**Attendance**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name - Council Directors** | **Position** | **Present** | **Absent** |
| James Berry | Property & Facilities Chair | x |  |
| Sidney 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 | cc |  |
| Charles Monterio, Jr | At Large | x |  |
| Shelvee Osborne | Council Secretary | x |  |
| R. Sylvester Owens | Stewardship Chair | x |  |
| Lani Shaw | Gov & Legal Vice Chair (VC) | x |  |
| Pat Wallace | Council Vice Chair | cc |  |
| Dr. Howard-John Wesley | Council Chair | x |  |
| Lisa Wilson | At Large | x |  |
| **Church Officers** |  |  |  |
| Jeffrey Owens | Treasurer | x |  |
| Granton Joku | Asst. Treasurer | cc |  |
| laRufus Mitchell | Financial Secretary | cc |  |
| **Committee Members** |  |  |  |
| Charisse Hines | Gov & Legal Committee | x |  |
| Margaret Savage | Nominating Committee | x |  |
| Eugene Skinner | Procurement Sub-Committee | cc |  |
| Al Wallace | Assistant Historian | x |  |
| Barbara Williams | Vice Chair Finance & Budget | x |  |
| **Church Staff** |  |  |  |
| Anthony Brownlow | Budget Analyst | x |  |
| Dr. Elaine Crider | Church Administrator (CA) | x |  |
| Meloney Driver | Facilities Manager | x |  |
| Rev. Barbara Florvil | Assistant to the Pastor | cc |  |
| Arthur George | IT | x |  |
| April Hicks | Ministry Program Director | x |  |
| Shelena Hollinger | Human Resources Manager | x |  |
| Jeffrey Jackson | AV | x |  |
| Del Manson | Finance Dept | x |  |
| Milton Miller | IT Manager | x |  |
| Dr. Sedric Roberts | Dir. Finance | x |  |
| **Guests** |  |  |  |
| Dexter Bordes | Affordable Housing | x |  |
| Andrew Cheng | Kerns | x |  |
| Karen DeSandies | Deacon | x |  |
| Gene Edgecombe | Building Committee | x |  |
| Deacon James Garrett | Chair Building Committee | x |  |
| Mary Catherine Gibbs | Hart & Gibbs | x |  |
| William Jackson | Deacon | x |  |
| Tia Johnson | Deacon | x |  |
| Mia Manson | Auxiliary Team | x |  |
| Andy Minton | HCO Architects | x |  |
| Charles Monterio, Sr. | Deacon | x |  |
| June Monterio | Deacon | x |  |
| Isaiah Morrison | Deacon | x |  |
| Shiree Monterio | Member | x |  |
| Sam Nixon | Associate Pastor | x |  |
| Henry Onochie | HCO Architects | x |  |
| Patricia Owens | Deacon | x |  |
| Wanda Smith | Auxiliary Team | x |  |
| Eric Steiner | Deacon | x |  |

CC: Participated via Conference Call

1. Call to Order and Approval of Agenda Chair Howard-John Wesley

Chair Wesley welcomed the Council, Staff and Guests, and the agenda was accepted by general consensus.

1. Devotions/Prayer Rev. Florvil

Exodus 4, as Moses carried the staff in his hands, what is your staff, realize what is in your hands is to be used by an extraordinary God.

1. Reading of Minutes Secretary Osborne

**Action:** Chair Wesley asked Council to review the minutes, provide comments and a motion to accept the September 12, 2018 minutes based on general consensus, approved.

1. HBCU Festival Dr. Elaine Crider

**Discussion:** Dr. Crider reported two options were presented to Pastor regarding the festival location in 2019. The DC Convention Center was cheaper and was selected as the new location for the HBCU Festival to be held on February 23, 2019. The event planner is still negotiating parking, food, etc. Multiple sponsorships are being pursued.

**Questions:** CC Hawkins asked if the budget estimate was based on the new estimate and Dr. Crider replied yes. Dir. Evans asked for a list of sponsors because he may have a relationship with some of them.

**Action:** Chair Wesley stated the list of potential sponsors would be distributed over the weekend.

CC Berry asked about parking and Dr. Crider replied the team is working with the convention center for reduced parking rates, reviewing surrounding parking options and will pay for volunteer parking only.

1. Council Website/Database update Carla Welbourne and Arthur George

**Discussion:** Council Website - The IT department was asked to provide a platform where committees could share private documents amongst committee members therefore a SharePoint location is under development. Each committee member will receive an AlfredStreet.org email address by November 14, 2018. The path will be from the AlfredStreet.org website, Leadership then access the ASBC Council tab.

**Questions:** Dir. Osborne asked is this SharePoint site for committee members and the Council or is there a different location? Dir. Osborne went on to say the Council talked about committees having their working location and also the Council having a location to share information. Ms. Welbourne stated the IT department is setting up a SharePoint site and the Council can share documents with the committees as well as the committees share with the Council.

