**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** |  |  |  |
| Sallie Birmingham | Finance & Budget Committee | x |  |
| Dexter Bordes | Affordable Housing Sub-Committee | x |  |
| Ed Charity | Finance & Budget Committee | x |  |
| Karen Croom | Property & Facilities | x |  |
| Dallas Evans | Affordable Housing Sub-Committee | x |  |
| Jim Garrett | Building Committee Chair | x |  |
| Charisse Hines | Gov. & Legal Committee | x |  |
| Shiree Monterio | Affordable Housing Sub-Committee | x |  |
| Mark Montgomery | Affordable Housing Sub-Committee | x |  |
| Grant Njoku | Finance & Budget Committee | x |  |
| Al Wallace | Assistant Historian | 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 |  |
| April Hicks | Ministry Program Director | x |  |
| Jeff Jackson | AV Manager | x |  |
| Min. Elijah McDavid | Assistant to the Pastor | x |  |
| Milton Miller | IT Manager | x |  |
| Dr. Sedric Roberts | Dir. Finance | x |  |
| **Guests** |  |  |  |
| James Clements | Member | x |  |
| Lisa Bell Dial | Member | x |  |
| Vernon Hammett | Deacon | x |  |
| Bernard Jackson | HBCU Committee | x |  |
| Brian Lloyd | Member | x |  |
| June Monterio | Deacon | x |  |
| Margaret Savage | Nominating Committee | x |  |
| Larry Sherrod | Deacon | x |  |
| Pat Wallace | Deacon | x |  |
| Steve Washington | Member | x |  |
| Kevin Youmans | Deacon | x |  |
| Lolita Youmans | Deacon | 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 the agenda was accepted as printed by general consensus.

1. Devotions/Prayer Min. Elijah McDavid

Min. McDavid directed us to the words of Howard Washington Thurman “Not Pity, But Compassion”

God is at work enlarging the boundaries of my heart.

1. Reading of Minutes Secretary Osborne

**Action:** Chair Wesley asked the Council to review the minutes, provide comments and a motion to accept the Jan 9, 2019 minutes. CC Owens moved and Dir. Monterio Jr. second to accept the minutes as presented, approved.

1. Reports……………………………. Chair Wesley

Housekeeping Items: Chair Wesley directed the Council to the 2019 revised Council Reporting Calendar and Committee Reporting Schedule were briefly reviewed.

Dir. Shaw asked if a Council evaluation was planned for March/April of this year? Chair Wesley responded the evaluation is scheduled for March and Dir. Monterio Jr. has the lead with Dr. Stacia.

**HBCU Festival** …………………………………………………………………………..Dr. Bernard Jackson

HBCU Festival Training (phase 1 & 2) will be completed this Friday, 500 volunteers signed up, HBCU Luncheon will be held for several college presidents and senior DOD officials to discuss available grants.

1. Operations – Set up starts Friday 7:00am -7:00pm including vendor set up, 12,000 registered, 71 colleges and 105 external organizations registered.
2. Budget – Vendors charged $150 and organizations $50 per booth, ASBC organizations no charge, management company hired to assist and were well worth the investment (contract details, identifying gaps and discounts), lunch provided for volunteers and sponsors, on tract to come in under the $350k budgeted.

**Question:** CC Hawkins stated the budget was $350k and an offset of approximately $170k therefore the actual cost is around $180k, the committee has done a marvelous job in securing sponsorships and are to be commended.

1. Festival Agenda – Sat doors open at 8:00am, opening ceremony 8:30, drum line, Divine Nine step show, auditions, choral interviews, band interviews, and school interviews
2. Registrations – Registration system is very robust and next year we will use the functionality to allow students to upload documents in advance enabling Universities to review student documents in advance.
3. Logistics – 70 Bus spaces at RFK Stadium, 500 spaces for volunteers at City Parking, free parking at Howard University (320 spaces, paid attendant) running shuttles every 15 minutes

**Questions:** CC Berry asked about bus drop off and related logistics. Dr. Jackson stated the bus drop off is located at Mt. Vernon Street and the official entrance is located at another door, the team is on sight today walking through logistics, cards will be printed to provide directions for buses to park at RFK and Metro will allow surrounding parking for a minimal fee. Command Center will overlook the Festival floor and the medical station will be set up next to the Command Center.

1. Sponsorship - $170k in sponsorships, assistance needed for next year to start this process in March 2019.
2. Proposed 2020 Dates – Feb 2020 is not available, and March 14, 2020 is, however this date could impact scholarships but may be good for sponsorships. If the Festival could lock in approximately 2000 rooms for the city, then it could better compete for the Feb 2020 dates.

