income	<u>84,047.90</u>	<u>87,614.06</u>	<u>(3,566.16)</u>
 Total Expenses	 <u>83,879.42</u>	 <u>87,518.24</u>	 <u>(3,638.82)</u>
Variance (Over) / Below Budget	<u>168.48</u>	<u>95.82</u>	<u>72.66</u>

<b>Accounts Payable</b>	<b>4,200.45</b>
M Wilkerson Scholarship Fund	2,144.91
Benevolence Fund	14.47

*Respectfully Submitted,*

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

**Agape' Metropolitan Community Church**  
**Balance Sheet**  
As of November 30, 2017

	Nov 30, 17
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Chase - Savings	54.47
Chase - Debit Card	101.55
Chase - Operating	1,297.98
	1,454.00
<b>Total Checking/Savings</b>	1,454.00
<b>Other Current Assets</b>	
NFS - M Wilkerson Scholarship F	2,254.88
	2,254.88
<b>Total Other Current Assets</b>	2,254.88
<b>Total Current Assets</b>	3,708.88
<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>832,736.72</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	4,200.45
	4,200.45
<b>Total Accounts Payable</b>	4,200.45
<b>Other Current Liabilities</b>	
Scholarship Awards	2,144.91
Benevolence Fund	14.47
Payroll Liabilities	962.12
	3,121.50
<b>Total Other Current Liabilities</b>	3,121.50
<b>Total Current Liabilities</b>	7,321.95
<b>Total Liabilities</b>	7,321.95
<b>Equity</b>	
Opening Bal Donations	448,764.47
Donations	376,481.82
Net Income	168.48
	825,414.77
<b>Total Equity</b>	825,414.77
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>832,736.72</b>

## Agape' Metropolitan Community Church

12/17/17

## Profit &amp; Loss Budget vs. Actual

Accrual Basis

November 2017

	Nov 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	311.71	1,250.00	-938.29
Interest Income	0.00	0.02	-0.02
<b>Tithes/Offerings</b>			
Seasonal Services	0.00	0.00	0.00
Sunday AM Service	4,903.00	5,510.83	-607.83
<b>Total Tithes/Offerings</b>	4,903.00	5,510.83	-607.83
<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>	5,214.71	7,942.18	-2,727.47
<b>Expense</b>			
Bank Service Charges	69.65	80.00	-10.35
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	175.00	175.00	0.00
Internet/Computers	95.00	70.00	25.00
Telephone	54.51	86.00	-31.49
Office Supplies	0.00	0.00	0.00
<b>Total Administrative Expenses</b>	324.51	331.00	-6.49
<b>Property Management</b>			
Taxes - Mineral Rights	284.71	0.00	284.71
Building Repair	0.00	0.00	0.00
Security Expense	173.85	125.00	48.85
Dumpster Service	106.06	110.17	-4.11
<b>Utilities</b>			
Gas	56.43	177.25	-120.82
Water	177.17	208.67	-31.50
Electric - Security Light	55.39	65.00	-9.61
Electric - Church	338.95	491.67	-152.72
<b>Total Utilities</b>	627.94	942.59	-314.65
<b>Insurance-Multi Peril</b>	562.14	416.67	145.47
<b>Total Property Management</b>	1,754.70	1,594.43	160.27
<b>Tithes</b>			
Pension	0.00	74.25	-74.25
UFMCC	233.05	333.15	-100.10
<b>Total Tithes</b>	233.05	407.40	-174.35

## Agape' Metropolitan Community Church

## Profit &amp; Loss Budget vs. Actual

12/17/17

November 2017

Accrual Basis

	Nov 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	2.17	6.19	-4.02
Simple IRA Match	0.00	0.00	0.00
Housing	1,300.00	1,300.00	0.00
Health Insurance	111.59	200.00	-88.41
Payroll Expenses - Other	0.00	0.00	0.00
<b>Total Payroll Expenses</b>	5,495.48	5,605.01	-109.53
<b>Total Expense</b>	7,877.39	8,017.84	-140.45
<b>Net Ordinary Income</b>	-2,662.68	-75.66	-2,587.02
<b>Net Income</b>	<b>-2,662.68</b>	<b>-75.66</b>	<b>-2,587.02</b>



