**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 |  |
| Stacy Burnette | Gov & Legal Committee | x |  |
| Ed Charity | Finance & Budget Committee | x |  |
| Kimberly Driggins | Finance & Budget | x |  |
| Nidra Dyer | Gov & Legal Committee | x |  |
| Sidney Evans, Jr | Affordable Housing Sub-Committee Chair | x |  |
| Jim Garrett | Building Committee Chair | x |  |
| Bud Hart | Building Committee | x |  |
| Hattie Higgins-Greene | HR Committee | x |  |
| Charisse Hines | Gov & Legal Committee | x |  |
| Mark Montgomery | Affordable Housing Sub-Committee | x |  |
| Al Wallace | Assistant Historian | x |  |
| **Church Staff** |  |  |  |
| Anthony Brownlow | Budget Analyst | x |  |
| Melanie Driver | Facilities Manager | x |  |
| Nancy Doswell | Assistant to the Pastor | x |  |
| Rev. Barbara Florvil | Assistant to the Pastor | x |  |
| Joyce Garrett | Music Director | x |  |
| Rev. Marla Hawkins | Assistant to the Pastor | x |  |
| April Hicks | Ministry Program Director | x |  |
| Shelena Hollinger | Human Resources Manager | 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 |  |
| Carla Welborn | Communications and Marketing Director | x |  |
| **Guests** |  |  |  |
| James Bender | Deacon | x |  |
| Alan Boykin | Deacon | x |  |
| Deborah Crawford | Deacon | x |  |
| Vernon Hammett | Deacon | x |  |
| Thomas Howell | Deacon | x |  |
| Beverly Overby | Deacon | x |  |
| Maurice Nabritt | Deacon | x |  |
| Carla Maxwell Ray | Generis | x |  |
| Larry Sherrod | Deacon | x |  |
| Kevin 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 adjusted and accepted by general consensus.

1. Devotions/Prayer Rev Marla Hawkins

Isaiah 43:19, New beginnings make new endings, Joshua 1:9 God will be with us always and forever

1. Reading of Minutes Secretary Osborne

**Action:** Chair Wesley asked the Council to review the minutes, provide comments and a motion to accept the Dec 12, 2018 minutes. Minor corrections were offered, and the minutes were accepted with minor corrections by general consensus.

1. Reports……………………………. Chair Wesley

a. Welcome New Council Members - Chair Wesley welcomed Directors Russell Easter and Tammi Lloyd and stated Dr. Stacia will conduct their 3-4-hour orientation, Nancy Doswell will coordinate training, non-disclosure documents, etc.

b. CAYA 10th Anniversary Gala - April Hicks

The Government shutdown may affect the 10th Anniversary CAYA Gala scheduled for Jan 26, 2019 at the National Museum of African American History and Culture. The financial breakdown for the Gala results in a small surplus which as follows:

Revenue - $172,735 ($142,735 Ministry, $30,000 budget)

Expenses - $170,470 (Food, Entertainment, Venue)

**Questions:** CC Hawkins asked is there an Artist Liability due to the re-schedule, Chair Wesley responded no.

c. Affordable Housing (AH) – Letters of Appointment for the AH Sub-Committee will be distributed, and Sidney Evans was appointed as the Chair. Dexter Bordes provided an update: Concept 1 was submitted, Geotech firm contacted, the submission will slip 2 weeks for the RFP (developer), met with the city in Dec and the city requested a subsequent meeting. Mr. Bordes requests a meeting with the sub-committee and Mr. Evans desires a meeting of the sub-committee prior to another meeting with the city. Chair Wesley stated the sub-committee will be a standing report at Council meetings.

**Questions:** CC Hawkins stated the RFP was developed without review by the Procurement Committee, the full Affordable Housing Committee and he has many concerns. Mr. Bordes stated the draft RFP was developed and sent to Mr. Evans as a preliminary draft.

