**Attendance**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name Council Members** | **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 | X |  |
| 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 | X |  |
| Dr. Howard-John Wesley | Council Chair | X |  |
| Lisa Wilson | At Large | X |  |
| **Church Officers** |  |  |  |
| Jeffrey Owens | Treasurer | X |  |
| **Committee Members** |  |  |  |
| Michelle Fitts | Human Resources Committee | X |  |
| Charisse Hines | Gov & Legal Committee | X |  |
| Carol June Holland | Prop & Facilities Committee | X |  |
| Hattie Higgins-Greene | Human Resources Committee | X |  |
| Alexander Pullen | Human Resources Committee | X |  |
| Al Wallace | Assistant Historian | X |  |
| **Church Staff** |  |  |  |
| Anthony Brownlow | Budget Analyst |  |  |
| Dr. Elaine Crider | Church Administrator (CA) | X |  |
| Meloney Driver | Facilities Manager | 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 |  |
| Shelena Hollinger | Human Resources Manager | X |  |
| Rev Marcia Norfleet | Assistant to Pastor for Missions | X |  |
| **Guests** |  |  |  |
| Dexter Bordes | Affordable Housing | X |  |
| Deacon James Garrett | Chair Building Committee | X |  |
| Muriel Garr | ASBC Foundation | X |  |
| Terrill Garrison | ASBC Foundation | X |  |
| Julia Gibbs | ASBC Foundation | X |  |
| Patricia Johnson | ASBC Foundation | X |  |
| Calvin Minor | ASBC Foundation | X |  |
| Shardey Mitchell | ASBC Foundation Scholarship Recipient | X |  |
| David Temple | ASBC Foundation | X |  |

CC: Participated via Conference Call

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

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

1. Devotions/Prayer Rev Norfleet

Psalm 46 -GOD is our refuge and strength, a very present help in trouble.

1. Reading of Minutes Secretary Osborne

**Action:** Chair Wesley asked for a motion to adopt the May 16, 2018 minutes. Dir. Monterio Jr. offered a motion and seconded by Dir. Owens, approved.

**Action:** Chair Wesley asked for a motion to adopt the August 18, 2018 minutes. Dir. Wilson moved that we adopt the minutes with the noted corrections (year added to top of page one), seconded by Dir. Jordan, approved.

1. Committee Reports

a. Property and Facilities Committee CC Berry

**Discussion:** Parking Policy - CC Berry stated the Parking Policy was submitted in August and tabled until today. The Gov & Legal Committee is reviewing the policy. CC Chair Berry provided an overview of the Property and Facilities Committee’s recommended changes to the Parking Policy and the recommended parking spaces for persons working on Sunday.

**Action:** Chair Wesley asked the Council to review and send comments to CC Berry or GLC. Chair Wesley asked CC Johnson if the policy will be ready for vote at our next meeting. CC Johnson stated yes.

Alexandria Gateway Home Owner’s Association (HOA) Meeting: The Annual HOA is about $80,000 for 2019 which is $200-$300 higher than the 2018 amount. The amount was shared with the budget committee.

Vehicle Use Policy: CC Berry discussed with the Facilities Manager the issue of members asking the church to pick them up on Sunday morning.

**Action:** CC Berry is not prepared to make a recommendation today but will discuss with Dr. Crider and her staff the issue of members asking the church to pick them up on Sunday mornings, whether we are going to do that and how. Chair Wesley asked for general consensus to accept the Property & Facilities report, without objection.

1. Stewardship Committee CC Owens

**Discussion:** CC Owens stated that the Stewardship Committee has drafted a donor acknowledgment letter that was submitted to Pastor Wesley for review and getting guidance on the committee’s role and scope of work. The goal is to send a handwritten note to the top 60 donors and create a mechanism to send out thank you letters for all other donors. Chair Wesley asked for general consensus to accept the Stewardship Committee report, without objection.

1. Pastoral Evaluation and Compensation Subcommittee CC McWilliams

**Discussion:** CC McWilliams stated the committee has been primarily focused on Pastor Wesley’s contract and identifying external organizations to help evaluate his compensation. Regarding the contract, CC McWilliams

stated another draft of the contract will be sent to Pastor Wesley to move forward with the process. Hopefully by the next meeting or Nov, we will have information regarding compensation compared to the market. Next steps include completion of Pastor Wesley’s contract this year.

Chair Wesley asked for general consensus to accept the Pastoral Evaluation and Compensation Subcommittee report, without objection.