**Discussion:** Database – Mr. George stated the database has issues due to several systems being segmented which results in misconstrued and corrupted transactions. Mr. George spoke with several Deacons at the Tutorial Services, Sunday School, and Department Directors regarding their concerns. The selected replacement tool is Blackbaud database which deals with membership database management, financial contributions, accounting, and general ledger. Blackbaud has full check scanning capabilities, safe check for kids, and integrated merchant services so there is no outside third party. Everything is integrated to include small group management, event planning & registration and volunteer management and it comes with an app.

**Questions:** Dir. Jordan asked will this system replace ACS? Mr. George replied yes and the system is real time.

Discussion: Chair Wesley asked Dr. Crider to address the cost. Dr. Crider stated the benefits are as follows:

a. Monthly cost is the same as ACS if we sign up during pre-sales period (by Oct 31, 2018)

b. Real time

c. Cloud based

d. Allows ASBC to manipulate data as opposed to contacting ACS as we do now

**Questions:** Dir. Shaw asked are there any contract ramifications by changing to a new provided? Mr. Miller replied no because we are currently on a month to month lease with ACS. CC Hawkins asked if this was a new system? Dr. Crider replied no and that Blackbaud has been around for several years. Dir. Evans asked whether the system is going to have financials, donations, etc. Dr. Crider replied the system will do everything. Dir. Evans asked about installation cost? Dr. Crider stated the installation is free if we take advantage of the pre-sale period. CC Chair Owens asked if the commitment is for one year? Mr. George confirmed the commitment is for one year, however the monthly cost is guaranteed for three years. Chair Wesley confirmed there were no further questions and asked if there were any objections to the commitment with Blackbaud? The expenditure was approved by general consensus.

1. Council Information Chair Wesley

Council Meeting dates for 2019 was distributed

Ministry Events Calendar for 2019 was distributed

2019 Budget – was reviewed by Chair Wesley and Finance & Budget will complete its review by Nov 4, 2018

(Council to approve at the November meeting)

Annual Church Meeting – Gov & Legal was asked to take the lead on how to present at the December church meeting. December church meeting Agenda will be set at the November Council meeting.

1. Building Committee & Affordable Housing Deacon James Garrett

a. **Building Committee** - Chair Wesley reminded everyone the Council decided not to present ASBC designs to the Alexandria BAR (Board of Architectural Review) in November. In addition, the Chair stated the objective tonight was asking the Building Committee to present exhaustively so the Council could decide whether we are still submitting to BAR.

**Discussion:** Deacon Garrett opened the discussion and introduced Andrew Cheng who provided cost projections since the project started. To date, we are considering an 1800 seat sanctuary with one level of parking (114 spaces) due to the water tables flowing under the current sanctuary. Ms. Gibbs indicated the BAR meets twice a month with a 30-day notification requirement and we might be ready for the Feb 2019 Alexandria City Council meeting. In addition, she indicated a longer pause could jeopardize where we are today and might require re-starting the Alexandria Council & BAR approval process. The Alexandria City Council members will change in January 2019 due to the November 2018 election. Once the expansion plan is approved by the City Council, it is good for three years. Mr. Cheng indicated the projected project costs is $98 million. Mr. Edgecomb presented a slide to represent tasks, required funding, cost for tasks and the capital campaign that represented 50% of costs. The capital campaign (equity portion) would run for 5 - 6 years starting in 2019 based on his projections.

**Questions:** Chair Wesley stated his concerns include moving the children’s space, reduction of planned parking by 30 - 40%, BAR approval, capital campaign, flat budget and what would be our mortgage obligation on a $46.9 million-dollar loan? Ms. Gibbs responded BAR approval should be ok, Alexandria City Council may be difficult but not impossible and if your congregation uses satellite parking now they will probably use it then.

**Questions:** Chair Wesley asked CC Owens his thoughts on the Capital Campaign? CC Owens stated prior to starting a Capital Campaign, the church would need to raise $24 million in a private campaign phase in order to sell the campaign.

**Action:** Chair Wesley asked Deacon Garrett how much was needed for the BAR? Deacon Garrett conferred with Andrew Cheng and stated it’s about $200k at the most for the BAR and City Council. The $2.5 million is needed to start the design phase.

**Action:** Dir. Evans commented that a $50 million-dollar campaign takes most organizations six to seven years to raise and $30 million in two years is not practical. Pledges will come because members love ASBC and if you spread the pledges over three to five years, that doesn’t help the construction issue. A pyramid analysis is needed to determine who could give $5 million and the potential donations at other pyramid levels. In addition, based on a $17 million-dollar budget, the church would be adding 20% debt service to that budget. Debt service should be 5 -10 % of the operating budget. ASBC would need $30 million in revenue and currently we have approximately $17 million in revenue. Dir. Evans stated the committee has done an outstanding job but the numbers don’t work.

**Question:** Chair Wesley asked CC Hawkins what is the cost of the Financial RFP? CC Hawkins replied $250k which will come out of the 2018 funds. CC Johnson asked about the 2014 & 2018 Geotech reports where water was identified under the church each time. Mr. Cheng stated the design for 3rd level of parking was not part of the 2014 report and a new RFP process to produce a second report impacted the delivery date. After it was determined there was 300 gallons of water traveling a minute under the church at the 3rd level of parking area, several meetings were held with the structural engineers, contractor, and foundation specialist to determine what this meant. Two surveys and additional reports helped to determine costs associated with water volume.