**Action:** Mr. Evans stated CC Hawkins point is well taken, next steps include 1st meeting of the AH Sub-committee, set ground rules, and reply to the Council. Chair Wesley stated the purpose of the AH sub-committee is to have more eyes and ears into the process and asked what the timeline is. Mr. Bordes stated the deadline for the submission to the city to apply for funds is by April therefore he developed the RFP template. Chair Wesley stated there is no desire to circumvent the process and we need a bidding process of 3 companies. CC Hawkins asked about the attorney that was needed. Dir. Lloyd asked for the schedule. Mr. Bordes stated there is a schedule to get the civil engineering done.

d. Minister Julienne Powell’s Estate

Minister Powell passed away and named the church in three Life Insurance policies. Deacon Clark (CA) is working with the family because the family has asked the church to help with the financial bills, etc. CC Johnson spoke with Counsel to work with the CA to obtain a copy of the will and other documents to determine, from a legal position, what the church can do.

**Action:** Chair Wesley desires to cover all bills out of the policy funds.

e. Council Reporting Schedule

Secretary Osborne presented a Council Reporting Schedule based on the 2019 Council meeting dates. After a brief discussion, it was determined that more time was needed to prepare reports between meetings. The consensus was the previous meeting minutes, agenda, reports, and all attachments would be distributed to the Council by the Friday prior to the next scheduled Council meeting. A revised schedule would be drafted for the Feb meeting. Chair Wesley stated VC Monterio and Dr. Stacia will be working together starting in Feb on the Annual Board of Operations survey to be presented during the April meeting. Chair Wesley reminded the Council that a Briefing is a quick 2-3 minutes (monthly) and a Report is a deep exhaustive presentation (2 committee presentations per monthly meeting).

1. Stewardship Committee……………………….……………………...CC Owens/Carla Maxwell Ray (Generis)

CC Sylvester Owens introduced Carla Maxwell Ray whose experience is in assisting churches to raise funds. Ms. Ray works for “Generis”, Senior Advancement Strategist, generally 21% of the congregation supports 90% of the budget. Sustainable generosity is about funding the vision that will change the lives of the people. Ms. Ray met with the Director of Finance and Chair of Deacons Monterio Jr. and stated usually a campaign runs for two years because the third year giving tends to decline. If the contract is approved, next steps include a Strategy Day (designed to customize ASBC, requests 20 documents ahead of time to review analytics and depict graphically and quantitatively) results in a ten-page report that outlines a strategy for raising funds. The process takes about six weeks and the report would include an Executive Summary.

**Questions:** Chair Wesley stated the church has tried this effort twice prior and faced infrastructure issues, concerned about timing for the Building, Indebtedness, and what could be Raised. Chair Wesley asked what would be the appropriate time to start? Ms. Ray stated the process starts with coaching and campaigns this size take about 6-8, 1st half is private (Centric Circles-Pastor, Council, High-Capacity Leaders). Chair Wesley asked what Generis does after pledges and follow-thru? How much is raised? Ms. Ray stated 96% fulfillment, actively works with staff, 1st fruit Sunday (raise 10%), enter 2 yr fulfillment plan (110 tasks), 2.5 yr effort, currently has 5 clients, currently scheduling for the summer and early fall new client start dates.

**Recommendation:** CC Owens recommending Strategy Day ($7,500) includes Analytics which will provide clarity as to what can be raised (total cost not to exceed $10,000).

**Questions:** Dir. Shaw asked whether Ms. Ray has worked with large on-line churches? Ms. Ray stated yes and their staff includes digital guru with experience in high capacity marketing working with the Communications Staff. Chair Wesley asked Council to review the packet and vote at the next meeting. Deacon Garrett asked to meet with CC Owens to review strategy alignment and Chair Wesley stated this will be part of the strategy. Deacon Youmans asked about deliverables? Ms. Ray stated there would be a written report, timeline, monthly activities and recommendations-capacity of what could be raised and timeframe when to launch the capital campaign. Chair Wesley asked would Ms. Ray be on staff? Ms. Ray stated no but the church would need some expansion in the finance department, 501c3, 1st conduct an internal then external campaign, donor analytics, etc. Dir, Shaw asked did the church’s previous engagement include a breakdown of analytics? Chair Wesley stated no those efforts identified issues but no solutions.