1. Nominating Committee Deacon Charles Monterio, Jr.

**Discussion:** Dir. Monterio Jr. stated the committee has submitted two documents (one-page report represents the schedule as it appears on the church’s website and the second document is the Nominating Committee Policy & Procedures). On Oct 3rd, Council will receive nominations, and the committee will convene in closed session on Oct 10th to review the ballot. Dir. Monterio Jr. stated the committee asked the standing committee chairs to share any needs which were received.

**Questions:** Chair Wesley asked if the Nominating Committee Policies & Procedures document has been posted to the website? Dir. Monterio Jr. stated it is being proofread and then it will be posted.

**Action:** Chair Wesley asked whether the committee is reviewing electronic voting procedures? Dir. Monterio Jr. stated Nominating Committee Vice Chair Savage has been assigned the task. Chair Wesley reminded Council that the church will be voting on 13 positions.

**Action:** Dir. Wilson cited Article 7, Section 10c which states Chairs are presented to the church by the Council unless otherwise provided by the Council. Chair Wesley tabled this item until the November meeting in preparation for the annual meeting.

**Action:** Dir. Wilson reminded the Council that the term for the Financial Secretaries and Clerks is not defined within the Constitution and By-Laws (CBL).

**Action:** Chair Wesley asked to have this issue addressed at the Nov meeting as to how to handle presenting committee chairs which is the Council’s responsibility. Chair Wesley asked for general consensus to accept the Nominating Committee Report, without objection.

1. Finance and Budget Committee (F & B) CC Hawkins

**Discussion:** CC Hawkins stated the RFP for the BDO process is complete, comments received from the Building Committee and Church Administrator. The goal is to resolve all comments by the end of the week. Debt Reduction started in August and by the end of the year, an additional $5k per month will be applied. The committee has a concern that a one-year term on the F & B Committee does not allow for continuity. It doesn’t allow committee members to experience one budget cycle (budget and execution, audit and execution). Dir. Monterio Jr. clarified that the staggered terms were for the beginning of the Council and going forward the terms would be for three years. Chair Wesley delayed review of the Treasurer’s Report until later in the meeting.

Treasurer………………………………………………………………………. Jeffrey Owens

**Discussion:** Treasurer Owens reviewed the Pastor’s Weekly Snapshot which includes Tithes and Offerings for the week and the cumulative total. This week we collected $314,151.13 which is higher than the weekly average of $276,000. Poor Saints year-to-date revenue and expenses was $362,833 and $165,265 respectively with a balance of $197,568. Online attendance average is close to 4,000 and site attendance is averaging 2,317. Treasurer Owens reviewed the revenue and expenses for campus expansion and the Tithes and Offerings to date are on target for the remainder of the year.

**Questions:** CC Berry noted we had spent less than half of what was budgeted for salaries and benefits. Treasurer Owens responded yes.CC Hawkins added there are 10 full-time positions to be filled by the end of the year. Dir. Jordan stated some departments are at 80% and 92% of their budgets as of July 31st, 2018. Treasurer Owens responded IT purchased computer equipment and that is why they are at 92%. Dr. Crider added that IT worked with a consultant (Axe Group) to build on-line fund requests, etc. Dir. Jordan re-stated her concern which is are we able to make it through the rest of the year. Dr. Crider stated we can move funds around from areas that have funds remaining as not to go over budget. Chair Wesley asked that the Departments are made aware of balances as not to go over budget. Chair Wesley stated we are preparing for flat budgets and we must make major adjustments. Chair Wesley asked for general consensus to accept the Finance & Budget report, without objection.

1. Governance and Legal (GLC) Committee CC Johnson

**Discussion:** Completed Task – Redesigned church policy format and Old Towne West Owner Certificate was signed. Task in Progress – Legal Subcommittee has identified deficiencies in legal agreements of Old Towne West & Sojourn Properties LLCs and they are being re-written with assistance of outside counsel Loeb and Loeb. There are nine policies that are being reviewed in the following order, Protective Services, Nursery & Childcare, Parking, Vehicle Use, Facilities, Visitor, On-Call, Lost & Found, Cellphone Reimbursement, JLP Library Donations and the Nominating Committee Policies and Procedures. Challenges to present to the Council Directors for consideration – increase Council visibility, Council Directors interface during recess, Council Directors access to: facility, space, and offices. Three recommendations – Establishment of shared data site (council & related documents, correspondence, email and text messages), GLC to receive copies of current, pending, and proposed contracts, contracted reports, expenses pertaining to affordable housing, and any other major initiatives. Pastor’s Compensation – requesting access to draft or pending agreement. Chair Wesley asked for status and Dr. Crider stated no contracts pending.

