



Creative Living Fellowship

A Community of Care, Opening Hearts and Incubating Dreams

BOARD OF TRUSTEES MEETING MINUTES

Saturday, March 17, 2018

Michelle Davis, R.Sc.P., *President*; Roger Webb, *Vice President*,
Catherine Cohen, *Treasurer*; Carla Monterroso, *Secretary*; Rev. Sandy
Attendance: Gibbons, *Member*; Diana Golden, *Member*; Dustin Snyder, *Member*

Ministry & Staff: Deborah Covington, *Business & Finance Manager*,
Rev. Michele Whittington, *Senior Minister*

Pre-Meeting Loving Exercise:

N/A due to visioning scheduled after meeting.

Call to Order: At 9:11 am by Michelle Davis, *President*.

For review, the Board of Trustees Meeting Agenda and supporting documents were emailed prior to the meeting.

Opening Prayer: Rev. Michele

High Watch Held by: Carrie Sherman, R.Sc.P.

Accomplishments and Areas of Improvement:

N/A due to visioning scheduled after meeting.

Business Agenda:

Consent Agenda Items:

Approval of Jan 2018 minutes – Dustin motioned, Roger offered second, no discussion. Unanimous vote with Michele W abstaining as she was not present for the meeting. Motion passed.

Secretary's Report: Carla Monterroso

She is ready to ramp up and thanked Michelle D. for her patience.

Business /Operations Report: Deborah Covington, *Business & Finance Mgr*

Property:

- The valve on the water heater shows extensive erosion and needs to be replaced. It will be done ASAP by Dennis and at the same time he will replace rotted wood in the storage area where the heater is kept so it may be useful space. **This item has not been completed.**



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- It was suggested by the solar inspector to have wire wrapped around the border of the panels to keep debris from collecting underneath. **This item has not been completed.**
- Our pest control service man has suggested installation of something that will keep birds off of the roof edging over the solar boxes. The bird droppings are ruining the paint. Dennis will investigate what would work best without causing harm to the birds. **This item has not been completed.**
- I've had conversations with the manager of the office complex to the south and he has agreed to consider putting a gate in the middle of the block wall creating easier access to both parking lots. I have two names who do block wall work and will get estimates from them both for discussion with the manager. **I'm waiting on an estimate at this time.**
- After experiencing homeless squatters on our property camping out next to the large storage bin in our north/west parking lot and evidence of vehicle break-ins, I am researching ways to block that area and creative more protection for our property. Property Report Update since written report filed – There was a possible stabbing of a homeless person on our property. Police suggested that we block off the area back by dumpster. The good news is that our neighbor, George, is going to put up a fence! Savings \$18K – Thank you, Source!
- We do need a handyman – to complete the pending items.

Operations:

- After multiple attempts to get one of the many in-house laptops up to speed for use by the Education Coordinator, it became obvious we needed to purchase a new computer. I was able to get a desktop and monitor for under \$500 which was paid for through the Amazon gift received in 2017 from a generous contributor.
- One of the bookstore volunteers will be stepping down so I'm looking for a replacement.

Business and Finance:

- None at this time.

Open Items:

- Estimated costs for items on the 2017 Manifest list is currently on hold and will be replaced by the new 2018 list once created.



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Treasurer's Report: Catherine Cohen, *Treasurer*

153 ytd average attendance

\$6,469 ytd average weekly income

P&L by Class review:

Creative Living University:

February total net = **-\$1,152.09**

Year-to-date net = **-\$525.74**

Operations:

February total net = \$420.41

Year-to-date net = **-\$5,557.90**

The Wisdom Center:

February total net = \$101.95

Year-to-date = \$166.52

Totals:

February total net = **-\$629.73**

Year-to-date net = **-\$5,917.12**

Roger to develop a video for Amazon app so that individuals can easily sign up for Amazon Smile to support CLF.

We are under by \$6,800 on budgeted expenses

We are also under by \$15,367 on budgeted income

Balance Sheet –

The total cost of cancelling the Neale Donald Walsch event was \$4,120. We have a \$950 credit with Just Great Food Caterers to be used at a later event.

Designated Gift –

\$1,050 for principle reduction was received

Response to Rick Flory's Letter re Principle Reduction –

Waiting until after visioning.

Community First Update: Rev. Michele

- 22 circle leaders – 83 people in circles – visits and community support are alive and well. Connections are being made.



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Board Updates: Rev. Michele

- Board of Regents - no written report. No meeting in January
- Board of Ecclesiastics – The BoE is looking at compliance of the Spiritual Life Coach Practitioner Code – are we sure that everyone is doing what they are supposed to be doing?

Senior Minister's Report: Rev. Michele

Rev. Michele thanked the Board for the sabbatical blessing! Michele stated that she is grateful for what will come out of visioning, etc.

Proposal for reallocation of Rev. Michele's salary for tax purposes:

March 31st Pay Sr Minister's salary allocation:

Ministry Expense Accountable Plan be \$1000

Minister's Tax Sheltered Annuity [403(b) Plan] be \$500

Housing Allowance be \$1590

Total \$3090.00

Additionally, any bonus or extra class payments will be categorized under the Ministry Expense Accountable Plan.

Roger motioned, Diane offered 2nd, with no discussion, unanimous vote, Motion carried.

Old Business

Live Streaming/FB Live update from Roger; addressing some technical difficulties.

New Business

Live stream – where are people when watching? MW will encourage people to post.

Farmer's Market – second one and it is slowly increasing in popularity. – Very committed. For future idea – CLF table possibly included for the market – “Does it build community?” is the filter through which we need to run all next steps and projects.

Tithing Selection:

- Amount available for February Tithing: \$2,955
- Monthly tithing requests

February – split 50/50 to JD Martin/Jan Garrett and Rev. Sally Robbins

Catherine Motioned – Diane 2nd – no discussion – motion carried unanimously



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BOARD OF TRUSTEES MEETING MINUTES

January \$2,831

Split 50/50 between Kival Campus Care and Chef Coat Catering

Sandy motioned and Diane seconded for both. No discussion, motion passed.

Carried over to March – Tithe request to support the CLF Community First program submitted by Dr. Bobbie Croddy

Next Meeting: April 15, 2018 at 1:00 am

Closing Prayer: Michelle D.

Meeting Adjourned: At 10:02 am by Michelle Davis, R.Sc.P., President

Respectfully submitted by Carla Monterroso, Secretary Board of Trustees