



Creative Living Fellowship

A Community of Care, Opening Hearts and Incubating Dreams

BOARD OF TRUSTEES MEETING MINUTES

Sunday, May 20, 2018

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

Attendance: Roger Webb, *Vice President -absent and Rev Michele Whittington, Sr Minister- absent*

Ministry &

Staff: Deborah Covington, *Business & Finance Manager*;

Loving Exercise:

Michelle Davis

Call to Order: At 1:02 pm by Michelle Davis, R.Sc.P., *President*

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

Opening Prayer: Deb Covington

High Watch Held by: Not available today

Intention Cards:

N/A

Accomplishments and Areas of Improvement:

Accomplishments:

Catherine reported that many things are still getting done even during stressful times. We have a licensed minister (Rev. Sheri McCreary) who is willing to stand in as needed. We have continued to send amazing love to Michele and Lonnie.

Improvement:

- Have more back-up for challenging times/scheduling issues
- Holding space for Michelle Davis and the mgmt. of the youth ministry, reduction of paid positions. Rolling out in June.
- Create ways to increase church involvement for new members



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Business Agenda:

Consent Agenda Items:

Approval of April 2018 minutes

Catherine moved for approval of all Consent Agenda items, Diana Golden seconded, no discussion. Motion carried.

Secretary's Report: Carla Monterroso, *Secretary*

Carla reported that there has been no recent meetings or activities.

Beyond Tithing group report by Roger Webb: More awareness and visual presence through Seva. Suggested the idea of a Board member delivering tithe check to the recipient in front of congregation.

- Collect names of non-profit organizations who have volunteer opportunities from congregation
- Have a Quarterly CLF Cares day
 - CLF Community gathers to do community service for a selected organization.
 - Each quarter to be spearheaded by a Circle
 - They coordinate the activity 100%
 - Volunteers wear CLF Cares t-shirt
 - Photos/video taken
 - Article written up each time and published online, by someone in the Circle who took ownership.

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

Property:

- Still in need of a handyman
- Not spending money on anything that is not absolutely necessary
- The valve on the water heater shows extensive erosion and needs to be replaced. Also, the rotted wood in the storage area where the heater is kept needs to be replaced. (STILL NEED)
- 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. 4/15 - Dennis Deppe cleaned the solar panels. He may be interested in doing this quarterly. We offered \$130 qtrly. (STILL NEED)
- We need a PowerPoint person for 2nd service.



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- Our pest control service man has suggested installation of something that will keep birds off 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. (STILL NEED)
- Deb reported that she 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. Deb waiting on an estimate at this time. (On GOING AND NEED ESTIMATE)
- Is it beneficial for us to increase bandwidth? Do we need to create a separate WiFi sign in for just Sunday? The recent update to equipment by COX has made the service better but not great.
- We do still need a handyman – to complete the pending items.
- \$25 per hour for bookkeeper – 20 hours per week max. Focused on hiring someone with Quickbooks experience. Day to day input and creating financials, Dee Dee Moriarity is the leading candidate.
- For the Business & Finance Manager to increase responsibilities to those of Director of Operations there needs to be a pay increase. Amount of increase to wages to be determined. It has been the pattern in the past when we experience a period of lower income we start taking away money from individuals paid to do work.
- Bank cards are signed and ready to go.

Treasurer's Report: Catherine Cohen, *Treasurer*

164 ytd average attendance

\$6,353 ytd average weekly income

P&L by Class review:

Creative Living University:

April total net = **-\$568.79**

Year-to-date net = **-\$1,017.72**



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Operations:

April total net = **-\$4,806.07**
Year-to-date net = **-\$11,464.42**

The Wisdom Center:

April total net = \$335.77
Year-to-date = \$18.80

Totals:

April total net = **- \$ 5,039.09**
Year-to-date net = **- \$12,463.34**

Actual income YTD is under budget by approximately \$18,000. Actual expenses YTD is under budget by approximately \$6,800.

Pay off mortgage is the current focus. The finance committee is requesting to be the Creative Committee. A suggestion was made to the Finance Committee to have people invest in the property. Originally there was a bond and people bought into the bond. Possibly create a bond program - \$753,000 (divided by 250 members is \$3K share) Looking into what the legalities are and what could/might work.

Closely monitor and respond to the numbers was the original focus of the finance committee. They are shifting their intention to focus on the Seven Spiritual Practices, the vision of CLF and recommend Spirit guided creative ideas to manage the business.

Proposal to change the name of the Finance committee and to allow for the direction to Creation Committee –

Diana motioned, Sandy seconded, no discussion, motion carried.

CLF Circle Update: Report from Dr. Bobbie Croddy shared by Michele Davis

- Spring open enrollment May 13 and 20th - 12 apps have been received
- Leaders are looking to find creative way to give back to CLF.
- Claudia is in Prescott – Dhamana is spending July, August and Sept in Chicago
- Meeting on 5/21 – starting in June each circle leader will ask what their members wants to do for fun at the CLF campus and which events they would host. The information will be passed up to the Leader Champions for dissemination.

REGENTS looking at updating classes – there will not be a summer term offered. There will be a summer spa day – filled with new classes! We are a community of nurturing love for CLF as a whole. As such the Regents are focusing on scheduling new classes to support this vision in the Fall term.



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Board Updates: Rev. Michele absent.
Updates will be provided in June.

- **Board of Ecclesiastics -**

Senior Minister’s Report: Rev. Michele-absent

President’s Report:

Michelle Davis asked for feedback regarding Farmer’s Market. They will now be offering Friday night set-up 6-8pm.

Plant a tree – Mesquite – Earth day – There will be plans announced soon.

Discovery class – Food and Hosting

June 4 Catherine

June 11 - Carla

June 18 - Diana Golden

Michelle D. asked for a motion to correct the allocation for Rev. Michele’s salary as approved in the March meeting as follows:

Monthly salary as of May 1:

Ministry Expense Accountable Plan	\$0
Minister's Tax Shelter Annuity	\$500.00
Housing Reimbursement Plan	\$2,575.00
Total Monthly salary	\$3,075.00

All other payments such as instructor pay and incentive bonuses will be allocated to the Ministry Expense Accountable Plan.

Motion made by Catherine, seconded by Diana. no discussion motion carried.

Old Business:

Live streaming is working well with the exception of repeating Wifi interruptions. Deb will follow-up with Cox Communications for investigations on service improvement.

New Business:

\$3245 to tithe

MAY

Liah Holtzman – to Mary Beth’s for Seva in Bountiful Bees \$500



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CLF Prison Ministry \$2,745

JUNE:

PropArizona Trans Gender AZTYPO.org (FIRST)

Flannery Diehl – to Keisha Jones for Seva in Farmers' Market

JULY:

Deborah Covington to Stacy Joy Music for Seva with the music –

ANTN hold until August– \$1000 or \$2500

Diane motioned to approve May's recommendation, Sandy seconded, no discussion – motion carried.

Catherine will be absent for June and October BOT meetings. Roger will be absent for the July meetings.

Next Meeting: June 17th at 12:30

Meeting Adjourned: At 2:54pm by Michelle Davis, R.Sc.P., President

Closing Prayer: Carla Monterroso

Respectfully submitted by Carla Monterroso, Secretary Board of Trustees