

Agape' MCC
Board of Directors Meeting Minutes
August 12, 2013

The meeting was called to order by Cassy Batts at 7:21 P.M.

Rev. David Wynn led the opening prayer.

Board members present for the meeting were: Gail Gore, Cassy Batts, Rev. Teresa Mallott, Lisa Davenport, Leigh Wolfer, Rev. David Wynn, Amy Ashton and Denise LaRae. The quorum was established.

Recognition of Guests: No guests were present.

Approval of Agenda: Amy Ashton moved to accept the agenda. Gail Gore seconded the motion. The motion passed.

Reports:

Treasurer's Report - July 2013 presented by Lisa Davenport.

Motion to approve the report was made by Lisa Davenport. The motion was seconded by Gail Gore. Motion passed.

Children's Ministry Report – Rev. Wynn (verbal update)

Rev. David met with the Sunday School teachers and Helpers Sunday August 4, 2013. Initial teaching schedule has been created. Additional teachers and helpers are still needed.

Fundraising Meeting Report – Cassy Batts (verbal update)

- Meeting was held Monday August 5 at 7:00PM. There were seventeen (17) people present for the meeting and collectively created 20 possible fund raising ideas, three (3) of which can be scheduled quickly.
- There is renewed energy to reach outside the Agape' community to raise additional revenue.
- Amy Ashton is working on a "thermometer" to be placed in the narthex that will show our monthly financial progress.

Risk Management and Building Team Report – Gail Gore

Risk Management:

- Gail recommended that a team be formed to create and implement a plan that encompasses all of risk management. The team should include members from all areas of service.
- Gail Gore, Leigh Wolfer and Rev. Wynn attended a webinar hosted August 1, 2013 by Church Mutual "Protecting Your Congregations against an Active Shooter". The group will meet soon to devise "an active shooter plan with special attention to the fellowship hall where Sunday School is held separate from the main sanctuary.

Building Maintenance:

- Women's Bathroom bad toilet has been repaired.
- Electronic cord floor covers have been received and left for Lynne Fratt to use up front to cover the mic and electrical cords on the stage area.
- Leigh Wolfer will research cable raceway duct options for the back wall in the media booth to cover the hanging audio cables.
- Gail Gore is working with Randall Roberts to repair the cracks in the outside wall of the fellowship hall.

Motion to approve the report was made by Lisa Davenport. The motion was seconded by Rev. Wynn. Motion passed.

Old Business:

- 1) **Background Check Sheets status update.** Amy Ashton has run all the background checks she has received. All forms have been provided to the Sunday School teachers/Sunday School Helpers, Board Members, Staff, and Pride Shop workers. Denise LaRae will provide background forms to the ushers who have not received them and will ensure they are completed.
- 2) **A/C unit update** (warranty period on existing units and replacement cost) –Amy Ashton the AC units were warranted for one year as commercial units. The current warranty is expired.
- 3) **A/C Maintenance Proposal.** The quote to provide quarterly maintenance for the AC units was received from AC Answerman, our current AC vendor by Amy Ashton. The total price was \$210 but the quote did not specify if this was per quarter or yearly. Amy will contact the vendor and update the BOD via email.
- 4) **Facility update regarding the property electrical outlets/ switches safety.** Gail Gore reported that this project is on hold pending the availability of Don Homesly.
- 5) **Classroom Build Out review and update.** Update provided by Lisa Davenport, Leigh Wolfer, David Wynn
 - The basic construction of the classrooms is now completed.
 - Texture of the walls will begin Wednesday August 14 and be completed Saturday August 24 by Joe Rice. Joe is donating his time to this project.
 - Painting can begin at anytime. Leigh Wolfer will contact Linda Schram to schedule the painting crew. Included in the wall painting will also be the staining of the classroom doors. Once the door staining is completed, Leigh Wolfer will install the door handle hardware.
 - When painting is completed, the floors will be scheduled to be stripped and waxed.
 - When the floors are completed, the baseboard moldings will be installed.
- 6) **Heart to Heart review from 07/21/2013.**

Initial fund raising meeting was held August 5, 2013 with a follow up meeting scheduled for August 19, 2013.
- 7) **Water Bill Dispute update** provided by Denise LaRae. The current bill was reduced by \$98.78 leaving a balance of \$39.38 due. City of Forrest Hill contacted Denise LaRae 08/07/13, the new water reading from 58000 units approximately \$600 water bill. A possible water leak associated to sprinkler system or water theft appears to be the two likely causes. David has turned off the system until Mary can check system for leaks.