**Questions:** Chair Wesley commended the committee on coming in under budget noting the magnitude of the festival and management of the volunteers. CC Johnson stated it’s wonderful to have DOD involved and asked how many College Presidents will be attending? Response 17. CC Berry asked who is Lieutenant General Crawford (opening speaker)? Dr. Jackson stated Lieutenant General Crawford is Army CIO at DOD and he has a $14 billion-dollar budget. CC Berry also asked if Council members have an opportunity to visit the Festival? Dr. Jackson replied yes, on Saturday or prior. Dir. Monterio Jr. asked if other leaders would be able to attend to witness the event but not volunteer? Dr. Jackson stated it would be helpful to know in advance so that becomes part of the planning process due to the impact on parking, capacity, etc.

1. Committee Briefings

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

Task Completed: RFP for the Financial Advisor

Task in Progress:

1. Received 4 proposals for the financial advisor, distributed to the evaluation team and on schedule to award Feb 18th.
2. Preliminary work on the 2020 Budget
3. The committee supports Affordable Housing, Property, and Security committees
4. Goal – Reduce debt in 2019 by $820,000

i. To eliminate the line of credit ($393,000), the committee recommends a payment of $200k immediately, followed by an additional $200k payment in the June timeframe.

ii. To further eliminate debt, the committee is recommending $10k per month towards debt and the proceeds from the sale of 509 North Henry would also be applied to debt reduction.

**Questions:** Chair Wesley stated he was pleased to see a plan for debt reduction.

**Action:** Chair Wesley moved and Dir. Wilson second to approve the Debt Reduction Plan contingent upon how the financials occur throughout the year and the sale of 509 North Henry Street, approved.

Next Meeting: Feb 27th, 2019

b. Treasurers Report as of Dec 31, 2018 - Jeff Owens (Treasurer)

1. Balance Sheet – comparing ‘18 to ‘17, decrease in liabilities $1.7 million & increase in net assets of $4.7 million for a net increase in net assets of $3.08 million.

Total Liabilities $ 13,071,414

Unrestricted Net Assets $ 26,598,891

Temp Restricted Net Assets $ 1,003,924

Total Liabilities & Net Assets $ 40,735,229

1. Income Statement –

Total Revenue $ 17,353,624

Total Expenses (including capital expenditures) $ 14,438,690

1. Pastor Weekly Snapshot as of Feb 3, 2019

Tithes & Offerings $ 420,247

Budget vs Actual $ 16,625,000 vs $ 1,623,181YTD

Attendance- On-line and physical attendance reviewed

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

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

Chair Berry stated no meeting was held because of his travel, however he and another member will join the safety security committee being coordinated by Church Administrator.

**Questions:** Chair Wesley asked for an update on 315 Patrick Street, CC Berry replied the owner’s mother has been ill and he will follow up next week.

1. Human Resources ………………………………………………………………CC McWilliams

Chair McWilliams stated as a Council, there are matters we will need to address such as Pastor’s performance, evaluation, compensation and we will need to schedule a working session to complete these tasks.

Task Completed:

1. New Hire - Sean Brayboy (Videographer)

2. Departures - None

3. Current Vacancies – 10

Tasks in Progress: 7 items (see report)

Next Meeting: Feb 20, 2019

e. Governance & Legal CC Johnson

Task Completed:

1. Resolution renaming Annual Graduate Luncheon, in honor of Deacon Emeritus, Richard M. Wair,

Sr.

1. Resolution naming the Handbell Choir, in honor of Joyce K. Peterson
2. Policy Procedures and Review Process.

**Action:** Chair Wesley stated the Handbell Choir will be going down to perform for Mrs. Peterson in her honor. Chair Wesley asked for a motion, CC Berry moved and CC Hawkins second to adopt the resolution to rename the ASBC Graduate Luncheon as the Richard McKenzie Wair Senior Graduate Luncheon, approved. CC Hawkins moved and Dir. Jordan second to adopt the resolution to rename the ASBC Handbell Choir to the Joyce K. Peterson Handbell Choir, approved. Dir. Monterio Jr. moved and Dir. Easter second to adopt the Policy and Procedures Review Process, approved.

Task in Progress:12 items (see report)

**Questions:** CC Hawkins asked about two policies not listed (i.e. Investment and Financial Operating Procedures). CC Johnson stated they are being reviewed and Dir. Shaw confirmed she has reviewed them personally and would follow-up with comments.

1. Stewardship Committee…………………………………………………………………..CC Owens

CC Owens stated the committee recommendation is based on the presentation during the January meeting regarding Carla Ray from Generis as a campaign consultant to do Strategy Day. Ms. Ray would look at our initial data and prepare a Strategic Session for the campaign going forward at a rate not to exceed $10k. Chair Wesley asked CC Owens to explain further how we arrived at this consultant? CC Owens stated this was not a sole source, the committee looked at a couple of other consultants (one out of Orlando, FL and one out of Atlanta, GA). The committee recommended a consultant who was local, experienced with churches, and the ability to do wealth screening. Ms. Ray’s rate was lower than other consultants. Chair Wesley stated this is a critical piece for us as the building goes forward to obtain a real best guess of how much we can raise.

