**Attendance**

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| --- | --- | --- | --- |
| **Name - Council Members** | **Position** | **Present** | **Absent** |
| James Berry | Property & Facilities Chair | cc |  |
| Sydney Evans, Jr | At Large | X |  |
| Charles Hawkins | Finance & Budget Chair | X |  |
| Ronald Johnson | Governance & Legal Chair | X |  |
| Sherri Jordan | At Large | cc |  |
| April McWilliams | Human Resources Chair | X |  |
| Charles Monterio, Jr | At Large | X |  |
| Shelvee Osborne | Council Secretary | cc |  |
| R. Sylvester Owens | Stewardship Chair | X |  |
| Lani Shaw | Governance & Legal Vice Chair | cc |  |
| Pat Wallace | Council Vice Chair | X |  |
| Dr. Howard-John Wesley | Council Chair | cc |  |
| Lisa Wilson | At Large | cc |  |
| **Committee Members** |  |  |  |
| Edward Charity | Fin & Budget Comm | cc |  |
| Jeff Owens | Treasurer | cc |  |
| LaRufus Mitchel | Financial Secretary | cc |  |
| **Church Staff** |  |  |  |
| Dr. Elaine Crider | Church Administrator (CA) | X |  |
| Rosette Graham | Executive Assistant to Pastor Wesley | X |  |
| April Hicks | Ministry Program Director | X |  |
| Delharty Manson Sr | Financial Analyst | X |  |
| Min Elijah McDavid III | Assistant to the Pastor | X |  |
| Dr. Sedric Roberts | Finance Director | X |  |
| **Guest** |  |  |  |
| Dexter Bordes |  | X |  |
| Deacon Garrett | Building Committee Chair | X |  |
| Monte Richards |  | X |  |
| Gene Edgecomb |  | X |  |
|  |  |  |  |

X = Participated in person, cc= Participated via Conf Call

I. Call to Order 7:13pm Vice Chair Patricia Wallace

Vice Chair Wallace called the Council meeting to order and stated many Council members were unable to attend in person due to a regional traffic accident, however a quorum was established.

II. Devotions/Prayer Rev Sedric Roberts

100 verses of Prayer for successful Leaders (Look to God for strength and guidance)

III. Reading of Minutes - Minutes were tabled Shelvee Osborne, Secretary

IV. Committee Reports

1. Property and Facilities Comm (P & F) James Berry

i. Parking Policy – P & F Chair stated the Parking Policy was reviewed with Dr. Crider and staff.

**Action:** Updated document was returned to Dr. Crider for final review/edits.

ii. Rental Property N Columbus St- Management Co notified P & F Comm HVAC system needed replacing and repairs were due to be completed today. The apartment has two systems, main floor system was not working. The new system will cover all three floors. Total costs < $8000. Pastor asked how is SOUJOURN connected to Alfred St? Fin Dir stated Sojourn is a separate LLC and has its own funding stream, separate bank account, etc.

iii. Safety & Security – Chair Berry discussed with Dr. Crider the need for a Safety & Security Standard Operating Procedure (SOP) for the church. Shelvee Osborne asked whether the church was at risk without the policy? Chair Berry concerned because the policy should address carrying weapons in church, use of force procedures, etc. Chair Berry stated recommendations were previously sent forward to Dr. Crider.

Pastor asked Dr. Crider whether the church was seeking to fill the Safety & Security position? Dr. Crider stated yes.

**Action:** Chair Wesley asked Dr. Crider and Chair McWilliams to prioritize filling the vacancy of Safety & Security Dir.

iv. ASBC Policies – Chair Berry reviewed the Policy list provided by Dr. Crider to determine if any policies can be consolidated. Recommendation provided.

Discussion: Ron Johnson asked if changes in red reflect recommendations by the P & F Comm? Chair Berry stated yes.

**Action:** Motion offered by Ron Johnson and seconded by Sydney Evans to accept report, unanimous consent.

1. Stewardship R. Sylvester Owens

Chair Owens stated currently updating whitepaper, reviewing giving trends, planning a meeting with First Baptist Church Glen Arden and Episcopal. Drafting steps for the Stewardship Plan. Plan to have Deacon Garrett brief entire Stewardship Committee. Pastor stated he takes ownership to write more thank you letters and needs assistance in this area.

