**Attendance**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name - Council Directors** | **Position** | **Present** | **Absent** |
| James Berry | Property & Facilities Chair | x |  |
| Russell Easter | At Large | x |  |
| Charles Hawkins | Finance & Budget Chair | x |  |
| Ronald Johnson | Governance & Legal Chair | x |  |
| Sherri Jordan | At Large | x |  |
| Tammi Lloyd | At Large | x |  |
| April McWilliams | Human Resources Chair | x |  |
| Charles Monterio, Jr | Council Vice Chair | x |  |
| Shelvee Osborne | Council Secretary | x |  |
| R. Sylvester Owens | Stewardship Chair | x |  |
| Lani Shaw | Gov. & Legal Vice Chair (VC) | x |  |
| Dr. Howard-John Wesley | Council Chair | x |  |
| Lisa Wilson (excused) | At Large | x |  |
| **Church Officers** |  |  |  |
| Jeffrey Owens | Treasurer | x |  |
| **Committee Members** |  |  |  |
| Dexter Bordes | Affordable Housing Sub-Committee | x |  |
| Ed Charity | Finance & Budget Committee | x |  |
| Dallas Evans | Affordable Housing Sub-Committee | x |  |
| Jim Garrett | Building Committee Chair | x |  |
| Charisse Hines | Gov. & Legal Committee | x |  |
| Mark Montgomery | Deacon | x |  |
| **Church Staff** |  |  |  |
| Anthony Brownlow | Budget Analyst | x |  |
| Lawrence Clark | Interim Church Administrator | x |  |
| Nancy Doswell | Assistant to the Pastor | x |  |
| Meloney Driver | Facilities Manager | x |  |
| Dr. Judy Fentress-Williams | Assistant to the Pastor | x |  |
| Barbara Florvil | Assistant to the Pastor | x |  |
| Rosette Graham | Executive Assistant to the Pastor | x |  |
| Jeff Jackson | AV Manager | x |  |
| Del Harty Manson | Finance Staff | x |  |
| Milton Miller | IT Manager | x |  |
| Dr. Sedric Roberts | Dir. Finance | x |  |
| Carla Welborn | Communications Dir | x |  |
| Lolita Youmans | Assistant CA | x |  |
| **Guests** |  |  |  |
| Lisa Bell Dial | Member | x |  |
| June Monterio | Deacon | x |  |
| Margaret Savage | Nominating Committee | x |  |

CC: Participated via Conference Call (none)

1. Call to Order and Approval of Agenda Chair Howard-John Wesley

Chair Wesley welcomed the Council, staff and guests, took attendance and adjusted the agenda.

**Action:** CC Johnson moved and CC Berry to adopt the changes to the agenda, approved

1. Devotions/Prayer Dr. Judy Fentress-Williams

Dr. Judy Fentress-Williams read from 1st Corinthians 3:9-11. For we are God's fellow workers; you are God's field, you are God's building.

1. Reading of Minutes Secretary Osborne

**Action:** Chair Wesley asked the Council to table the reading of the minutes and they will be distributed after Easter.

1. Pastor’s Report……………………………. Chair Wesley

a. Easter- Chair Wesley stated we are 90% prepared and the team has been meeting daily to plan and prepare. A sound check, and walkthrough will occur on Saturday.

b. Strategic Planning Ad Hoc Committee– The committee will consist of 7, Pastor, rep from the Deacons, At Large Council member, and members from the congregation. Discussion tabled till Deacon Monterio Jr. returns from a meeting on the main campus.

c. Retreat Dates- Full day Friday and half day Saturday (potential dates July 5-6, July 12-13, July 19-20) please reply to Rosette Graham one week from today on your availability.

d. Church Administrator (CA) Report - Deacon Clark stated we are upgrading Security Cameras,

process should take a couple of weeks to get done. Enhancements to our Travel Policy to tighten up on travel procedures and regulations to provide more internal control. Chair Wesley acknowledged Asst CA Deacon Lolita Youmans has been with the church 30 days.

e. Website Upgrade - Carla Welborn stated the phase forward broadcast aires on Simulcast 102.3

and 92.7 every Sunday morning at 7:30 am (May of 2015 – 2000 listeners, now timeslot is designated hour of power, 5,100 listeners at the beginning of 2018 to over 10,000 at the end of 2018 (28% growth). Radio One using the slot as their number one show and they are reaching out to advertisers for slots either before the 7:00am hour or coming out of it. The website has a nice cleaner look, more user friendly, more digital, more engaging, more imagery, more videos, and just a more visual content. Comments are due back a week from tomorrow.

**Action**: Chair Wesley asked Committees to submit reports timely and to make certain he has an opportunity to view the report before it is submitted.

