



# Creative Living Fellowship

*A Community of Care, Opening Hearts and Incubating Dreams*

## **BOARD OF TRUSTEES MEETING MINUTES**

**Wednesday, May 25, 2022, 4:00 - 6:00 pm**

### **Attendance:**

Rev. Dr. Sherry F. McCreary, Senior Minister  
Debra Pope, BOT President  
Fran Peck, BOT Member  
Lori Keller, BOT Member

### **Absent:**

Tarah Hamman, BOT Secretary  
Mary Jayne Hyde

### **Guests:**

Deborah Covington, Director of Operations – Financial Report Questions / Discussion

**Call to Order:** 4:10 Debra Pope, President

**Opening Prayer & High Watch:** Dhamana Shauri, RScP

### **Consent Agenda Items:**

- None this month

### **Business Agenda:**

#### **Financial Report Review**

**Agenda Item:** *Monthly Reports are filed with these Minutes*

- P&L Expanded Dec. 2021- April. 2022
  - P&L Collapsed Dec. 2021- April. 2022
  - Footnotes P&L April. 2022
  - Balance Sheet Jan-Feb
  - Balance Sheet Comparison Footnotes April. 2022
  - Statements of Cash Flow, April. 2022
  - Average Sunday Attendance
  - CLF BOT Income Report April. 2022
  - Investment Consolidated Statement April. 2022
  - Review / Discussion of Reports: Rev. Sherry states, from meeting today with Deborah Covington and Amy Fiala, Bookkeeper, Proceeds from Sale (BOA Savings #3636 statement) balance is \$118,096.29 and balance \$124,978.70 including “designated” funds.
  - Responses to BOT Questions on these Reports were provided by Deborah Covington and accepted by the BOT
    - Noted a typo error in Balance Sheet Comparison Footnotes – Deborah to correct Total Change line \$3995.32 to \$13995.32



# Creative Living Fellowship

*A Community of Care, Opening Hearts and Incubating Dreams*

## BOARD OF TRUSTEES MEETING MINUTES

### Secretary's Report: Tarah Hamman

- Old Business:

**Agenda Item:** *Approve March 23, 2022. Meeting Minutes – Tabled due to Secretary absence. **Note:** Schedule meeting with Tarah, Rev. Sherry, Debra to meet to discuss minutes flow – Draft to Final.*

- **Agenda Item:** *Approve April 27, 2022 Meeting Minutes – Tabled due to Secretary absence.*

**Agenda Item: Note:** *Remaining Meeting Minutes from 2021 were received from prior Secretary. Approve: Monthly Meeting Minutes – 5/26,6/23/8/25,9/22,10/27,12/1 (November meeting), 12/22 and Special Meeting Minutes – 2/26,3/26,3/30 related to building sale process – Tabled due to Secretary absence.*

### President's Report: Debra Pope

#### Old Business:

- P&P's: Completed P&P's with updated review dates to Dropbox, add BOT P&P Legend to Dropbox: Discussion and decision to add P&P Legend document into Dropbox P&P folder and add date of closure to retired policies.
- BOT Expansion: The BOT can appoint members for less than 6 month positions. Do we need to consider expansion with some positions coming to the end of term over the next year? Further discussion to follow.

#### Report:

- BOT Responsibilities noted: Regulatory Compliance, Financial Accountability, Senior Minister. Noted review, discuss, accept financial reports.
- Requested meeting pending with Rev. Sherry / Deborah Covington / Amy Fiala for Financial Processes took place on Monday, May 23, 2022. ~~and~~ Meeting pending with Rev. Sherry/Tarah/Deb Pope for Meeting Minutes flow.
- Rebranding Update: Started with intro 11/10/2021 and last full team meeting 5/25. CLF's Brand Book is evolving, being finalized. Process had to unfold, birthing had to be insular – completion is pending. Rev. Sherry reported that Rev. Rasheryl will present the Rebrand Report at the BOT Meeting on June 22, 2022. BOT will support website, marketing.... that will follow



# Creative Living Fellowship

*A Community of Care, Opening Hearts and Incubating Dreams*

## BOARD OF TRUSTEES MEETING MINUTES

**Senior Minister's Report:** Rev. Dr. Sherry F. McCreary

### Old Business:

- Annual Financial Review: Still pending new CPA contact information from Amy Fiala

### Report:

- In-Person Service Status:
  - Rev. Sherry is working with Realtor Greg Wood, who has sent information on potential retail sites. We do not want to build out any site, so we are looking at already-configured possibilities that may serve our needs. No financial parameters have been set.
  - Rev. Sherry has been unable to connect with the Minister at the Beatitudes regarding that site. She will continue to reach out to him.
  - July 3, 2022 remains the target date for In-Person Services to resume.
  - We are considering the Covid protocol that will be instituted.  
Discussion: There was a discussion about the possible Covid protocol.
  - Discussion about other possible in-person locations, including schools. Debra Pope will stop in to look at some possible sites, as she sees them. Fran will also look into places and do a distance radius from our previous location.
- New Accounting System:

We have changed to a new Accounting System- APLOS- that is specifically for nonprofit organizations. This system works with Gusto for payroll and will integrate our financial reports. Aplos will replace QuickBooks and Breeze; however, we will keep both during May and June as the crossover to Aplos takes place.

  - Cost:
    - \$468.10 for first year (\$39.01/month)
    - \$999.00 for Aplos to onboard CLF
    - \$1,100 for 2nd year (\$99/month)
  - Bookkeeper Amy has worked with the Aplos system and was able to onboard CLF into Aplos for \$500, which is half the amount charged by Aplos.  
Amy submitted an invoice for \$500 that must be approved by the BOT.



# Creative Living Fellowship

*A Community of Care, Opening Hearts and Incubating Dreams*

## BOARD OF TRUSTEES MEETING MINUTES

- **Action Item:**
  - Motion to pay Amy's invoice of \$500.
  - Motion by: Fran Peck
  - Second: Deb Pope
  - Unanimous approval.
  
- Payment of Bookkeeper: Discussion: Payment of the Bookkeeper is a CLF responsibility and will no longer be paid from a Restricted tithe from Rev. Sherry—an arrangement sanctioned by a prior Board. In the spirit of responsibility and transparency by the BOT, the cost of the Bookkeeper will become a line-item expense as of June 1, 2022.
  
- 3<sup>rd</sup> Quarter Tithe: We still need a Tithe Recipient for the 3rd Quarter. When nominations are received in the office, they are sent to the BOT.  
Discussion: Deb Pope will ask Tarah if there are prior nominations that were not chosen and can be reviewed again.
  
- Joyce Buekers, RScP has resigned as a CLF Practitioner

### Old Business (Unassigned):

- P&P's: Finish "Revise Policies": BOT-110, Fin - 469 / 470, Fin- 485 - Tabled

### New Business-

- July Financial Review relative current to EOY projections and request Line Item expense reported January through EOY for annual, monthly, recurring expenses paid and pending
- Discussion: In July, Deb Pope would like for Amy to prepare a YTD - 6-month Budget Review
  - How much lost
  - What will we need
  - How many months do we have

Per Deb Pope: Investments are down \$78,000... March-April - \$44,000 down of the \$78,000



**BOARD OF TRUSTEES MEETING MINUTES**

**Summarize Meeting:**

**Next Meeting:** Wednesday June 22, 2022, 4:00 - 6:00 pm

**Meeting Adjourned:** 6:15pm Debra Pope, President

**Closing Prayer –** Dhamana Shauri, RScP