



BOARD OF TRUSTEES Meeting Minutes
Friday, November 15, 2019, 4:00 - 6:00 pm

Attendees:

Marilyn Strain, *President*, Gwen Garrett, *Treasurer*, Rev. Mary Jayne Hyde, R.Sc.P., *Secretary*, Jill Nagle, *Member*, Fran Peck, *Member*, LaVerne Carrick, *Member*

Ministry: Rev. Dr. Sherry F. McCreary, Senior Minister

Board Consultant: Rasheryl McCreary, R.Sc.P.

Guests:

Absent: Noelle Jones, *Member*, Tarah Hamman, *Member*

High Watch: BOT Angels

Call to Order: At 4:17 pm by Marilyn

Opening Prayer: Fran

CLF intention

LaVerne read for this meeting

Business

Consent Agenda:

No items at this time

Secretary's Report:

None this meeting

Minutes for the last three meetings will go out this week and then be ready for approval at the next meeting.

Treasurer's Report:

Gwen presented an October 2019 Financial statement with grouped spending categories showing Actual Income/Expenditures, Budgeted Income/Expenditures by group and the Variance. This report also shows the previous month and the year to date values for each row. This is our new trending report. This will be really helpful for the BOT members to see what is going on and catch trends. As new months are added, it will be very helpful to get a picture of what is going on.

A copy of this report is attached.

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

Property Report:

The router was replaced. It was having issues and causing the internet to go down frequently.

The AC service was completed. It was found that we have the wrong capacitor in four of our AC units and the bad ones were replaced this week at a cost \$512.

The HVAC over the sanctuary is seven years old and that type of unit normally has a life of 10 years and it is showing signs of wear. We need to begin planning for the expense in our budgets.



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The outside gates that we keep locked most of the time, do not allow for proper ingress and egress. A vendor came out to give a quote for providing proper access and he said the gates installed are not commercial type gates and he would not work on the ones we have to fix them. The quote for three new gates is \$3,855.00. No decision was made on this. Additional quotes are needed.

The Carbon payment device we purchased for the bookstore is an old version and it has known bugs. Gwen is working with the company to get this resolved. It is causing slowness for receiving payments in the bookstore.

Paul Sherman, Music Director asked for a raise and it was not approved.

Ten new member applications are pending and we will have a New Member Orientation in January 2020. There is much going on this time of year, so the group thinks it is best to have this after the first of the year. Jill asked Rev. Sherry if we could have the names of the folks who have signed up. That way the BOT members can recognize them.

Thanksgiving Eve Service is scheduled for Wednesday, November 27, 2019 at 7:00 p.m.

President's Report: Marilyn

We will vote on December 6th for a new Vice President. It will be a ballot vote. All who are open to step up can let her know.

Fund raising activities:

Party - discussed

Book Sale – should be evaluated

Pledge Campaign – will be done next year

Cher Tickets Silent Auction – will be announced this Sunday and conclude on Thursday.

Giving Tuesday on Facebook

Beginning at 6 am Tuesday December 3, 2019, Facebook will do a matching up to 7 million on a first come first serve basis for donations received on that day. 7 million will not last long, so it is important that we campaign for this let people know to be on Facebook at 6 am AZ time and donate to CLF. It is free money.

Rasheryl will create a plan for marketing this and set up a zoom meeting at 5:45 ish on Tuesday December 3. This way we can have fun while we make a really quick donation at 6 am.

Members will also try to promote this on Facebook.

ACTION PLAN REPORTS

1. VISITOR/MEMBER FUNNEL- Lead needed
2. Policy Review: Marilyn & Mary Jayne
3. FUNDRAISING: LaVerne
4. TECHNOLOGY: Gwen, Mary Jayne
5. VOLUNTEER CORE: Jill
6. PROPERTY: Marilyn & Tarah
7. SENIOR MINISTER INSTALLATION: Rasheryl



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Old Business

Volunteer Luncheon

Fran and Mary Jayne discussed the plans for this day. The theme is "You Are the Gift" and Nicole has the announcements planned. Fran and MJ passed around a sign-up sheet for the remaining members to sign up for tasks that need to be completed. Reminders will be sent out as we get closer to the event.

Fran and MJ will talk to Ralph Potter about making our gifts for the volunteers.

It was suggested that we also do a special recognition for the former BOT, BOE and Circle Leadership during this luncheon. Fran and MJ will work with Ralph to find out if we can have a special award to recognize this group.

Senior Minister Installation

Rasheryl and Fran have a plan and Rasheryl showed a PowerPoint presentation of a high-level plan. Rickie Byars will provide music for the Installation and for a concert on Saturday, January 25.

Rasheryl will let us know what tasks are needed to be done.

Rasheryl will let us know about the pricing for ads in the Installation Program Book. We then can begin selling ads.

Letter of Call for Rev Sherry

Not complete at this time

Security

No updates

Mold Inspection Results

Mold testing was completed and the results show no biological issues in our buildings.

Rev Sherry expressed she is having some kind of allergic reaction to something when she spends time in the library and her office. Fran placed an air filter in Rev. Sherry 's office and Fran will set it up for her.

No updates for Action Plan committees this meeting

New Business

None

Next Meetings:

Friday, December 6, 2019, 4:00 - 6:00 pm

Friday December 20, 2019 4:00 – 6:00 pm

Friday January 3, 2019 4:00 – 6:00 pm

Friday January 17, 2019 4:00 – 6:00 pm

Meeting Adjourned: at 6:30 pm by Marilyn



Creative Living Fellowship
A Community of Care, Opening Hearts and Incubating Dreams

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Closing Prayer: Mary Jayne

Respectfully submitted by: Mary Jayne Hyde