**Attendance**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name Council Members** | **Position** | **Present** | **Absent** |
| James Berry | Property & Facilities Chair | X |   |
| Sydney Evans, Jr | At Large | X |   |
| Charles Hawkins | Finance & Budget Chair | X |   |
| Ronald Johnson | Governance & Legal Chair | X |   |
| Sherri Jordan | At Large | X |   |
| April McWilliams | Human Resources Chair | X |   |
| Charles Monterio, Jr | At Large | X  |   |
| Shelvee Osborne | Council Secretary | X  |  |
| R. Sylvester Owens | Stewardship Chair | X |   |
| Lani Shaw | Gov & Legal Vice Chair | X |   |
| Pat Wallace | Council Vice Chair | X |   |
| Dr. Howard-John Wesley | Council Chair  | X |   |
| Lisa Wilson | At Large | X |  |
| **Church Staff** |  |  |  |
| Anthony Brownlow | Budget Analyst | X |  |
| Dr. Elaine Crider | Church Administrator (CA) | X |   |
| Rev. Judy Fentress-Williams | Senior Assistant to the Pastor | X |  |
| Rosette Graham | Executive Assistant to Pastor Wesley | X |  |
| April Hicks | Ministry Program Director | X |  |
| Dr. Sedric Roberts | Finance Director | X |  |
| Carla Welborn | Communication & Marketing Director | X |  |
| **Guest**  |  |  |  |
| Governance & Legal Committee Members |  | X |  |

Participated via Conference Call: N/A

I. Call to Order 7:00pm Pastor Wesley

Pastor Wesley welcomed the Council, Staff and Guest and reminded Council of upcoming events such as the Installation of Reverend Dustin Sullivan and the Ordination Service for eight ministers.

II. Prayer Pastor Wesley

III. Consideration of the Minutes-Unanimous Consent Pastor Wesley

IV. Council Structure – Difference between Update (brief) and Report Pastor Wesley

1. Website Portal – Carla Welborn conducted a walkthrough of the Council Webpage

**Action:** Webpage Link will be distributed to chairs to upload committee documents that should be approved by the Committee Chair.

**Action:** Stewardship Chair Owens asked for ASBC email addresses for his committee.

**Action:** Chair Wesley requested a general email is listed on the webpage for each Council committee.

1. Council Documents: Chair Wesley asked that Council members review documents and provide comments to them prior to the next meeting.
2. Council Proposed FY2018 Budget - Dr. Crider presented the Council budget

**Action:** A motion was offered by Ron Johnson and seconded by Vice Chair Wallace to approve Council Budget as presented by CA, approved.

1. Policies checklist – Dr. Crider stated policies will be re-signed when updated

**Action:** Shelvee Osborne asked to have the Policy list alphabetized for convenience.

1. Nominating Committee-Vice Chair Wallace reported the Nominating Committee elected Risa Williams-Kornegay as Chair and Margaret Savage as Vice Chair, currently operating with 7 and desires to increase to full strength of 9. Expansion of standing (Nominating) and 2 sub-committees (Fin & Budget and Stewardship) is needed. Pastor Wesley asked to address each separately.
2. Process to Increase Finance & Budget Committee Membership – Two additional members needed for Finance Room Auxiliary Oversight (count room).

**Action:** A motion was offered by Sydney Evans and seconded by Sylvester Owens to increase the Finance & Budget Committee by 2, approved.

**Action:** Gov & Legal Chair was asked to take the lead on this action at the Mid-Year meeting.

Discussion-Chair Hawkins stated the Financial (Fin) Secretary (Sec) & Assistant (Asst.) Financial (Fin) Secretary (Sec) are supposed to report to Dr. Crider due to the initial plan for the Auxiliary Team to come under the Church Administrator. Currently the Fin & Asst. Fin Sec collect, process tithes and offerings, sign checks and Oversee Auxiliary Operations (count room) on Sunday. Dr. Crider stated the Fin Sec & Asst. Fin Sec sign checks over a certain amount but mostly support the Sunday count room functions. In addition, Fin Sec & Asst. Fin Sec use to process checks but that function has been moved to staff on Monday. Chair Hawkins asked if the Treasurer signs checks? Finance Dir Dr. Roberts stated no but he should sign checks.

**Action:** Chair Wesley asked Chair Hawkins, Chair Johnson, Dr. Crider and Dr. Roberts to provide a recommendation regarding the Financial Secretaries reporting to the Church Administrator and Treasurer signing checks.

1. Process for filling Committee Member Vacancies - Pastor Wesley asked Chair Johnson for an

approach to increase the At Large members from 5 to 7?

Discussion: Reviewed the By-Laws for clarification during the discussion.

**Action**: A motion was offered by Vice Chair Wallace and seconded by Sydney Evans to recommend an increase of At Large members from 5 to 7 to be recommended to the Church at the Mid-Year Church meeting, approved.