**Action:** Chair Owens stated his committee is working on a letter which will require Pastor’s signature only.

**Action:** Motion offered by Deacon Charles Monterio, Jr. and seconded by Sydney Evans to accept the report, unanimous consent.

1. Human Resources April McWilliams

i. General Update- Chair McWilliams stated the strategy is to partner with the HR team to review related policies and the recruitment process with managers prior to the actual interview process. Areas for review are vacant positions, over worked staff, training, communication process, etc. Plans include attending the September all staff meeting, lend support to legal team, etc. HR Chair and another committee member desire to attend manager staff meetings. Chair Wesley stated Chair McWilliams is welcomed to attend the staff and manager meetings.

ii. Pastor Evaluation Subcommittee – The subcommittee met last week and the next meeting is July 5th. Chair Johnson asked what is the timeframe for wrapping up the evaluation of Pastor’s salary? Chair McWilliams stated July.

**Action:** Motion offered by Chair Johnson and seconded by Sydney Evans to accept report, unanimous consent.

1. Governance & Legal Ronald Johnson
2. Task completed - Resolution to expand Nominating Committee, Charter, and Format for Council presentations.

ii. Task in progress - Review/revise format for church policy, numbering system, LLC structure, LLC and Council relationship, need to establish a secure document process for documents as was provided for CBC.

iii. Challenges – Need to establish a process to keep Council Directors and Chairs informed of emergency situations.

Discussion: Chair Wesley stated the Council presentation format presented by Governance and Legal is how each committee should report going forward. Pastor also stated all Charters were submitted to Dr. Stacia, have been forwarded to him and they will be distributed during the next mtg.

**Action:** Chair Wesley asked Rosette Graham to set up biweekly phone calls with Chairs limited to 15 mins to discuss issues.

Questions – Sydney Evans asked if there is a process to review church policies? Chair Johnson stated the committee is looking at the list of policies, those with ownership to review, and will codify the process for approval. Sydney Evans asked what we hope to accomplish in reviewing LLC structure and are there MOUs in place between the church and LLCs? Chair Wesley stated there is a new accountability structure and some changes are needed based on the new structure.

**Action:** Motion offered by Charles Monterio, Jr. and seconded by Sylvester Owens to accept report, unanimous consent.

1. Finance & Budget (F & B) Charles Hawkins
2. Refinance Loan 325/329- Chair Hawkins presented terms to renew the loan, F & B committee is

recommending approval of Burke & Herbert proposal that is below prime, no appraisal fee, and attorneys discounting their fees.

Questions/Discussion – Sydney Evans asked whether the committee looked at other financing options because a large note is due in year 5 and asked whether the church was prepared to pay this amount? Chair Hawkins stated the committee did not look in detail at other options, looked at several options when the building was initially purchased. Goal is to pay off the building within 4 years as part of the draft Debt Reduction Plan. Sherri Jordan asked whether the committee knew what the balloon payment would be in 5 years? Chair Hawkins stated the analysis has not been completed. Sedric Roberts stated all church loans are 20yr with 5 year balloons however because the loan is being renewed as opposed refinanced it saves on expenses. Sydney Evans noted there is a cost to re-finance and suggests we move forward but also stated we need an in-depth financing strategy within the next 5-8 months to look at financing options. Chair Hawkins stated the Debt Reduction Plan will be presented at the July mtg. Ron Johnson stated based on the current loan rate, we need to look at other banks.

**Action:** Motion offered by Sydney Evans seconded by Charles Monterio, Jr. to accept the Finance & Budget Committee recommendation to renew the $2.7 million loan at 4.5%. Un-readiness - Ron Johnson stated the mater needs to be competed with other institutions.

Vice Chair Wallace asked for a roll call vote- J. Berry-y, S. Evans -y, C. Hawkins-y, R. Johnson- n, S. Jordan-y, A. McWilliams-y, C. Monterio-y, S. Osborne-y, S. Owens-y, L. Wilson-y.

ii. Audit - no material weaknesses identified

iii. Budget Process- Met with church staff, approximately 2 weeks behind schedule, instructions to

be distributed to budget owners soon.