**Questions:** Dir. Wilson asked the status of the shared data site recommendation? CC Johnson is looking for the establishment of a data site like the Constitution & By-Law Committee used. Dr. Crider responded that websites have been established for council committees. Dr. Crider is working with the IT Director on how it would be made available. CC Johnson provided an example and Chair Wesley supports the concept. CC McWilliams stated they don’t have access to the website. The benefit of the site makes the data more secure than email which is what they currently use.

**Action:** Chair Wesley stated access to the shared data site will be available by the end of the week.

Chair Wesley asked for general consensus to accept the GLC report, without objection.

1. Building Committee (BC) Deacon James Garrett

**Discussion:** Deacon Garrett stated the Building Committee needs approximately $2.5 million in 2019 to continue to design the church sanctuary and $300,000 of that is needed in the 1st quarter (city council hearing and possibly approval), $670,000 needed for the 2nd and 3rd quarters respectively, $800,000 due for the 4th quarter. Once Alexandria City Council hearings are completed, detailed design will take about a year and a half followed by church construction. If we continue, there is no contract in place for design in 2019 (March or April). The RFP input should take 60 days which would provide input for the church meeting. In addition, there are Affordable Housing (AH) budget ramifications and all should be part of a capital budget. The AH report is 99% complete and will be provided to Dr. Crider then it will be released. There is an AH hearing at Alexandria City Hall Saturday at 9:30.

**Questions:** Chair Wesley asked what additional information does the Council need? Dir. Jordan asked Deacon Garrett what is the budget request for AH in 2019? Dir. Jordan re-phrased the question to what is the church’s obligation for 2019? Dir. Jordan understands the options of potentially paying for it but what is needed in 2019? Dexter Bordes responded approximately $1million dollars. Mr. Bordes provided a caveat and stated we can find other methods of getting the money rather than the church. Chair Wesley asked for the projected budget for the AH and the Sanctuary. Deacon Garett stated he could send the budget for the Sanctuary that night.

**Action:** Deacon Garrett was asked to send the budgets to Rosette Graham. In addition, Chair Wesley asked to have Deacon Garrett, Dexter Bordes, Architects, Land Use Attorney at a meeting so Council Directors can ask questions directly.

**Questions:** Dir. Evans agreed to needing the budget, asked to see the RFP and list of companies that will receive the RFP. Dir. Shaw asked about the vision for the capital campaign and its timeline? Chair Wesley has been hesitant to launch the capital campaign without knowing cost and Stewardship hasn’t signed off. CC Johnson asked for a compilation of project spending to date which he felt would be helpful. Chair Wesley stated that would be presented. Dir. Monterio Jr. stated he would like to see the report from the RFP. Ms. Holland stated she is a certified construction manager and a licensed professional engineer. The two projects have constraints and dependencies that will help with the go no go decisions. CC Hawkins stated a milestone table is in the RFP.

**Action:** Chair Wesley stated AH & Building projects and Gov & Legal will be the bulk of our meeting in October. Dir. Osborne stated it’s a lot of material to review and asked for a pre-read of the documents as soon as possible. **Action:** Chair Wesley set October 1st as the date for the documents to be available for the Council.

1. Diaconate Vice-Chair Wallace

**Discussion:** VC Wallace stated ASBC is partnering with Christ Church to do benevolence requests to the community. A second $10,000 donation was given to Christ Church for benevolence requests. Deacons approved a request from the ASBC Department of Missions proposal to create a playground for Ruby Tucker Center. Currently updating the Benevolence policy which will be presented to the Council shortly. Main challenge is dealing with members and non-members who probably have mental health issues.

1. Pastoral Chair Wesley

**Discussion:** Completed interviews for last two candidates for the assistant pastor of spiritual counseling. The 2019 calendar and budget are being finalized. The Ministers’ retreat is scheduled for the end of the month and the calendar is to be presented at the October meeting. Barbara Florvill is the Assistant to the Pastor for Children’s Ministry and Mark Laverin started this week as Assistant to the Pastor for the online Community. Children’s activities open house is this coming week.

1. HBCU Festival Dr. Elaine Crider

**Discussion:** Dr. Crider reported RFPs were sent out and the church has contracted with an event planning firm (Rutherford and Associates) to better manage the whole HBCU process. Scope of Work deliverables include reducing church expenditures, incentives for securing new sponsorship relationships, and recommendations for an appropriate venue. Pastor Wesley agreed to consider multiple major sponsorships to reduce costs. The committee will weigh the pros and cons of multiple venues. The proposed budget is $300,000.