Items approved/resolved by Email:

- 8) Minutes from the July 8, 2013 BOD Meeting
- 9) Minutes from the July 25, 2013 BOD Retreat
- 10) The Board asked Rev Teresa to fill Nick's vacant position and she accepted. Cassy Batts moved to approve Teresa Mallot's appointment, Amy Ashton seconded, approved by email vote.
- 11) Chase Paymentech service cancellation. Lisa Davenport recommended we cancel this \$35 per month service since we are now using the square for credit card transactions. Leigh Wolfer moved to cancel this service, Amy Ashton seconded – motion passed via email. Lisa cancelled the service.
- 12) Gail Gore contacted Jessica Dollarhide. Jessica approved the BOD moving the current funds she had designated to the Life Pantry and any future gifts to the general fund. Jessica advised that this would be the end of such funds as she has left the position with Chase.
- 13) Sam's Club Late fee charge update. Gail contacted Sam's Club and they agreed to waive the fee from July 2013.
- 14) **Prior pending Board items requiring recorded resolution:**
 - i) Affirmation by vote for Board position changes: Leigh Wolfer, Clerk and Amy Ashton, Bookkeeper effective July 8, 2013. Lisa Davenport moved to approve the change. Denise LaRae seconded the motion. Motion passed.
 - ii) Power Company changed 06/28/2013 by Lisa Davenport to AmeriPower with a rate of .0589 kwh.
 - iii) Kathy Munn was reimbursed \$1,268.13 for conference airfare on 06/12/2013.

- iv) Rev. Wynn and the Board Room computers have the password protected Church Accounts and passwords files stored on them. These files were emailed to the Board by Lisa Davenport on 07/13/2013.
- v) The \$750 expenses transfer authorized in the June BOD meeting was made to Rev. Wynn's debit card July 2013. This was to pay the ongoing website maintenance fee, meet the minimum balance requirement and purchase Sunday School education materials.

New Business:

- 1) **Pride Planning 2013.** After discussion it was decided that Agape's presence during pride will include selling tee shirts, walking in the parade and setting up a single small booth at the picnic. Pride is the weekend of October 5, 2013.

Cassy Batts moved to approve the minimum registration fee for waking in the parade and the cost for renting one small booth for the Sunday pride picnic. Lisa Davenport seconded the motion. Motion passed.

- 2) **Upcoming Congregational** meeting discussion included Board Elections, Lay Delegate Elections, and Congregation Packet. Advertizing for the following positions needs to begin immediately:
 - 2- Board positions will be open for election
 - 2-Lay Delegate positions will be open for election
 - 2- Alternate Lay Delegate positions will be open for election

Rev. David will contact Kathy Munn to add this information to the weekly update.

Reports will be solicited September 11, 2013. Reports and candidate applications will be due September 25, 2013. Congregational packets are to be available to the congregation no later than October 9, 2013. The Congregational meeting is scheduled for November 3, 2013.

- 3) **Church Keys:** Lisa Davenport volunteered to coordinate building key and building access. She will review the assigned key list and provide recommendations at the September Board Meeting. Lisa will also contact ADT Security to investigate the possibility of assigning individual access codes for the alarm panel. She will also provide information regarding access codes at the September Board Meeting.
- 4) **Grant funding** for a LGBT "resource center" in Tarrant County. Rev. David met with April Nash regarding grant funding and April is currently researching for matches between what grants are available that will translate to the ministry Agape' MCC is currently offering.
- 5) **Budget and planning discussion.** – Lisa Davenport requested a budget planning session be scheduled. Budget planning session is scheduled for Monday, August 19, 2013 at 7:30 PM.
- 6) **Tithe payment to MCC**– Amy Ashton
The Board agreed to pay the June Tithes to MCC which had been held due to our current financial status. The Board agreed to hold the July tithe payment pending the offertory receipts the next two weeks (remainder of August 2013).

Cassy Batts moved to adjourn. Rev. Teresa seconded. Motion passed. The meeting was adjourned at 9:30PM

Executive Session:

The Board moved into Executive Session at 9:40 to review the membership role and financial giving reports provided by Kathy Munn; the reports were generated from our Servant Keeper database. This review is part of our ongoing board duties and allows the BOD to stay connected to:

- weekly attendance numbers and giving statistics
- active membership reported to MCC Headquarters (Agape' tithes to MCC are based on membership size)
- allows the BOD an overview of the important connection between budget constraints and current membership

Information regarding active number of members at Agape' MCC will be included in the clerk's report at the congregational Meeting scheduled for November 3, 2013.

Executive session ended at 10:45PM.

Respectfully submitted,

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

Leigh Ann Wolfer
Clerk, Board of Directors