



CREATIVE LIVING FELLOWSHIP
Opening Hearts, Incubating Dreams

Board of Trustees Meeting Minutes
March 27, 2019

Attendance:

Board Members: Roger Webb, President; Marilyn Strain, Vice President, Gwen Garrett, Treasurer; Peggy Struble, Secretary

Ministry & Staff: Rev. Sherry McCreary, Senior Minister; Deborah Covington, Executive Director

Absent: Catherine Cohen, Trustee

Guests: Rasheryl McCreary, BOT Advisor (via Speaker Phone)

High Watch: Fran Peck

Call to Order:

President Roger Webb called the meeting to order at 1:10 p.m.

Opening Prayer: Fran Peck

CLF Board - Vision:

It is the intention of the Board of Trustees to create a stable financial base through a generous, connected community of care, love and friendship that joyously enables CLF to open the hearts and incubate the dreams of every individual who walks through our doors.

BUSINESS AGENDA

Consent Agenda Items:

None

Secretary's Report: Peggy Struble

1. A motion to approve the March 13 meeting minutes as written was made by Peggy seconded by Marilyn, and approved unanimously.
2. A motion to approve the March 20 minutes as corrected was made by Peggy, seconded by Roger and approved unanimously.

Weekly Finance Report: Deb Covington

None

Business/Operations Report: Deb Covington

Property:

- The valve on the water heater shows extensive erosion and needs to be replaced. It will be done ASAP by Dennis and at the same time he will replace rotted wood in the storage area where the heater is kept so it may be useful space. **Put on hold**
- It was suggested by the solar inspector to have wire wrapped around the border of the panels to keep debris from collecting underneath. **Put on hold**
- Our pest control service man has suggested installation of something that will keep birds off of the roof edging over the solar boxes. The bird droppings is ruining the paint. Dennis will investigate what would work best without causing harm to the birds. **Put on hold**
- I've 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. **I've received a verbal estimate, waiting on it in writing (\$1,350). Put on hold**
- Note summary of outside inspection performed by a profession inspector of all buildings for additional items.
- I received a quote of \$1,975 to repair leaks in flat roof over library. **Put on hold**
- One of the a/c units Holmes Fellowship Hall will need to be replaced by the time the heat hits in 2019. The cost will be approx.. \$10k

Operations:

- We have an opening for a second volunteer in the bookstore.
 - We have opening for additional volunteers to run the PowerPoint during Sunday services.
 - We have a Volunteer Coordinator – LaVerne Carrick who is currently working with us for the 4T attendees.
 - We need a handyman to help with the upkeep of property
3. **A motion to provide Bank of America the required letter regarding Rev. Michele Whittington removed as the Authorized Contact on the credit card account and replaced by Rev. Sherry McCreary was made by Marilyn, seconded by Gwen, and passed unanimously.**
 4. The building appraiser is visiting the property today (March 27) and the environmental inspector will visit this Friday (March 29).
 5. CLF has a potential mold problem.

Treasurer's Report: data submitted via email by Deb Covington

6. Income

Creative Living University

Month-end: **-\$722.53**

| | |
|---------------------------------------|------------|
| YTD: | -\$897.00 |
| <u>Operations</u> | |
| Month-end: | \$4912.10 |
| YTD: | -\$914.62 |
| <u>Spiritual Life Coach Ministry:</u> | |
| Month-end: | 0.00 |
| YTD: | 0.00 |
| <u>The Wisdom Center:</u> | |
| Month-end: | \$217.78 |
| YTD: | \$278.80 |
| <u>Total:</u> | |
| Month-end: | \$4407.35 |
| YTD: | -\$1532.82 |

Senior Minister's Report: Rev. Sherry McCreary

7. A motion to allocate \$1280 for 2 tables at the April 11th AZ Interfaith Movement's Golden Rule Banquet was made by Gwen, seconded by Marilyn, and passed unanimously.
8. There will be an informational gathering on April 28 after the service where non-members can find out about CLF. The hope is that they will want to learn more and sign up for a Membership class and then the Foundations class. Rev. Sherry will put together a list of people who might participate, e.g., BOT members, leaders from the various CLF ministries.

President's Report: Roger Webb

None

Old Business:

9. Refinance Update (Gwen Garrett)
 - We have requested that Jennette Porkomy be removed from the distribution of the loan fees. Tony Cupini from Proteus Capital has agreed to make the change and resend the schedule.
 - The amortization schedule was evaluated again and deemed to be correct and based upon the weekly payments of \$2,265. The current loan was not being paid with a fully amortized payment that would have paid the loan off on schedule. The previous information about the payoff being less than expected was incorrect based upon the details of the promissory note.
 - Deb has provided current mortgage holder, Rick Flory with the amortization schedule to facilitate getting our payoff statement to Comerica Bank.

- I have confirmed that Comerica has Bill Pay services which will be free for the first year and thereafter cost \$6.95 per month. We will meet with the branch manager to see if these fees can be negotiated.
 - We will be able to use the proceeds from the loan to fund the debt service requirements of \$40,000.
 - Comerica Bank has assigned an Appraiser to perform the evaluation of our property value. The Environmental Inspection has also been scheduled for Friday, March 29th.
10. BOT Vacancies
- BOT Application Packet update - Marilyn and Rasheryl will meet on April 5 to discuss and report back.
 - Nomination Committee - to be put together after April 5.
11. Mark Coltrain update
- Deb and Gwen will meet with him this Friday (March 29) to talk about the services he might provide, e.g., get Quick Books on cloud, set up Breeze, set up payroll service.
12. By-laws/Policy Update/Review status - no update
13. BOR/BOE dissolution committee - Rev. Sherry will suggest who should be on the committee.
14. Investment portfolio
- A motion was made to close the investment account with Edward Jones and use the funds to open an account at Comerica by Gwen, seconded by Peggy, and approved unanimously.

New Business:

15. Allocation of refi funds
- Priorities are the roof, mold, trees, AC unit for Holmes Hall, and Holmes Hall enhancements.
 - Rather than getting individual bids, a good GC might be able to bring these resources/contractors with him.
16. Deb: showed us the new tobacco/marijuana/vapor free signs.
17. Rev. Sherry: phones and Internet are still not functioning properly - Gwen will have a report on solutions next week.
18. Roger: Live Stream - Roger and Rasheryl will look at how to best handle getting the views we want for the services.

Next Meeting: Wednesday, April 3 from 1:00 - 2:30 p.m.

Adjournment:

President Roger Webb adjourned the meeting at 2:35 p.m.

Closing Prayer: Fran Peck