**Action**: Chair Wesley moved and CC Berry seconded that the Council approve resuming the process through city council approval, the study of two levels of programming, and release of the RFP. A call vote was taken and it was unanimously approved by the Council.

**Question:** Dir. Shaw asked if the three activities are going to run concurrently with the capital campaign? The concern is whether are we waiting to get the reports and then start thinking about the capital campaign?

**Action:** Chair Wesley charged the Stewardship Committee to present a strategic plan (to include who we are going to need-i.e. outside consultant and briefing on what a capital campaign needs to be successful).

**Question:** Dir. Wilson asked at what point do we go before the congregation with a briefing? Chair Wesley replied once all the numbers come in and this is God’s will for the church then we ask the church to approve it before we go forward. In addition, Dir. Wilson stated she wanted the church briefed prior to the next BAR presentation.

**Action:** Chair Wesley stated Deacon Garrett will brief the membership in December where we are.

**Question:** Dir. Evans asked what was the response time for the RFP? CC Hawkins stated the RFP will be out for 30 days, followed by a selection process. Dir. Evans asked how long will it take the company to perform the analysis in the RFP? CC Hawkins stated we will give the contractor 60 days to complete the work outlined in the RFP.

**b. Affordable Housing (AH) -** Chair Wesley asked whether the Council wanted to proceed with the Affordable Housing presentation and how long it would take. Dir. Wilson stated yes and Mr. Bordes stated he could complete the presentation within 15 minutes.

**Discussion:** Mr. Bordes stated for years, ASBC has been trying to address the displaced affordable housing units needed for the new sanctuary. Alexandria Housing Development Administration enacted the Route 1 South Affordability Strategic Plan. Ms. Gibbs was asked to recap the process which included reiterating one of the church’s mission which is to preserve affordable housing. In addition, the proposals shared with the City of Alexandria on increased density which was approved does not represent a commitment by the church. Mr. Bordes stated the church has an opportunity to turn 55 units into 250 units. Federal funding of $42 million and city loans of $75k per unit with a payback date of 20 years is available. The recommendations may include the sale of 8 lots, build two-over-two townhouses, and or develop/build/sell. Approximately $250k has been put into the project in 2018. In 2019 and 2020 it is projected that another $2.7 million is needed. The cash out for ASBC is $8 million with a mortgage of $49.1 million. Tax credits are available to offset taxes which allows a company to invest in a community. ASBC could sell tax credits through a syndicator to investors. Deacon Garrett stated the result is the church increases ownership of affordable housing and creates a church legacy. Next steps include soil borings to potentially put 100 parking spaces on the second level of AH.

**Questions:** Chair Wesley asked what is the financial commitment in 2018? Dir Evans had three questions- Is this an opportunity zone as per the charter? Mr. Bordes stated no. Dir. Evans asked whether the development fee should be $3.5 million or $8 million? Mr. Bordes stated $8 million. Dir Evans stated the numbers work if we get the tax credits. Dir. Monterio asked if we table the vote for 4 months and let the RFP come back then consider this, is there a negative or detriment? Mr. Bordes stated no. Ms. Gibbs stated we need to make the tax credit submission by March 2020 to get it into the cycle. The City of Alexandria needs to approve the project by the end of 2019 which means Concept 1 needs to be submitted to the city NLT March 2019. Dir. Osborne asked if we submit by Jan 15, 2019, how locked into that design are we? Mr. Bordes stated we are not locked in. Dir Evans stated it is a high-level concept. Mr. Bordes stated it will show the concept will fit within the zoning parameters. CC Hawkins stated ASBC is 25% of the city’s affordable housing goal and ARES (other AH developer) hasn’t shown up so what is the rush? In addition, CC Hawkins stated he has a concern with the sole source contract without knowing other vendors that may be able to help us and if we don’t sell the $42 million in tax credits the burden is all on the church. Ms. Gibbs stated we wouldn’t continue the project without the tax credits. Chair Wesley stated he wants to bifurcate Affordable Housing from the building project. Chair Wesley stated there are other persons who have Affordable Housing development background within the church and wants them on the team. In addition, Chair Wesley stated if Mr. Bordes is a contractor then a team needs to be created. Dir. Evans asked if submitting Concept 1 necessitates having the developer? Ms. Gibbs stated no. Chair Wesley moved and it was seconded by Dir. Monterio that the Council authorize submission of a design concept to the city by Jan 15th, 2019, the soil borings are conducted pending approval of the budget for that and a roll call vote be recorded. The motion was approved unanimously by the Council.

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

**Action:** Chair Wesley motioned to go into executive session to discuss the matters around H. R. and Council operations. Dir. Osborne seconded the motion, approved. Ron Johnson affirmed that the Council only discussed H.R. and Council operations in executive session.

1. 10:31 Meeting adjourned …… Chair Wesley

Attachments:

Agenda, Council Meeting Minutes – September 12, 2018

Council Meeting dates for 2019

Ministry Events Calendar for 2019

Respectfully Submitted,

Shelvee H. Osborne

Shelvee Osborne, Secretary