1. Debt Reduction – F & B committee member Sally Birmingham to lead the Debt Reduction effort

and a draft plan will be presented at the next meeting. F & B Charter will be revised and submitted next week. Chair Wesley asked who is creating the RFP? Chair Hawkins stated it is a joint effort between the committee and church staff to create the RFP and the Request for Information (RFI) was sent to 3 companies. Chair Wesley asked to have the RFP scope and size distributed to the Council. Chair Hawkins stated Deacon Garett can send the RFI to the Council because he is managing that component. Once the vendors come back with a proposal, the RFI and contract can be sent to Council. RFI is needed to obtain guidance for a vendor as to what we need in the RFP.

**Action:** April McWilliams offered a motion and Charles Monterio, Jr. seconded to accept the report, unanimous consent.

Chair Hawkins stated Tithes & Revenues and Expenses were reviewed and revenues continue to exceed projections.

V. Update from Building Committee Deacon James Garrett

Deacon Garrett provided a summary and stated we are at the stage of a Request for Information (RFI) which occurs prior to the Request for Proposal RFP). In addition, Deacon Garrett stated because many Council members are on the phone due to the regional traffic accident, we should probably re-schedule his presentation for a later date. Chair Johnson suggested that complex presentations be distributed prior to facilitate the meeting.

**Action:** Chair Wesley asked to have the Building Committee briefing distributed and to schedule a meeting to review within the next 10 days.

Discussion: Chair Wesley asked Deacon Garrett what needs approving tonight? Deacon Garrett stated nothing tonight, but approval will be needed to proceed in the future. Deacon Garrett stated the Finance and Budget Committee will take the lead in developing procedures to get to the Request for Proposal (RFP) stage. Sydney Evans asked is it possible to have the names of the RFI firms? Chair Wesley stated he desires to have the Committee take the lead and bring the recommendation back to the Council. Sydney Evans offered to provide additional RFI firm names. Sherri Jordan asked whether the RFI is going to a wider audience or are we limiting the distribution to the three firms? Deacon Garrett stated the Building Committee selected firms, however the committee is open to sending the RFI to other companies. Sydney Evans requested a copy of RFI which would assist him in submitting additional firms.

VI. Other Council Matters

a. Treasurer & Financial Secretary – Finance & Budget Chair Hawkins raised the issue that the actual duties of the Treasurer & Financial Secretary are opposite to what is currently stated in the Constitution & By-Laws.

**Action:** Chair Hawkins offered a motion to reverse the rolls of the Treasurer & Financial Sec from what is currently stated in the Constitution & By-Laws, seconded by Sylvester Owens, approved.

b. Council Recorder - Shelvee Osborne asked the status of the Council Recorder? Dr. Crider stated the recorder was delayed due to traffic but has been selected and arrived late. In addition, Dr. Crider stated the Council Recorder has been secured for Council meetings and the transcript will be ready within seven days after the meeting. Charles Hawkins asked did we engage the church clerks to provide recorder support to Council? Dr. Crider stated the Church clerks could support the Committee meetings as opposed to the Council meeting.

c. Audit Report - Sherri Jordan asked for the timeline to get the Audit report and Finance and Budget Chair Hawkins stated the Audit is complete and Ron Erby (Auditor) will brief the Council at the next Council meeting.

d. ASBC Committee Mailboxes - Dr. Crider stated ASBC Email boxes have been created for each committee.

**Action:** Dr. Crider stated the ASBC Email box instructions will be distributed electronically.

**Action:** Chair Wesley suggested the committees should decide which committee member will monitor the mailbox.

VII. Congregational Questions - none

VIII. Executive Session

**Action:** Ron Johnson offered a motion to go into Executive Session to discuss a Strategic Plan item, Charles Monterio, Jr. seconded, approved.

**Action:** Ron Johnson offered a motion to exit Executive Session and Sydney Evans seconded, approved.

Ron Johnson affirmed that the Council only discussed the Strategic Plan item in Executive Session.

IX. Closing Prayer/Dismissal 9:21pm Pastor Wesley

Attachments:

Church Council Meeting Minutes May 16, 2018

ASBC Building Committee Contracts

Reports – Prop & Facilities, Governance & Legal, Finance & Budget, Building Committee

Respectfully Submitted,

Shelvee H. Osborne

Shelvee H. Osborne, Secretary