**Action:** Gov & Legal Chair asked to take the lead at the Mid-Year Church meeting.

**Action:** Lisa Wilson noted the March 26, 2018 minutes do not reflect her appointment to the Nominating Committee by the Council. Shelvee Osborne asked that the final approval of the minutes be tabled to allow for further review.

1. Appointment – Pastor Wesley’s Evaluation and Compensation Subcommittee

Discussion: Purpose of the committee is to develop process, evaluate and make a recommendation on compensation of the Pastor to the Council. Gov & Legal Committee will review prior to outside counsel’s review.

**Action:** A motion was offered by Sydney Evans and seconded by Sherri Jordan that an Ad Hoc committee be created to review Pastor’s Evaluation and Compensation to include HR Chair (Ad Hoc Chair), Fin & Budget Chair, Deacons’ Chair & Vice Chair, and an At Large Council member, approved.

**Action:** A motion was offered by Sydney Evans and seconded by Charles Monterio Jr. that Lisa Wilson will join the Pastor Evaluation and Compensation Ad Hoc committee as an At Large member, approved.

1. Council’s Oversight of Building Committee – Chair Wesley tabled the discussion
2. Stewardship Committee Update – Committee needs 2 additional members (currently 3, max of 7)

Discussion – Chair Johnson stated Council could recommend to the church or Pastor Wesley could appoint. Lani Shaw stated we need to be sensitive to those applicants who were not selected during the formation process of the Church Council. Chair Owens stated his committee could wait for recommendations from the Nominating Committee in Dec 2018 to fill vacancies.

**Action:** Dr. Crider stated she would review prior applicants to address sensitivity concern.

**Action:** A motion was offered by Charles Hawkins and seconded by April McWilliams to increase the size of the Stewardship Committee from 3 to 5, approved.

Chair Owens reported the committee met, developing a plan, and desires to meet with consultant Amy Latimore.

**Action:** Chair Wesley requested a discussion prior to meeting with consultant Amy Latimore.

1. Human Resource Committee Update - Chair McWilliams reported second meeting held, looking at performance management, compensation structure for existing staff, and a plan to complete recruitment. Pastor Wesley will bring forth recommendation for Minister of Youth (Barbara Florvil). **Action:** Chair McWilliams requests a meeting to discuss priorities and was asked to provide a date for the meeting.
2. Governance & Legal Update – Chair Johnson reported two meetings held, submitted draft Charter, Pastor Wesley will review and the committee will continue to work on policy for Council.

V. Property & Facilities Committee Report

Chair Berry reported the committee meets every other Wednesday, coordinated with Dr. Stacia re: The Charter, recommendation to consolidate policies (security and facilities), provided list of properties, conducted a church property tour, N. Columbus needs updating, need to coordinate with Dir of Facilities to review church maintenance contracts, and will provide Old Town West income. Sydney Evans asked are there any capital expenditures expected? Chair Berry stated $8,000 has been set aside for expenditures and repairs are needed on Columbus St. property (under assessment).

**Action:** Lisa Wilson asked Chair Berry to assess potential liability issues related to delaying repairs to the Columbus St. property.

Chair Wesley asked about Old Town West complaints? Chair Berry replied complaints have ceased since Alexandria city started Route 1 corridor Charrettes (briefings). Also, Dexter Bordes will hold a meeting with 22 tenants (impacted by church expansion) to notify them that their move date has been postponed for another year.

VI. Finance & Budget Updates - Chair Hawkins stated the Treasurer should attend the Council meeting.

**Action:** Chair Wesley asked to have Jeff Owens (Treasurer) added to the contact list.

The 2018 Budget Mark is $14.4 million, the church is tracking ahead for the year and projecting $16+ million in revenues. Finance Dir. Roberts stated there is usually a 10%+ increase which would be around $16.5 million.

**Action:** A motion was offered by Ron Johnson and seconded by James Berry to extend the meeting 15 minutes, approved.

VII. Mid-Year Church Meeting Proposed Agenda

**Action:** Chair Wesley reviewed the agenda and asked Gov & Legal to make recommendations for committee member expansions.

**Action:** Deacon Garrett will provide a timeline for Building Expansion. Lisa Wilson asked if the Building Committee presentation will include Affordable Housing contracts? No

VIII. Pastor & Chair Diaconate Updates tabled

IX. Other Council Matters - none

X. Congregation Questions - none

XI. Executive Session – Chair Wesley stated we will enter Executive Session to discuss Strategic Planning.

**Action:** A motion was offered by Ron Johnson and seconded by Sydney Evans to enter Executive Session, approved.

Ron Johnson affirmed that we only discussed the Strategic Planning item in Executive Session.

XII. Closing Prayer/Adjournment 9:20 Pastor Wesley

Attachments:

Church Council Meeting Minutes March 26, 2018

Council Documents: Core Principles and Resources for Discernment

Financial Snapshot for weeks of May 2, 9, 15, 2018

ASBC Policies (Listing)

Council Reporting Schedule (Committee)

Mid-Year Church Meeting Proposed Agenda June 5, 2018

Respectfully Submitted,

Shelvee H. Osborne

Shelvee H. Osborne, Secretary