1. Committee Briefings

a. Finance and Budget (F & B) **…………………………………………….…….** CC Hawkins

Task Completed: Financial Advisor contract to Deloitte, in the process of scheduling a post- award meeting,

Task in Progress:

1. 2020 Budget
2. The church audit will start the week of the April 29th
3. Affordable Housing (AH) bidders conference scheduled tomorrow at 3:00 and proposals are due May 21st. Source selection committee will consist of 7 members (3 from Affordable Housing and 4 from the procurement committee).
4. Parking Lot Attendant Contract
5. Easter- 30 volunteers from Finance & Budget

Challenges: Funding AH & the Building Committee

**Questions:** Chair Wesley stated the Council stands up Ad hoc committees but what about sub-committees? CC Johnson replied sub-committees must be approved by the Council upon recommendation of the committee chair.

b. Treasurers Report as of Feb 28, 2019 …………………………………. Jeff Owens (Treasurer)

1. Balance Sheet – comparing ‘19 to ‘18, increase in total net assets of $2.7 million for a net increase in net assets of $3.08 million.

Total Liabilities $ 13,208,263

Unrestricted Net Assets $ 26,570,156

Temp Restricted Net Assets $ 987,578

Total Liabilities & Net Assets $ 40,765,997

1. Income Statement –

Total Revenue $ 2,333,804

Total Expenses (including capital expenditures) $ 948,635

1. Pastor’s Weekly Snapshot as of April 7, 2019

Tithes & Offerings $ 363,043

Budget vs Actual $ 319,711 vs $ 326,730YTD

Attendance - On-line and physical attendance reviewed

**Questions:** Chair Wesley asked how many more debt reduction payments remain this year?

CC Hawkins responded one for $400k. CC Hawkins asked about the children attendance counts that are missing from the report. Chair Wesley asked Minister Florvil to get the numbers on children attendance for the nursery, crossover and higher ground. Minister Florvil stated the numbers were submitted through the end of March and additional numbers were received today. CC Owens asked if text-to-give is an ACS product? Dr. Roberts replied text-to-give works like the online giving that when you give it automatically will link to your members record. Dir. Osborne asked whether we are planning on pushing text-to-give as we get closer to Easter because we were thinking that would help us with the collecting the Easter offering? Chair Wesley stated part of the protocol for announcing offering will be you can give through the offering, you can go online, and website text-to-give is an option. Dir. Osborne asked what is the Blackbaud implementation date? IT Manager Miller stated two to three months starting in May.

**Action:** Chair Wesley asked for general consensus to accept the Treasurer’s report,

accepted.

1. Strategic Planning Ad-Hoc Committee………………………………….Deacon Monterio, Jr.

Preliminary discussions towards setting up a committee of seven is complete. The goal is to have the committee operate from April, depending on when we stand it up, through December, developing a five-year strategic plan inclusive of Pastor's vision, council initiative, and church initiatives [i.e. Affordable Housing (AH), church expansion]. Programmatic visions would include growth plans (village and secondary site). An advisory group of subject matter experts on AH, church expansion, finance, etc. would serve and support the Strategic Planning Ad-Hoc Committee. The committee of seven includes Pastor, Deacon Monterio, Jr., two members from the congregation, an at large Council member, deacon and minister. The advisory group would include a representative from the 5 standing committees, representatives (church expansion, Affordable Housing, Village Team, and secondary site committee (if one is set up soon). The strategic planning committee would probably meet very aggressively over the eight months and may meet almost twice a month. The advisory group representatives would be invited to certain meetings depending on the issue of discussion. Chair Wesley asked how to stand up the committee correctly? Dir. Shaw asked to have the report taken under advisement, review the recommendation at our next meeting, discuss the structure etc. in executive session due to the sensitivity of it. Chair Wesley agreed.

**Action:** Chair Wesley asked for general consensus to accept the Strategic Planning Ad Hoc report, accepted.

d. Governance & Legal CC Johnson

Task Completed: CC Johnson reported Council has approved Non-Disclosure Agreement

(NDA), Conflict of Interest (COI), and the Ethics policy.

Task in Progress: Six major policies (Investment, Finance, Safety & Security, Lost and Found, JOP Library, Nursery and Child Care

Challenges: Policy and Procedures Handbook

Recommendation: None

Next Mtg: April 24, 2019

**Questions:** Dir. Wilson asked at what time do we use Simms Showers, and when do we use Loeb & Loeb, what's our delineation for which counsel? Dir. Shaw replied Simms Showers are used during windows of risk. The committee is going to look at some of the best practices that Simms Showers has put in place with churches, try to learn from that and apply them to what we're doing here. Dir. Shaw stated as a follow up to the forms (NDA, COI, and Ethics policy) that were provided at the last council meeting, some forms are incomplete. The secretary will be reaching out to you for further information on those forms that we've reviewed at the break tonight.

