



Creative Living Fellowship

A Community of Care, Opening Hearts and Incubating Dreams

BOARD OF TRUSTEES MEETING MINUTES

Wednesday, February 23, 2022, 4:00 - 6:00 pm

Attendance:

Rev Dr. Sherry F. McCreary, Senior Minister
Debra Pope, BOT President
Tarah Hamman, BOT Secretary
Rev. Mary Jayne Hyde, BOT Member
Lori Keller, BOT Member
Fran Peck, BOT Member

Rasheryl McCreary, RScP, Board Consultant
Deborah Covington, Staff
Nicole Jordan, Staff

Call to Order: 4:03pm Debra Pope, President

Opening Prayer & High Watch: Fran Peck, RScP; Rev. Mary Jayne Hyde

Business Agenda:

Financial Report Review:

Agenda Item: *Monthly Reports* - All members were pleased with the Monthly Reports. Deborah Covington will send explanations when needed.

Agenda Item: *2022 Budget: Review / Accept Operating Budget for 2022*
Restricted Savings are within Savings Account Total - \$6,9000 (??)

Debra Pope asked about a \$2200 charge listed as Fees on the Investment Report from Whittenburg.

Deborah Covington says this a quarterly fee, the YTD fees total \$4,264.97

Action Item:

Motion: Fran Peck motions to approve the 2022 Operating Budget.

Second: Lori Keller

Vote: Motion passed unanimously.

Secretary's Report: Tarah Hamman

Agenda Item: *Mary Jayne Hyde: Approval of previous meeting Minutes: Submitted 2021 Minutes for May 26, October 27, December 22.*

Action Item:

Consent Agenda Email vote to be held on these Minutes

Agenda Item: *Minutes January 26, 2022 and Special Finance Meeting February 16, 2022*

Action Item:

Motion: Lori Keller motions to accept the January 26, 2022 Minutes as corrected.



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Second: Fran Peck

Vote: Motion passed unanimously.

Feb16, 2022 Minutes to go out after this meeting, along with 2021 Meeting Minutes.

President's Report: Debra Pope

Agenda Item: *Special Finance Meeting: Held 2/16/22 with Bookkeeper, Amy Fiala, and Dir of Operations, Deborah Covington. See Minutes*

Carryover: This will be discussed at the next meeting.

Agenda Item: *Annual Meeting - March 20, 2022*

Rasheryl McCreary will present the Community Meeting Slide Deck:

Dates will be updated, financials updated, etc.

Secretary's Report - Community Meeting Minutes for February and October, 2021, need to be approved at the next Community Meeting

Minister's -How are we operating, a Balance Sheet will come from Amy (bookkeeper)

Treasurer's Report - Austyn Whittenburg – to be invited to speak for 5 mins, overview & update of the Investment Plan.

President's Reports – Bylaws Updates, Future of CLF, Next Steps: looking for leasable space

Rasheryl closing with Rebranding Survey Results & Q&A

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

- Signatories on the Bank of America accounts can now be changed since the Corp. Commission has changed their records to reflect the CLF BOT Officer changes. Marilyn Strain and Rev. Mary Jayne Hyde will be removed. Debra Pope, President, and Tarah Hamman, Secretary, will be added to the accounts. Debra Pope, Tarah, and Rev. Sherry must go together to complete the process. Deborah Covington will set up the appointment for us at the bank.
- Contributions and Attendance Reports for January, 2022 were sent out to the Board.
- Financial Reports come from Deborah Covington because of details that Amy Fiala (Bookkeeper) will not pick up. Amy will create the Balance Sheet Report & she and Deborah C. will work on the P&L Reports, so that Deborah C. can send them to Rev. Sherry for distribution to the BOT prior to the next meeting.
- Amy has a CPA recommendation to conduct the Financial Review, and will be emailing introductions to Deborah C. and Rev. Sherry soon.
- The new Foundations for Successful Living Class, facilitated by Rasheryl McCreary, RScP, begins tomorrow night, Thursday, Feb. 24, 2022, from 6:30 - 8:30. The entire community is encouraged to attend. The BOT is highly encouraged to join this class.
- The Ernest Holmes Book Study, facilitated by Rev. Mary Jayne Hyde, begins again on Mar 5, 2022. The Book: "Living Without Fear."



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- Community Visioning will resume on Sunday, May 15, 2022, because of the CLF Membership Meeting on March 20, and Easter Sunday on the 3rd Sunday in April.

Old Business-

Agenda Item: *BOT Orientation, facilitated by BOT Consultant, Rasheryl McCreary, RScP, is to be scheduled for Lori Keller, Debra Pope.*

Agenda Item: *BOT Dropbox Folder - Agendas / Minutes / Attachments, Financials, P&P's, Bylaws*

A BOT DropBox Folder will be set up on Thursday, February 24, 2022, by Rev. Jorge Suarez & Deborah C. The BOT Folder will include: Minutes, Agendas, Bylaws, Policies & Procedures, Financials, Investment Statements, and other documents the Board needs to review.

Agenda Item: *P&P's: Completed P&P's with updated review dates to Deb C / Drop Box*

Deb P. Tabled until next meeting with completed dates.

Agenda Item: *P&P's: Finish "Revise Policies": BOT-110, Fin - 469 / 470, Fin- 485*
Tabled until next meeting. The Policy legend has been updated, on the BOT Google Drive under Sheets.

Agenda Item: *Recognition Past President*

Past President Marilyn Strain will be recognized at the beginning of the Membership Meeting on March 20. The BOT agreed to present her with a Plaque, and a \$1,000 (minimum) Gift Certificate for a resort stay at Orchard Canyon on Oak Creek, in Sedona. It is the intention of the BOT that these are to be one-time gifts from the CLF Community to an outgoing BOT President, in recognition of Marilyn's outstanding leadership during the extraordinary times, circumstances, and events for CLF during her tenure as President. Lori Keller suggested a Tree of Life Plaque. Lori will price it and let us know via email. The inscription on the Plaque will read: *"In recognition of your extraordinary service and leadership, as President of the CLF Board of Trustees, during extraordinary times and circumstances."*

New Business-

Summarize Meeting:

Next Meeting: Wednesday March 23, 2022, 4:00 - 6:00 pm

Meeting Adjourned: 6:22 pm Debra Pope, President

Closing Prayer Fran Peck