

Board of Bishops and
Connectional Council Meeting
African Methodist Episcopal Zion Church



Marriott Hotel
501 E. Hill Avenue
Knoxville, TN 37915
July 18 - 21, 2017
Report:

A. M. E. Zion Publishing House
Corporate Headquarters Operations

Herbert L. Watkins
Chief Operating Officer/ Business Manager



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Report

**Board of Bishops Meeting
and
2017 Connectional Council**

Chief Operating Officer/Business Manager

July 18 - 21, 2017

To: Bishop Dennis V. Proctor President of the Board of Bishops
Bishop Darryl B. Starnes, Sr. Retiring President of the Board of Bishops and Host Bishop
Members of the Board of Bishops
Members of the Connectional Council

Since the 50th Quadrennial Session of General Conference, efforts continued to plod along the pathways for continuous process improvements and operating cost reductions. As with most organizational changes, there is always the period of adjustment and new process direction seeking. I've yet to gain consensus on the specific integrated projects that will yield meaningful evidences of restructuring. However, all General Officers have agreed to meet monthly with the goal of developing such specific work agendas.

Again, I express grateful appreciations to the Board of Bishops for their continued confidences, encouragement and guidance. No way, can we be expected to carry off this major paradigm shift without your continued prayers and ongoing involvements.

Submitted,

Herbert L. Watkins
COO/Business Manager

Corporate Headquarters

Completed total replacement of roof at Zion Renaissance Center; air quality restoration and restored occupancy. Fifteen year warranty and annual maintenance inspections.

Secured full space occupancy tenant; security deposits equivalent to two months rental proceeds. Three year lease executed on March 8, 2017 and lease payments current to date.

Secured Articles of Incorporation of Nonprofit Corporation Varick Renaissance Center, Inc. as required to establish capital retention bank account.

Created separate capital retention account for Varick Renaissance Center, Inc. High priority work in progress to secure official 501 (c) (3) recognition.

Completed renovation/restoration of House at 3032 Zion Renaissance Lane. Engaged a property management company and have signed tenant lease agreement. Lease payments current but utilities reimbursement lagging behind.

Made additional remedial repairs on roof at CHQ and established annual contract for roof inspection and work order reporting. Have exhausted options to avoid roof replacement.

Board of Bishops Repair Account: All requested projects completed and Account Summary Close out provided.

Restructuring

General Officers Team held 2 face-to-face and 1 teleconference meeting; affording increased awareness, interaction and collaboration. Achieved agreement to hold Team meetings once per month; every third Tuesday.

To date, have presented and received from Board of Bishops resolution of identified challenges of underfunded department staffing and increased administrative board size travel budget impacts.

Implemented all General Officer departments using the same auditor and unified annual audit process.

Achieved foundation clarity of business process involving the intent, role definitions, expectations and accountability for restructuring actions versus the traditional Administrative Board reporting and approval process.

Restructuring Priority Plans

Trademark Services: Have identified 27 logos, 27 Word Phases and 1 Slogan at cost of \$575 each for 10 or more trademarks; \$31,625 OOP

Copyright Services: Have identified 11 Single and 20 Standard publications
OOP costs \$2,145 + \$4,515 = \$6660

Drafted Employee Handbook for General Officer Team Review and Adoption
Drafted Self-Inventory Profile and Process as required by Paragraph 477; BOD
Drafted Process for Job Description Development, Evaluation and Classification

Publishing House

In response to requests, spiral back musician copy of Bicentennial Hymn available.

Conducted analysis on providing in-house mail services and shipping of the publications – Church School Herald Journal, Quarterly Review and Missionary Seer. Identified required Address and Barcode Printer Systems equipment. Initial out-of-pocket expense not cost justifiable. Recommended continued competitive out sourcing.

Investigated and received training on the USPS Intelligent Mail for Small Business Mailers System. Was able to identify and to assist above publications to improve the quality and integrity of their customer address files. Thereby, reducing the

volume of returns and unable to deliver; hence mailing costs reductions and customer satisfaction improvements. Continue ongoing process improvements.

Submitted draft for 501 (c) (3) application - AME Zion Publishing House. Expect to gain significant sales tax refunds for purchased goods, materials, supplies and services used within operations.

Migrated from Nonprofit Bulk Mail Stamp permit to more efficient Pre-inked Bulk Mail indicia and permit number.

Purchased engraving equipment and supplies that enabled new in-house service offering on hardcopy books and bibles.

Successfully launched new product offerings of the AME Zion logo tie bar and cufflinks.

Conducted competitive quote analyses for newly designed/revised Church School Literature formats and migrated Herald Journal production to new printer source.

Upgraded five QuickBooks Enterprise Non-profit workstations from Version 15 to Version 17; latest supported release.

Competitively reduced QuickBooks call-in technical support expense by \$1500.

Publishing House Priority Plans

Launch digital version of The Book of Discipline

Enhance imagine and strengthen branding of James Varick Christian Bookstore

Establish process across all departments that sanctions JVC as authorized market seller and AME Zion one-stop flagship bookstore for full scope of Zion's offerings

Launch an enhanced and technology upgraded website for www.amezpublishinghouse.com to make it reflective of our consolidated branding strategy and imagine