**Action:** Chair Wesley asked for general consensus to accept the G & L report, accepted

e. Stewardship …………………………………………………………………..CC Owens

Task Completed: The process was started with Generis to do our well screening, and analysis for strategy date session to determine our potential for a capital campaign.

Tasks in Progress: We are planning strategy day for July 2019 and also crafting some estate planning information that we could add to the website. The committee is reviewing some educational opportunities we can provide and offer to the church at large as well as it relates to stewardship.

Challenges: None

**Questions:** Chair Wesley stated given the church expansion is tied directly into capital campaign, does Generis have the capacity to actually lead us in the capital campaign? Have you thought about using Generis as a consultant for the campaign? CC Owens replied yes, I think that that's a possibility. Generis will come back to us after the strategy day session with the proposal, and we can certainly review that. Chair Wesley requested CC Owens to ask the consultant when they would view the soonest to be able to launch a successful campaign and how long would it take to get ready to gear up? Could we successfully start in 2020, and what time? What I don't want is another false start. CC Owens replied I think after the strategy day session when she has a recap, some of that information will be shared. Dir. Shaw asked if the strategy day is with the full council, or is that a smaller group? CC Owens stated it is with a smaller group. Dir. Jordan asked is part of Generis’ analysis going to look at the capacity of giving as well as what we could do? CC Owens replied yes.

**Action:** Chair Wesley asked for general consensus to accept the Stewardship report, accepted

f. Property & Facilities (P & F).………………………………………………………….. CC Berry

Chair Berry stated no formal report the committee continues to work on several issues with governance and legal, will be working with the church administrator on developing SOP's for security and working with Director Hawkins on property issues.

1. Nominating ………..…………………………………………………………Dir. Lisa Wilson

Dir. Wilsonstated the nominating committee has met twice and a more formal written report will be provided next month. The chair is Margaret Savage, and at that point can brief you on the rest of the officers and the members of the committee. The committee is trying to start earlier so that we can push out information and really do some more in depth recruiting, because we have 15 positions up for election in 2019. Dir. Wilson presented a request for input, specifically from the committee chairs to provide information about the average time commitment, whether you meet weekly, monthly, preference on how you meet, identify any preferred skills that you believe your committee needs should be added to the description, and any pertinent information on an applicant that you feel you might need to know. The Chairs are asked to compile this information, email it back to Margaret Savage and her email address is on the form. The goal is a recruitment brochure that describes all the different committees and the positions available. The brochure will be distributed to the membership in advance so that as they are thinking about whether or not they want to join, they have a realistic idea, not only the council and the committee, time commitment and skill expertise we would be looking for. Hopefully to encourage some people who have skill sets that they may not think would apply to church governance, to encourage those to use their skills. Dir. Wilson asked Chair Wesley to make an announcement at mid-year to get people ready to start being prayerful about these positions and continue to educate the body on the concept of the church council. Chair Wesley agreed.

**Action:** Chair Wesley asked for general consensus to accept the Nominating report, accepted

1. Building/Expansion……………………………………………………………Deacon Garrett

Completed the concept design and the architects are putting it into drawings prior to submitting it to the city of Alexandria. Next would be significant community and city council (groups of two members) interaction. We have not formally informed the city or community that we're going to have two levels of parking vs three levels of parking. The Board of Architect Review (BAR) and hearing, which would most likely be in December, and the City Council hearing in February 2020. We need the ASBC Council to formally allocate that we will spend $220,000 between now and the end of December doing the drawings, hearing, meeting with the community, meeting with the city, etc. After February 2019, then we will need to talk about continuing into the final design process and would need $1.6 million in 2020. Somewhere between now and December, we need to think about where we will get $1.6 million if we were to continue. Between the financial advisors, the Stewardship Committee, the Building Committee, we need to have a strategy and how we do this if we want to just keep going ahead. Right now, we have gotten the cost down $10 million from $98 million to $88 million. If we pause, we're likely to lose $4 million a year for every year that we pause due to the cost of money.

**Questions:** Chair Wesley asked Council to discuss what has been presented because it helps to prepare for Mid‑Year. Clearly, the first thing we must do is determine our readiness to approve concept design, which was presented.

**After a very lengthy discussion:** Chair Wesley stated there will be an update at the Mid-Year of where we are in this process to include Deloitte, the Generis, the design, projected time line of where things are going, and that we would like to come inform them that by December, we have a vote of the congregation of whether we're going forth with this build or not. The action item before us is to approve going to the design concept, which is going to cost another $220,000 and this is to get us to the BAR? Deacon Garrett replied yes BAR and the City Council. Chair Wesley asked CC Hawkins to comment. The number is closer to $75k or $80k left in the line item, and we need to come up with $220. CC Hawkins stated we're going to fund it out of operating capital because that's the only place where we can fund it. In addition, CC Hawkins would recommend that he meet with Sedric Roberts (Finance Director) to review the numbers and return with a number. Prefers to defer a recommendation tonight because of lack of facts.

