**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  | At Large | x |   |
| **Church Officers** |  |  |  |
| Jeffrey Owens | Treasurer | x |  |
| **Committee Members** |  |  |  |
| Sallie Birmingham | Finance & Budget Committee | x |  |
| Ed Charity | Finance & Budget Committee | x |  |
| Karen Croom | Property & Facilities | x |  |
| Gene Edgecombe | Building Committee | x |  |
| Dallas Evans | Affordable Housing Sub-Committee | x |  |
| Jim Garrett | Building Committee Chair | x |  |
| Charisse Hines | Gov. & Legal Committee | x |  |
| Steve Washington | Affordable Housing Sub-Committee | x |  |
| **Church Staff** |  |  |  |
| Anthony Brownlow | Budget Analyst | x |  |
| Lawrence Clark | Interim Church Administrator | 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 |  |
| April Hicks | Programs | x |  |
| Shelena Hollinger | HR | x |  |
| Del Harty Manson | Finance Staff | x |  |
| Milton Miller  | IT Manager | x |  |
| Dr. Sedric Roberts | Dir. Finance | x |  |
| JJ Williams |  | x |  |
| Lolita Youmans | Assistant CA | x |  |
| **Guests** |  |  |  |
| Lisa Bell-Dial | Member | 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 order of the agenda, approved.

1. Devotions/Prayer Dr. Judy Fentress-Williams/Chair Wesley

Dr. Judy Fentress-Williams read from Matthew 5:13-14, Salt of the earth, our job is to serve, restore ourselves so that we can do the work of service.

1. Reading of Minutes Secretary Osborne

**Action:** Chair Wesley asked the Council to review the minutes, provide comments, and a motion to accept the March 20, and April 17, 2019 minutes. Dir. Shaw moved, and Dir. Jordan seconded to approve the Mar 20, 2019 minutes. Chair Wesley asked the Directors to review the April 17, 2019 minutes and provide comments to Dir. Osborne within seven days.

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

a. Council Retreat Date - August 9-10

 Action: Chair Wesley asked the Directors to submit agenda items for the August Retreat.

b. Easter 2019/2020 – This year, capacity was almost 4,000 and the 2020 location should accommodate 5,000 – 10,000, prefer one large service.

 Observations: CC Hawkins noticed a coordinated meeting for collections was needed due to conflicting guidance given around collections, security needed for the collection room and radios didn’t work properly. Dir. Osborne stated seating was needed for seniors waiting to catch the shuttle bus back to the parking lot after the service. CC Owens stated we should ask large buses to make arrangements in advance, so we can plan accordingly. Dir. Jordan asked whether we would consider a location in Virginia i.e. Eagle Arena (formerly Patriot Center) in the future.

c. HBCU – Transition of leadership and location.

d. VSB (youth ministry team)/Brother’s Keeper (ministry program team with missions)- Both activities will be run in house with staff.

e. Membership – Current membership is 9,689 and projecting we will exceed 10,000 members this year. Dir. Jordan asked does this number include On-line, Chair Wesley responded no and there is no vehicle to count On-line members yet.

f. Church Administrator (CA) Report - Deacon Clark stated staff are looking at trademark issues,

Church Logo trademark and hope to present costing at the next meeting. Affordable Housing (AH) questions are with staff and responses are scheduled to the bidder by Friday (13 bidders). Experiencing HVAC issues and the repairman has been contacted. Travel Agency services are under consideration to help reduce travel expenses. Travel activity and travel function has been moved to HR and Procurement.

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

1. Committee Briefings

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

1. Task Completed: Financial Advisor contract to Deloitte, in the process of scheduling a post- award meeting (Wednesday or Thursday of next week).

 2. Task in Progress:

 i. 2020 Budget-Budget Overview in June to include video (Budget Formulation)

 ii. The church audit started the week of the April 29th

 iii. Affordable Housing (AH) bidders conference scheduled tomorrow at 3:00 and proposals

 are due May 21st. Source selection committee (selection of the Developer) will consist of seven members (three from Affordable Housing and four from the procurement committee). Vendors submitted 54 questions, contract award scheduled for July 8th, schedule built on 4-5 vendors therefore the schedule may extend because 12 vendors responded.

**Questions:** Chair Wesley asked if Mary Catherine Gibbs (Land Use Attorney) is aware of the schedule? CC Hawkins stated he would convey the schedule to Sidney Evans (AHSC).

 iv. Parking Lot Attendant Contract up for renewal

 v. Easter- 30 volunteers from Finance & Budget supported that effort

3. Challenges: Funding AH & the Building Committee (BC), $35k balance in BC and $70k donated for a total available of $105K and $115k unprogrammed funds needed for BAR.

4. Recommendation is to continue with Debt Reduction. There have been approximately $300k in budget overruns and unbudgeted items. The planned Debt Reduction payment of $400k in June is in jeopardy. CC Hawkins stated he hopes to make the $400k payment this year.

**Questions:** Chair Wesley asked about the status of research on 315 South Patrick St. property? CC Hawkins stated not sure about the church needs and whether it is zoned for intended use. Chair Wesley will follow-up with CC Berry. 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.

 **Action:** Chair Wesley asked for consensus to accept the Finance & Budget report, accepted.

b. Treasurers Report as of March 31, 2019 ……………………………. Jeff Owens (Treasurer)

1. Balance Sheet – comparing ‘19 to ‘18, increase in total net assets of $1.2 million for a net increase in net assets of $3.08 million.