**Questions:** Dir. Easter asked what is the take away for the $10k investment? CC Owens replied, on site coaching, looking at our data, spending time with finance, spending time with other components of the worship team and preparing for the overall strategy experience with the church. Dir. Easter asked if we choose not to continue with Ms. Ray, will she leave us with a plan. CC Owens replied yes. Dir. Shaw asked is there a three-year or five-year look, CC Owens stated three-year look.

**Action:** CC Johnson moved and CC Hawkins second to hire Generis at an amount not to exceed $10k.

**Unreadiness/Questions:** Dir. Easter asked about the timeframe and the end product. Chair Wesley stated its more about completing the tasks and not the timeframe. CC Owens stated there is a pre-assessment and a post-strategic plan that we will be provided. CC Hawkins asked about the period of performance and CC Owens stated it would start in the fall 2019. CC Hawkins stated he would like to see the contract. The motion is tabled until review of the contract by Finance & Budget.

1. Affordable Housing (AH) Sub-Committee **………………………**Vice Chair(VC)Charisse Hines

Chair Wesley stated AH Sub-Committee Chair Sidney Evans is on travel and Vice Chair Charisse Hines will present. VC Hines asked the committee members to stand to be recognized.

Task Completed: Weekly meetings started Jan 23, 2019, signed non-disclosure and conflict of interest agreements received from committee members. Comprehensive background reports have been received from Subject Mater Expert (SME) Dexter Bordes and Land Use Attorney Mary Catherine Gibbs.

Tasks in Progress: Ensure existing Olde Town West (OTW) HAP contract is renewed timely (due 120 days prior to Nov 2019). Land Use Attorney Mary Catherine Gibbs recommended hiring an Affordable Housing Attorney. The committee is recommending the AH attorney funding comes out of the operating budget of Olde Town West Properties Three, LLC since it is directly related to the property.

Next Steps: Determining whether the draft timeline provided by Attorney Gibbs is achievable, establishing needs (short term, mid-term and long-term), reach out to four developers (previously identified by our Land Use Attorney, to determine who could potentially work on the project, fact finding, gain insight and knowledge), and meet with the city of Alexandria to better understand their goals and timeline. The committee does not intend to commit the church but to better understand all of the moving parts and dependencies.

**Questions:** CC Hawkins asked if the charter is to move forward and build both buildings because there is a balloon payment for OTW of $300-$400k therefore analysis would have to be completed to determine if the costs could be covered. VC Hines replied the charter is to make recommendations to the Council and it would be irresponsible not to investigate things to avoid missing a potential opportunity. Dir. Jordan stated the committee has not committed the church but to submit recommendations to the Council it is necessary to obtain advice from an AH Attorney to complete the committee’s due diligence. Church Administrator Clark stated OTW budget has been approved so a review is needed to determine if there is bandwidth to handle additional costs. Chair Wesley stated he has faith in the committee and their expertise and his prayer is that God will guide them, and we’ll be ready for something by June. CC Hawkins asked for a Rough Order of Magnitude (ROM) and Dir. Jordan stated it’s too premature because the numbers are not there to complete a ROM. CC Berry stated this time last year, many of us were engaged with the City and he is concerned whether we are keeping up with the city? VC Hines replied we are in a good place with the City and the committee is meeting weekly to provide a comfort level. Chair Wesley stated the City Manager was given verbal commitment that ASBC was serious about being in the AH arena. CC Johnson asked is the committee in agreement with Pastor’s statement and VC Hines replied yes. Chair Wesley asked for the Council to share any hesitation at this time. Dir. Shaw stated she is open to looking at a contractor but we’re making too many piecemeal decisions to be comfortable. We are looking at buying 315, looking at building a new church, and looking at Affordable Housing. Dir. Wilson stated she agreed with Dir. Shaw and her continuing concern about efforts toward this project without any real disclosure, briefing, or green light from the church. Chair Wesley asked the Council to greenlight and give the committee our full support. Dir. Wilson stated she fully supports the committee in principle. Dir. Shaw stated one day we’re going to get to where we have spent too much money and we can’t turn around. In addition, Dir. Shaw stated we need to look at all three pieces and decide where we are going and go forward. We don’t need to keep spending a million dollars here, $2 million there, $500k there and that is what is troubling her. CC McWilliams stated we need to be very clear and maintain a running record of what we’ve approved when we get a new funding request. Chair Wesley stated based on the discussion, there are three things we need, recommendation of the AH attorney (cost and contract), whether Olde Town West can support the cost out of the budget, and accounting for what we have spent thus far for AH. CC Hawkins stated we roughly approved $120k, supports moving forward but we need a budget to determine what this effort is going to cost. Dir. Jordan stated determining the cost is a goal and it will be a recommendation from the committee. Hopefully this information will be provided by the financial analyst, what we can do and the order whether the campus expansion or AH is first. Fin. Director Roberts stated Olde Town West manages its bank account and should not pay for the AH Attorney, it should be budgeted. Chair Wesley stated, based on the discussion, there are really no action items at this point and thanked VC Hines and asked that she share his thanks with Chair Owens and the committee.

