



Creative Living Fellowship

A Community of Care, Opening Hearts and Incubating Dreams

BOARD OF TRUSTEES MEETING MINUTES

Wednesday, April 27, 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: DropBox - discussion / training
Deborah Covington, Director of Operations
Rev. Jorge Suarez, Education Administrator

Call to Order: 4:08 Debra Pope, President

Opening Prayer & High Watch: Fran Peck, RScP

Consent Agenda Items:

- None this month

Business Agenda:

Financial Report Review: (Check dates for All dated / colored entries here)

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

- P&L Expanded Dec. 2021- March, 2022
- P&L Collapsed Dec. 2021- March, 2022
- Footnotes P&L March, 2022
- Balance Sheet Jan-Feb
- Balance Sheet Comparison Footnotes March. 2022
- Statements of Cash Flow, March. 2022
- Average Sunday Attendance
- CLF BOT Income Report March. 2022
- Investment Consolidated Statement March. 2022
- Responses to BOT Questions on these Reports were provided by Deborah Covington and accepted by the BOT (None this month??)

Secretary's Report: Tarah Hamman

- Old Business:



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Agenda Item: *Approve March 23, 2022 Meeting Minutes – Tabled until May, 2022 Meeting, due to Secretary's absence. **Note:** Schedule meeting with Tarah, Rev. Sherry, Debra to discuss Minutes process – Draft to Final.*

Agenda Item: *Add Agenda Item Guests attend if they are not present for the full meeting.*

- This will be included in Meeting Minutes noted above as Secretary is not present. This has been recorded for Guests in attendance at this meeting.

President's Report: Debra Pope

Old Business:

- BOT Orientation - Lori Keller, Debra Pope with Rasheryl McCreary - Scheduled for April 29th - 12:00 Zoom meeting.
- Deb: Did this happen before the April 27th meeting? It was not on the Agenda ...No and still pending P&P's: Completed P&P's with updated review dates to Dropbox, add BOT P&P Legend to Dropbox: Deb Pope to do

Report:

- Provided BOT Letter of Recommendation for Reverend Rasheryl McCreary's professional / spiritual contributions / actions for the BOT and CLF leadership and congregation, signed by Marilyn Strain, past BOT President and Debra Pope, current BOT President.
- Progress / Status New Location / In-Person Services – Discussed Board preparation for, general and financial, support for new location and In-Person Services process and needs, as well as for the ongoing Rebranding process which has been extended due to progression / extension of scope.
- BOT Group - Will keep the same email address

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

- The actual cost of the plant and/or gift box approved for \$200, for Rev. Rasheryl, was \$247.59.

Action Item: Motion to accept actual figure: Lori Keller
Second: Fran Peck
Unanimous approval.



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- CPA John Nardi's Proposal was not accepted. Rev. Sherry and Bookkeeper are looking for another CPA. Rev. Sherry will send a new Proposal to the BOT for Consent Agenda if one is received.
- Rev. Sherry has been in contact with Greg Wood, Realtor, about a possible location for In-Person Services. Practitioner Rev. Joyce Buekers has recommended the Church of the Beatitudes. Rev. Sherry will check it out.
- The current In-Person target date remains the same - July, 3, 2022

Old Business: Annual Financial Review:

- John Nardi's Proposal (See Sr. Minister's Report)
- New Whittenburg Signatories: President, Secretary has been completed
- BOT Dropbox Folder (containing Agendas / Minutes / Attachments, Financial Reports, P&P's, Bylaws): Has been set up by Rev. Jorge and Deborah Covington, who presented and trained the BOT. They are available for further training as needed.
 - Training Points:
 - Invitation from DB to BOT-open DB, set up password / user name
 - BOT Folder Access: Individual BOT member's CLF email – then can forward to personal and / or BOT email.
 - Persons with Edit capability are: President, Secretary, Rev. Sherry, Rev. Rasheryl (BOT Consultant), Deborah Covington, Administrator (has access, Admin over All CLF DB folders)
 - BOT does not have viewing for CLF Folders except BOT Folder
 - Discussion:
 - Regarding Final documents with Edit option - Rev. Jorge indicated could save without security code to lock the document.
 - Secretary will place Draft Minutes in BOT Working Folder, then all members can edit.
 - Secretary will be responsible for converting documents to Final and locking as pdf
 - Financials are in separate Folder like the Meeting Minutes



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- The Bookkeeper will need access to the Investment Statements in Dropbox
- Deborah and Jorge will do document training for editing
- Recognition of Rev. Rasheryl with a gift of a plant and/or gift basket for up to \$200 (See Senior Minister's Report)

Report:

Old Business (Unassigned):

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

New Business-

- None

Summarize Meeting:

Next Meeting: Wednesday, May 25, 2022 - 4:00 - 6:00 pm

Meeting Adjourned: 6:15pm Debra Pope, President

Closing Prayer - Fran Peck, RScP