1. Committee Updates

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

CC Hawkins stated a written report will be provided to include Investment Strategy and Policy, RFP – Vendors asking questions, contract to be awarded late April upon concurrence with Building Committee & Affordable Housing.

b. Treasurers Report as of Nov 30, 2018 - Jeff Owens (Treasurer)

1. Balance Sheet – comparing ‘18 to ‘17, decrease in liabilities and increase in net assets

Total Liabilities $ 13,055,114.67

Unrestricted Net Assets $ 25,775,136.67

Temp Restricted Net Assets $ 1,003,923.95

Total Liabilities & Net Assets $ 39,834,175.29

1. Income Statement – Revenue is 96% of the budget and Expenses are 78% of the budget

Total Revenue $ 15,108,490.00

Total Expenses $ 11,491,225.13

1. Pastor Weekly Snapshot as of Dec 31, 2018– Online giving is 72% of total giving

Tithes & Offerings $ 720,868

Budget vs Actual $ 14,400,000 vs $ 18,230,90, revenue over $ 3,830,905

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 the Church received another offer to purchase 509 N. Henry St, $10k Ernest money

**Questions:** Chair Wesley asked if the purchase/sale has to be approved by the church? CC Johnson replied no because the sale had been previously approved by the church.

CC Berry states the P & F Committee recommends a Feasibility Study, long term plan regarding the purchase of another building. CC Hawkins stated it is significantly less than what was paid for two prior buildings, but the concerns are we don’t know the selling price, is the space needed and need to get an inspection. Chair Wesley stated space is needed for Crossover

**Action:** Chair Wesley asked HR and CA to look at the space needs, ownership may increase seats on the Association Board and we already know the 3rd floor would need to be re-enforced. Chair Wesley asked what is the approximate price of the building? (see report)

**Action:** Chair Wesley asked the F & B Committee to take up the discussion and Council to go into prayerful consideration. Dir. Jordan asked where does this fit long term? Dir. Shaw asked is there an opportunity to lease back the space to the tenants? CC Berry stated the building is currently occupied.

1. Human Resources – CC McWilliams stated no meeting was held since the Dec Council meeting, worked

with the CA and the next meeting will focus on:

1. Performance Management and Compensation

2. Recruitment

3. Culture and Accountability (Wellness)

e. Governance & Legal CC Johnson

CC Johnson stated there are several issues to present, Policy process-no comments received, need to establish a simple process to tee up policies to be approved, requested questions within 5 days, 5 new policies at the next meeting, requested electronic approval prior to the next meeting. Chair Wesley stated he is comfortable with an electronic vote. Dir. Shaw stated the policy format will reduce the backlog of 18 policies. CC Berry stated his committee meets next week therefore Chair Wesley stated a call for the vote could be after Jan 18, 2019.

f. Building Committee…………………………………………………………………….Deacon Garrett

There is a small committee of 4 reviewing plans to include 2 levels of parking and lower cost which is scheduled to be completed by Friday. The new plan would include 200 spaces which more than meets code, allows usage of the chapel simultaneously. The goal is how to make up the children’s space? (multi-purpose room, 2nd floor extended from the balcony to the administrative offices, etc.) Sanctuary would be a level floor to be used as a multipurpose space. Moving the foundation out allows for more parking. Cost for parking will be decreased but the savings would be used for renovation. The total cost of $95million includes the $5 million spent over 5 years. The process going forward is as follows:

1. Key stakeholders to review drawings (Pastor Wesley, Sunday School, Youth (space would be

3-4 times more than currently occupied), Music & Arts

2. Need to determine how we use the current youth space once the Sanctuary is developed.

**Questions:** CC Johnson asked will the committee need additional funding? Deacon Garrett stated committee members will meet with the City Council by September, but we need to get through the Board of Architectural Review (BAR).

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

**Action:** Chair Wesley requested a motion to go into Executive Session to discuss HR and Council Operation matters. CC Berry moved, and CC Johnson seconded that we enter Executive Session to discuss HR and Council Operation matters only. Approved

**Action:** Chair Wesley moved, and VC Monterio Jr. seconded to exit Executive Session. Approved

Dir. Osborne affirmed that HR and Council Operations matters only 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 Schedule, Generis Package

Treasurer & Committee Reports

Respectfully Submitted,

Shelvee H. Osborne

Shelvee Osborne, Secretary