 Total Liabilities $ 13,155,000

 Unrestricted Net Assets $ 25,082,428

 Temp Restricted Net Assets $ 987,578

 Total Liabilities & Net Assets $ 39,225,766

1. Income Statement –

 Total Revenue $ 4,173,437

 Total Expenses (including capital expenditures) $ 4,287,265

1. Pastor Weekly Snapshot as of May 5, 2019

 Tithes & Offerings $ 425,946

 Budget vs Actual $ 319,711 vs $ 326,831YTD

 Attendance - On-line and physical attendance reviewed

 Poor Saints – ($22,438) Due to the government furlough

 **Questions:** Dir. Osborne asked for an explanation re: Program Ministry spending 76% of budget through May? Chair Wesley explained it is related to HBCU cost of $300k in February which is half the budget. CC Hawkins noted Kid’s Corner should be Kid’s Street. Dir. Jordan asked how we over spent Poor Saints if it is a restricted account? Dir. Monterio stated it was related to the government furlough effort and related requests. The account will balance itself out over the remainder of the year.

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

accepted.

c. Governance & Legal CC Johnson

 CC Johnson stated there were no material changes in the report since the last meeting.

d. Stewardship …………………………………………………………………...CC Owens

CC Owens stated some of the financial data has been delayed due to the current Audit that staff is supporting. A detailed report will be provided after a strategy has been formed. Chair Wesley stated the meeting with the consultant has been moved to August.

1. Task Completed: Generis contract processed (Strategy Day)
2. 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 offer to the church at large as well as it relates to stewardship.
3. Challenges: None
4. Issue: None

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

e. Property & Facilities (P & F).……………………………………………………Karen Croom

1. Task Completed: N/A
2. Tasks in Progress:

i. Sale of empty lot at 509 N Henry (owned since 2003, demolished 2004, sale price is $300k), City of Alexandria to hold a public hearing for consideration of variance from the requirement of side yards. This sale was approved by the church several years prior and the committee members will attend the hearing. Deacon Grace Albritton has been asked to attend in her realtor capacity due to her background on the property.

ii. ASBC Safety & Security SOPs under development for different church ministries and programs.

 **Action:** Chair Wesley requested a discussion with CC Berry re: Safety & Security SOP.

1. Challenges: None
2. Issue: None

**Action:** Chair Wesley asked for general consensus to accept the Property & Facilities report, accepted.

f. Affordable Housing (AH) Ad Hoc Committee…………………..Vice Chair Charisse Hines

1. Task completed: Committee members cleared of potential conflicts of interest, six developers submitted 54 questions, responses to Church Administrator on April 30, 2019. Site visit successfully completed on April 18, 2019.

2. Tasks in Progress:

3. Recommendations: AHAHC AH Attorney anticipates $7k ($10k cap) devoted to RFQ and recommends Attorney Hoffman continue representation in bot negotiation of developer contract and through-out the duration of the project.

4. Next Meeting: May 16, 2019

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

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

Deacon Garrett reiterated the need for $220k to get to the Building of Architectural Review (BAR) (difference between $220k and balance left in Deep Roots). In addition, cash flow projections were included. In 2020, the need is $1.528 million to continue to city presentation and begin schematic design. In 2021, the need is $6 million, 2022 $25 million, 2023 $33 million, 2024 $20 million, and 2025 the need is $1.7 million. Deacon Garrett stated a delay beyond the schedule could risk escalation fees up to $4 million.

**Discussion:** Chair Wesley reiterated the Council approved getting to the BAR, Stewardship must advise once we hear from Deloitte, etc. Deacon Garrett stated there are funds needed to get to City Council of Alexandria in the first three months of 2020. CC Hawkins asked whether the $220k is needed in phases or is it upfront money? Deacon Garrett stated the $220k is needed now.

**Action:** Chair Wesley asked CC Hawkins and Fin. Dir. Roberts to review funding needed by the Building Committee and provide a response to the Church Administrator. CC Hawkins asked Deacon Garrett for a breakdown of the funds needed and Fin. Dir. Roberts asked for the need by date for the funds.

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

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

1. Task completed: Held organizational meeting and elected officers.

2. Tasks in Progress: Verification of the 2020 leadership positions up for election in December 2019, reviewing policies & procedures and nomination application, developing a recruitment brochure, and finalizing a table at the volunteer ministry job fair. Committee Chair reps are asked to attend the ministry job fair to answer questions.

3. Challenges: None

4. Issues: None

Next Meeting: May 15, 2019

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

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

Advertising for the Mid-Year meeting will start after Mother’s Day to allow for the two-week notice requirement. The agenda will include Affordable Housing, Building, Finance & Budget, Building Expansion, Council Operations, and Stewardship.

**Action:** Mid -Year Reports are due by May 20, 2019

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

**Action:** Chair Wesley requested a motion to go into Executive Session to discuss operational and HR matters. Dir. Jordan moved, and Dir. Osborne seconded to enter Executive Session to discuss operational and HR matters only, approved. CA Clark and Deacon Lolita Youmans were asked to remain for the Executive Session.

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

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

1. Action Item from the Executive Session

CC Johnson moved, and Dir. Jordan seconded to stand up an Ad Hoc Committee for Strategic Planning. Approved

1. Meeting adjourned …… Chair Wesley

 Attachments:

 Agenda, March 2019 and April 2019 minutes, Affordable Housing Ad-Hoc Committee Report &

 Schedule, Nominating Committee Input request, Treasurer & Committee Reports

 Respectfully Submitted,

 Shelvee H. Osborne

 Shelvee Osborne, Secretary