## Agape' Metropolitan Community Church

## Profit &amp; Loss Budget vs. Actual

12/17/17

Accrual Basis

January through November 2017

	Jan - Nov 17	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Gas Royalty	3,468.56	2,750.00	718.56
Rent	0.00	8,800.00	-8,800.00
Other Income	18,952.74	13,750.00	5,202.74
Interest Income	0.30	0.22	0.08
<b>Tithes/Offerings</b>			
Seasonal Services	0.00	250.00	-250.00
Sunday AM Service	61,055.90	60,619.17	436.73
<b>Total Tithes/Offerings</b>	<b>61,055.90</b>	<b>60,869.17</b>	<b>186.73</b>
<b>Miscellaneous Income</b>			
Fund Raising	327.40	1,334.67	-1,007.27
Meet and Eat	243.00	110.00	133.00
<b>Total Miscellaneous Income</b>	<b>570.40</b>	<b>1,444.67</b>	<b>-874.27</b>
<b>Total Income</b>	<b>84,047.90</b>	<b>87,614.06</b>	<b>-3,566.16</b>
<b>Expense</b>			
Bank Service Charges	1,012.71	880.00	132.71
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>	<b>353.00</b>	<b>208.00</b>	<b>145.00</b>
<b>Administrative Expenses</b>			
Clergy License	175.00	175.00	0.00
Internet/Computers	975.00	770.00	205.00
Telephone	528.66	946.00	-417.34
Office Supplies	520.67	0.00	520.67
<b>Total Administrative Expenses</b>	<b>2,199.33</b>	<b>1,891.00</b>	<b>308.33</b>
<b>Property Management</b>			
Taxes - Mineral Rights	284.71	0.00	284.71
Building Repair	1,067.00	0.00	1,067.00
Security Expense	676.80	500.00	176.80
Dumpster Service	1,164.63	1,211.83	-47.20
<b>Utilities</b>			
Gas	1,257.09	1,949.75	-692.66
Water	2,094.76	2,295.37	-200.61
Electric - Security Light	614.71	714.98	-100.27
Electric - Church	4,324.87	5,408.33	-1,083.46
<b>Total Utilities</b>	<b>8,291.43</b>	<b>10,368.43</b>	<b>-2,077.00</b>
<b>Insurance-Multi Peril</b>	<b>5,217.73</b>	<b>4,583.37</b>	<b>634.36</b>
<b>Total Property Management</b>	<b>16,702.30</b>	<b>16,663.63</b>	<b>38.67</b>
<b>Tithes</b>			
Pension	634.50	816.75	-182.25
UFMCC	1,608.60	3,664.65	-2,056.05
<b>Total Tithes</b>	<b>2,243.10</b>	<b>4,481.40</b>	<b>-2,238.30</b>

## Agape' Metropolitan Community Church

## Profit &amp; Loss Budget vs. Actual

12/17/17

Accrual Basis

January through November 2017

	Jan - Nov 17	Budget	\$ Over Budget
<b>Payroll Expenses</b>			
Payroll Taxes	3,190.68	3,378.63	-187.95
Senior Pastor	41,708.27	41,708.33	-0.06
Direct Deposit Fees	19.53	68.09	-48.56
Simple IRA Match	0.00	1,489.16	-1,489.16
Housing	14,300.00	14,300.00	0.00
Health Insurance	1,894.89	2,200.00	-305.11
Payroll Expenses - Other	5.61	0.00	5.61
<b>Total Payroll Expenses</b>	<b>61,118.98</b>	<b>63,144.21</b>	<b>-2,025.23</b>
<b>Total Expense</b>	<b>83,879.42</b>	<b>87,518.24</b>	<b>-3,638.82</b>
<b>Net Ordinary Income</b>	<b>168.48</b>	<b>95.82</b>	<b>72.66</b>
<b>Net Income</b>	<b>168.48</b>	<b>95.82</b>	<b>72.66</b>