**Questions:** Dir. Jordan asked what is the budget for the event planner and is that amount in the $300,000? Dr. Crider responded the event planner cost is $66,000 and it was not included in the budget. Chair Wesley asked what is the timeline for the venue decision? Dr. Crider responded within the next two to three weeks. Chair Wesley stated the recommendation will be presented to the Council for a decision.

Chair Wesley asked for general consensus to accept the Diaconate, HBCU Festival and Pastoral reports, without objection.

1. Briefing – Missions Project for Flint Chair Wesley

**Discussion:** Chair Wesley stated we have an opportunity to send more water to Flint Michigan because they still have a major lead crisis with the pipes. The recommendation is that the Council will consider in October to release the remaining $38,000 to fund a team to return to Flint and allow the Diaconate to do their work with water distribution.

1. Briefing – ASBC Foundation Calvin Minor and/or Julia Gibbs

**Discussion:** The Vice President (Julia Gibbs) introduced the Foundation President (Calvin Minor) who outlined the presentation to include the history (VC Pat Wallace), mission (award scholarships), social and financial responsibilities, marketing strategies (Combined Federal Campaign charity fairs) and introduced the Foundation members. Upon the death of Jackie Henry-Green (former Director of the senior choir) the Foundation was willed her home which is income bearing. In 2017, the Foundation reached a cumulative milestone of awarding over $1 million in scholarships to needy students across the DMV. The primary sources of donations include Legacy donors, Sun Trust, United Way, and CFC. Two scholarships recipients addressed the Council (via video and in person).

**Questions:** Chair Wesley thanked the committee and asked what is the relationship between the Council and the Foundation with the new structure? President Minor stated no final recommendation has been made but plan to return in October with an update. Chair Wesley also asked about administrative fees for the Facebook donation, etc. Terrill Garrison stated in one of the slides we showed it is customary to pay admin fees to United Way and the Foundation was charging an admin fee for the Facebook amount to fund scholarships. Dir. Shaw stated she understands this is a new issue considering outside entities and whether they have access to the database but asked whether the Foundation is moving toward a written policy as time permits. President Minor responded yes. Dir. Osborne referenced the voluntary hours and asked if the Foundation could possibly capture those hours as part of the Foundation story going forward? Vice President Gibbs responded that volunteers spend 40 – 60 hours during the scholarship season. Dir. Evans reiterated the need for operating procedures to include admin fees. Dir. Evans added if the Foundation becomes more philanthropic or a fundraising arm for the church, organizations will want to understand where their money is going.

1. Briefing –Human Resources April McWilliams

**Discussion:** CC McWilliams introduced her committee present and reviewed the committee’s purpose which is to provide oversight for church HR operations. The Committee serves as final arbiter for personnel disputes and provides guidance to Pastor Wesley and staff upon request. The committee meets every Wednesday and currently there are two subcommittees (Recruitment Strategy and Compensation and Performance Management). Staff consist of 89 people if all positions were filled (51 full-time and 23 part-time) currently with 15 vacancies. The committee is developing a plan to fill the vacancies. An organizational chart was distributed which included the church hierarchal structure. Performance Management and Compensation Subcommittee is moving from a cost of living increase to a merit-based salary increase for staff. Human Resources processes all background checks for volunteers and an approach under consideration is making a call-out in the first quarter of the year to reduce last minute rushes and decisions. Next meeting, we will need to address the Housing Allowances which should be approved by the Council based on a policy. During the review, the Council should not focus on the amount but the process and that employees qualify for the benefit.

1. Executive Session

**Action:** Chair Wesley thanked the HR committee and asked for a motion to move into Executive Session to discuss two areas (HR related and Council Operations). CC Johnson moved, and Dir. Osborne seconded to enter Executive Session to discuss two matters and the two matters would be HR matters and matters related to operations. Approved.

Secretary Osborne affirmed the two items of HR and Council Operations were only discussed in Executive Session.

Chair Wesley asked for a motion to adjourn, Dir. Shaw stated so moved, Dir. Osborne seconded. Approved

1. 10:31 Meeting adjourned …… Chair Wesley

Attachments:

Agenda, Council Meeting Minutes – May 16, 2018 & August 18, 2018

Reports – Property & Facilities, Stewardship, Acknowledgement Letter, Nominating, Treasurer, F & B, Gov & Legal, Building Committee, Missions Project for Flint, ASBC Foundation, HR

Respectfully Submitted,

Shelvee H. Osborne

Shelvee Osborne, Secretary