



# Creative Living Fellowship

*Opening Hearts, Incubating Dreams*

## BOARD OF TRUSTEES

**Board of Trustees Meeting Minutes**  
**Friday, June 28, 2019, 3:00 – 7:00 pm**

**Attendance** Marilyn Strain, *Vice President*; Gwen Garrett, *Treasurer*; TBD, *Secretary*; Mary Jayne Hyde, *Member*; Tarah Hamman, *Member*; Jill Nagle, *Member*  
**Ministry** Rev. Dr. Sherry F. McCreary, *Senior Minister*  
**Guests** Rasheryl McCreary, *BOT Consultant*  
**Absent:** Roger Webb, *President*  
**High Watch** Fran Peck, *BOT Practitioner*

**Call to Order:** At 6:00 pm by Marilyn Strain, Vice President. The Board of Trustees Meeting Agenda and supporting documents/handouts were passed out prior to the beginning of the meeting.

**Opening Prayer:** Rev. Dr. Sherry McCreary and Fran Peck

### Business Agenda:

**BOT Orientation** The new BOT Handbook was distributed to all attendees. Rasheryl conducted the orientation as we welcomed new BOT members: Mary Jayne Hyde, Tarah Hamman and Jill Nagle.

**Consent Agenda Items:** Marilyn Strain, Vice President

- Approve email vote to employ PSE Electrician to repair/replace wiring that was a result of the vandalism to the wiring for our solar panels. The vote was ratified unanimously.

### **Secretary's Report:**

- Gwen Garrett nominated Mary Jayne Hyde to serve as the new BOT Secretary. Tarah Haman seconded the motion. The motion was approved unanimously.
- We agreed by consensus that minutes will be summarized prior to the end of each meeting. A draft of the minutes will be delivered to BOT members within 24 hours after the end of the meeting. BOT members will review and respond to the minutes within a week after having received them.

**Business/Operations Report:** No report

### **Senior Minister's Report:**

- There was no update on the ANTN Conference. We need to have the expense amount in order to budget properly to cover costs.
- Fran Peck will be installed as the new Animal Chaplain serving CLF on Sunday, June 30, 2019.

**Treasurer's Report:** Gwen Garrett

- Copies of the P&L statement for period January through May 2019 distributed. The details of the report were not covered during the meeting. Future reports will be delivered via email.
- Documentation of the new counting procedures and copies of the Income Reporting Worksheet were distributed. The new BOT members were requested to attend the counting session after church on Sunday, June 30<sup>th</sup> to participate in training.

**Old Business** No old business



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#### **New Business**

- 1) Gwen notified the members that we have a quote of \$1200 for inspecting the property by a commercial building inspector. Since the quote exceeds the amount of \$500 and would require us to secure three bids, she asked that we waive the three bid requirement so that we can move forward with the work for the inspection. Mary Jayne made motion to waive the 3-bid requirement and move forward with the inspection. The motion was seconded by Marilyn. The motion passes unanimously.

**Next Meeting:** Friday, August 2, 2019, 4-6 p.m.

- We agreed to meet on the last Friday of each month going forward from 4-6:00 p.m.
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**Closing Prayer:** Fran Peck, Practitioner

**Meeting Adjourned:** At 7:06 pm by Marilyn Strain, Vice President

Respectfully submitted by:  
Gwen Garrett