**Action:** Dir. Monterio Jr. moved, and CC Berry second to accept the reports, approved.

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

a. Nominating Committee: Chair Wesley asked Dir. Easter to serve on the Nominating Committee to replace Dir. Monterio, Jr. Dir. Easter asked for additional information on duties and commitment. Chair Wesley asked VC of the Nominating Committee (Margaret Savage) to share insights with Dir. Easter. Dir. Wilson asked if her term ended and Chair Wesley stated she is still appointed.

b. Strategic Planning Committee: Dir. Monterio, Jr. was asked to head the Strategic Planning Committee.

Dir. Monterio, Jr. stated the plan would include 2020-2025 for the church, key priorities, roadmap, village & on-line community, and projections on finance. Initial proposal to stand up the committee in the second quarter and a draft plan in about 8 months (Dec - Annual Meeting).

c. New Council Members: Chair Wesley apologized for the delay in onboarding related orientation

activities. In addition, there are documents for all Council members to sign annually (i.e. confidentiality agreement, conflicts of interests and ethical conduct policy) in your folder and located on the Share Point site.

**Action:** Chair Wesley asked Council to review the documents within seven days and reply with any comments, corrections, etc. by Feb 20, 2019 via the Share Point site. The final version will be resent. Council is asked to print out, sign and return the signed documents to the office.

d. CAYA Gala: Chair Wesley stated the CAYA Gala was rescheduled to March 23, 2019 at the Anthem

(due to the government shutdown, the Smithsonian was closed, and optional dates were not convenient), ticket sales (appr. 1500) will cover the entire cost, no penalty with the guest artist, and concern exist about the Smithsonian fee (original venue). Church Administrator Clark will confer with lawyers regarding the Smithsonian contract.

e. Seek 2019: Seek 2019 was very successful and special recognition should be given to Reverend Mark

Lavin and Minister Elijah McDavid because they thought of the idea of the gift to Howard University

seniors and prepared the Memo of Understanding. The church has been featured in the Washington Post,

Ebony, and Good Morning America. Thank God for a good season at ASBC.

f. Easter: Proposal to take Easter Service offsite due to multiple services, taxing membership & volunteers,

lines outside, turning people away, and rushed worship experience. The location is the Entertainment & Sports Arena in Washington, DC. (former St. Elizabeth Hospital site) with capacity of 3,500. The proposed Easter schedule is Sat 6:00pm & Sun 6:00am at Alfred Street (traditional service), and the 10:00am service at the Entertainment and Sports Arena in Washington, DC. CA Clark stated the cost is approximately $150k - $200k (flat rental rate and the bulk of the cost represent Audio Visual). CC Hawkins stated there needs to be transportation to carry Tithes and Offering back to the church. Dir. Shaw asked about the parking? CA Clark responded there are 3 parking lots (1,000 spaces) and shuttle buses will be available. Dir. Monterio Jr. stated the proposal passed overwhelmingly with the Deacons after review of the 2018 Easter statistics which showed 65% worshiped in the sanctuary, 35% worshipped in the classroom on TV after standing in line for 45 minutes. Chair Wesley discussed the proposal with Music & Worship Arts and the production would be like the 10th Anniversary Celebration (30-minute prelude, mass choir, orchestra & dance, and streaming).

**Action:** CC Hawkins moved and CC Berry second to support taking our Easter Service offsite, approved.

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

**Action:** Chair Wesley requested a motion to go into Executive Session to discuss HR matters only. CC Johnson moved, and Dir. Osborne second to enter Executive Session to discuss HR matters only, approved.

CA Clark asked to stay, and Deacon Lolita Youmans asked to join the Executive Session.

**Action:** Dir. Monterio Jr. moved, and Dir. Jordan second to exit Executive Session, approved.

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

(No action items from the Executive Session)

1. 9:50 Meeting adjourned …… Chair Wesley

Attachments:

Agenda, Council Meeting Minutes – January 9, 2019, Council Reporting Calendar and Committee Reporting

Schedule, Treasurer & Committee Reports

Respectfully Submitted,

Shelvee H. Osborne

Shelvee Osborne, Secretary