**Action:** Chair Wesley asked that we table the vote until our May meeting, and asked Finance and Budget to work with Sedric Roberts to come up with a game plan of how we finance the $220k, if it's feasible. If the $220k is feasible, then we'll take an action at our next meeting. Is that all right with Council? Council agreed.

**Question**: Dexter Bordes stated there is an issue that bridges both projects, which is that we have some information back for the soil borings on Site 1 at 598 South Alfred. We found that it was not deep enough to go down another level of parking, but Site 2 at 600 South Alfred is deep enough to go down two levels of parking. Do we want to take advantage of the parking on Site 2 which is probably 100 spaces? Chair Wesley asked if the potential parking is too far to be counted? Mr. Bordes stated it is too far but from a City perspective it could probably help with the neighbors in understanding that there's more parking available. Mr. Bordes stated he is asking Council if we can tell the developers that we want to have a second layer of parking on Site 2 as a part of their submission when they bring their concepts forward? Chair Wesley agreed to have the committee look at the 2nd level of parking as we go forth.

**Action:** Chair Wesley asked for general consensus to accept the Building report, accepted

1. Affordable Housing (AH) Ad Hoc:……………………………..Vice Chair Charisse Hines

The site visit and bidder's conference are going to take place for prospective developers tomorrow at 3:00 p.m., after the conference, the bidders will be able to submit questions and that's being handled through our interim church administrator, Lawrence Clark. Next steps include responding to questions, interview, and select respondents by the selection committee. The Selection Committee would then make a recommendation to the Council of the developer and then we would award a contract to the selected development firm. In your packets, we provided a schedule previously requested that is dated January 15th, 2019. If we selected a developer by May 15th, we would miss the deadline to get the pre‑development bonds in the amount of $500,000 in May. The City has a fiscal year that will restart beginning July 2019 and we could still get those bonds this year, probably around October. Either our developer would have to agree to finance the project up front, or we might have to pay something towards it to stay on the 2020 schedule. Input from the Affordable Housing attorney and the selected developer will play a major role in advising the church on the most prudent financial option and schedule. AH Vice Chair also stated she didn't know that we would potentially be voting whether to go with 2020 or 2021. Chair Wesley stated we are not voting on that and gave some background to set the foundation, so that the questions may be addressed. Chair Wesley was involved in a discussion with Helen McIlvaine from the City and continued that there was a false sense of got it do it now, pressed upon him. Chair Wesley shared how our internal processes work, and that we are doing this as officially as possible, but that we have levels of clearance from the Affordable Housing Ad Hoc, Church Council and to the actual church. Ms. McIlvaine was assured that we are committed to the project, but the church could not be rushed to meet a city calendar. The church owns the property, and this will happen when it's supposed to happen in God's time and in the best interest of Alfred Street Baptist Church. Chair Wesley wants to take the pressure off 2020 and 2021 and for everyone to take a deep breath.

**Action:** Chair Wesley asked Affordable Housing and Procurement to get together again, work out your bidder time frame. When we get our developer on board, we'll then go back to the city and we'll see where they are, where we stand, and we'll project when we're going to start to build.

**Discussion:** CC Hawkins stated the schedule is aggressive, contract will be awarded the end of June, and that is with interviews and evaluations. We have three members from the Affordable Housing Committee on the Selection Board however there will be no input during source selection. The source selection will be procurement‑sensitive and within the Source Selection Committee only without internal communications. The June award date was further discussed due to a delay in providing a developer to the AH Committee, however the consensus is the revised schedule stands.

**Action:** Chair Wesley asked for general consensus to accept the Affordable Housing report, accepted.

1. Mid -Year Meeting Agenda …………………………………………………….………. Chair Wesley

We will report on both AH and Building/Expansion. The Chair will speak a little about Church Council and their operations, and how things are going, and remind members of our meeting schedule, Nominating process, Ghana trip, and financialupdate.

1. Executive Session………………………………………………………………………… Chair Wesley

**Action:** Chair Wesley requested a motion to go into Executive Session to discuss operational issues only. Dir Jordan moved, and Dir. Shaw second to enter Executive Session to discuss operational issues only, approved. CA Clark and Deacon Lolita Youmans were asked to join the Executive Session.

**Action:** Dir. Easter moved, and Dir. Lloyd seconded to exit Executive Session, approved.

CC Johnson affirmed that only operational matters were discussed in Executive Session.

(No action items from the Executive Session)

1. Meeting adjourned …… Chair Wesley

Attachments:

Agenda, Affordable Housing Ad-Hoc Committee Report and Schedule, Nominating Committee Input

request, Treasurer & Committee Reports

Respectfully Submitted,

Shelvee H. Osborne

Shelvee Osborne, Secretary