



## Management Board Minutes – January 23, 2018

### Management Board Members in Attendance

Amanda Peterson Beadle	Noel Bravo
Leigh Carter	Matt Hansen
Nick Jessee	Sam Kilpatrick
Doug Steele	Samantha Sweeney
Gwen Williamson	

### Staff and Observers in Attendance

Ginger Gaines-Cirelli, Senior Pastor	Dawn Hand, Executive Pastor
Pastor Will Green, Director of Connecting Ministries, Pastor Ben Roberts, Director of Social Justice Ministries, Whitney Kinsey, Director of Family Ministries, and Sarah Chacko, Strategic Communications Ministry Team Representative	Tracy Collins, Beaumont Working Group and Personnel Committee Representative

### Consent Agenda

- Adoption of the December 12, 2017 Meeting Minutes with edits suggested by Matt Hansen; and
- Signatory resolution: Full Authority and Investment Authority.

**Board Resolution.** Both items above approved without dissent.

### Nominating Committee

Report submitted.

Highlights...

The Nominating Committee (NC) is working on nominations for the lay delegates to Annual Conference. They will now be staggering four year terms. The Management Board will get an e-mail of the slate with a request to approve it before our next meeting. Normally this goes to Fall charge conference, but this year, NC is preparing the vote for the Spring church conference. NC is balancing historical experience, diversity, and special circumstances around LGBT advocacy.

### **Governance Committee**

Report submitted.

The Governance Committee (GC) did not meet this month. Committee members are reviewing all church policies, which are posted on SharePoint.

### **Facilities Committee**

Report Submitted.

Highlights...

The Facilities Committee (FC) continues to work on the Health and Safety Policy, as well as, other priorities. FC will bring to Management Board in June. Ginger will let the congregation know this is underway, especially the Health and Safety Policy, as this has been on the radar.

### **Strategic Matters: DCJCC Partnership Building Usage**

The board met with Bini Silver, chief operating officer of the DCJCC, and discussed a request to lease parts of Foundry while the center is under renovation, which begins in August. DCJCC's board was expected to meet in late January to decide the scope of the project, which could determine its length. Initial estimates are 10-12 months. The joint use would extend to use of Foundry's classrooms for a preschool and portions of Foundry's community spaces for DCJCC's ministries.

DCJCC has walked through Foundry's facilities with its preschool licensing officials and Foundry staff, and foresees no major issues with operating the school from Foundry. The board approved moving forward with a partnership contingent upon further facility and legal reviews, negotiation of lease terms, and other required approvals.

The Management Board and present staff took time for Q & A:

Mr. Silver noted the following: Their renovation project begins in late August. DCJCC pre-school has a huge waiting list, and their programs – religious and arts – are growing. They see the reno of their space as a 10-12 month project. During the reno, they would like to conduct the following activities at Foundry: 1.) pre-school 45 children; 2) three worship groups on Friday evening, Saturday morning, other worship services; 3) periodic cultural events like film/music/literature/exercise activities to be coordinated with Foundry's schedule. Mr. Silver indicated that since these activities would take place at Foundry, they would be open to Foundry community. DCJCC wants to enhance the long-term partnership between Foundry and DCJCC.

Two groups need to sign off on Foundry facilities for Pre-school: OC, DCRA. We would use the Foundry Certificate of Occupancy. The licensers visited Foundry and did not see any immediate problems or challenges.

Children under 2 years of age have requirements regarding access doors that Foundry cannot accommodate. So, the two year olds will be sent somewhere else.

Security? In general, they don't have particular requirements. Of course, DCJCC takes security very seriously, as does Foundry. DCJCC would have one or two security guards here, when DCJCC programs are being conducted on-site.

We asked how DCJCC staff requirements would impact our staff? At DCJCC, staff and volunteers are required to do fingerprint/background/drug and

alcohol, sex offender checks, etc. for people. These requirements would not apply to our staff. Our safe sanctuaries policies covers all this as well, and Whitney is also extremely attentive to this.

Regarding the Custodial/Front Desk share: We will need to work this out.

Staff Questions and Input included:

- Nap time? 1-3ish. In their classrooms.
- Whitney talked about space and storage use, and supports this proposal.
- Will spoke about adult classrooms. Perhaps challenges in Room 207, Wednesday night and Saturday morning possibly. Furniture not useful in those spaces.
- Ben spoke about ESL. We can be flexible.
- Drop off/Pick up. Begins at 7:45 a.m. End begins at 4:15 and some stay until 6 p.m. DCJCC staff will begin consolidating children into one room when pickup begins at 4:15 and will have all rooms flipped (to accommodate Foundry evening programs, including ESL, by 6:15). Drop off/pick up will probably be one of our biggest challenges - will need to figure out parking.
- I.D. Ministry. We need to really coordinate ID with JCC on Friday and Saturday morning.
- Windows upstairs in the doors.
- Fob certain doors and hallways.
- When Davenport goes "off-line."
- Review grounds contracts in view of snow.
- 207, wired?
- Find other ways to coordinate...we share values.
- Look at insurance needs.
- Money.

After further discussion, we confirmed that we want to move forward for now. Final approval will be contingent upon final negotiation of money, legal

review, addressing concerns of staff, and getting approval of the conference board.

**Board Resolution.** The Management Board of Foundry UMC authorizes the Executive Pastor to communicate to the DCJCC the following: The Management Board has agreed that Foundry UMC should move forward with the partnership with DCJCC, understanding that final approval is contingent upon the final negotiation of:

- Facilities upgrades and improvements;
- Legal review of proposed lease;
- Staff concerns; and
- UMC Conference approval;

Doug moves. Amanda Seconds. All Approve.

### **MPII**

Report submitted.

### **Finance**

Report below.

Highlights include: We ended year better than our annual plan, but still a deficit. Moving in right direction. Our final EOY financials are always subject to change due to final audited numbers. Matt noted that our investment strategy should be reviewed twice a year, and we discussed that the investment sub-committee should meet to do so. Matt provided the latest stewardship report, and summary budget review. He described the changes to the last form of budget that the Board reviewed in December 2017. After further discussion, the Board agreed that the revised 2018 budget was acceptable.

**Board Resolution.** The Management Board of Foundry UMC approves the proposed final budget for 2018 in the form presented to the meeting.

Another motion for the Board from Finance related to the repayment of a loan from Capital Reserves that was made during MP Phase One. Matt explained that :

1. Full loan was \$520,000; fifty percent is \$260,000;
2. MP has \$592,199 in the band as of 12/31/17; and
3. Upon approval, funds would be transferred from a money market account for MP to the UM Mid-Atlantic Foundation where Foundry's reserves are invested.

MP has been informed, and has some concerns. Matt will work with Paul to clarify these concerns.

After further discussion, the Board agreed that the proposal was acceptable.

**Board Resolution.** Upon recommendation of the Finance Committee (4-0 vote), the Board of Foundry UMC approves a repayment of 50% of the loan made from Capital Reserves to MP Phase One. The Management Board affirmed this decision without dissent.

### **Personnel Committee**

Report submitted.

Highlights:

Most personnel concerns are covered in closed session. PC is restructuring how they operate, and is reviewing this now with members. Of course, the PC is very busy with un-filled staff positions and searches. One PC member will serve on each interview panel. Two separate PC members in separate meetings expressed concern about the vision of the Board and our Mission in light of all the staff re-structuring.

### **Staff/Clergy Report**

Report submitted.

- Back payroll matter resolved;
- There will be a Pastor Al (and Carol) celebration in both services this week, with food, MP/Stewardship doing plaques and gift certificates. There will be activities after the service. Framed photo from staff. Flowers from Board and Staff.
- Ginger finished writing her book.

**ACTION ITEMS:**

- Re-invigorate the Investment Committee and Strategies of our 4 investment funds;
- Matt will work with MP to address concerns re: payment of ½ their loan;
- Move forward with DCJCC, Dawn; Tee up attorney, Chris Brown, Gwen to contact;
- Ginger, facilities policies health and safety update. Next Forge;
- Personnel Committee to coordinate with Beaumont training;
- Be prepared to respond to slate of Conference delegates to be sent from NC.

Closed session began at 9:23 p.m., and ended at 9:45 p.m.

Respectfully Submitted,

*Leigh Carter*

Leigh Carter  
Secretary