



Creative Living Fellowship

Opening Hearts, Incubating Dreams

BOARD OF TRUSTEES

Meeting Minutes

Friday, March 27, 2020, 4:00 – 6:00 pm

Attendance	Marilyn Strain, President, Noelle Jones, <i>Vice President</i> , Mary Jayne Hyde, <i>Secretary</i> , Laverne Carrick <i>Member</i> ; Fran Peck, <i>Member</i> , Jill Nagle, <i>Member</i> , Tarah Hammon, <i>Member</i>
Ministry	Rev. Dr. Sherry F. McCreary, <i>Senior Minister</i>
High Watch	
Board Consultant:	Rasheryl McCreary, R.Sc.P.
Guests:	None
Absent	None

Call to Order: At 4:09 pm by Marilyn Strain, President

Opening Prayer: Mary Jayne Hyde, R.Sc.P.

CLF Board Intention: Read by Mary Jayne Hyde

Business Agenda:

President's Report

Consent Agenda Items:

No items

Secretary's Report:

Minutes: The minutes for February 14, 2020 were presented for approval.

Motion:	To accept the February 14, 2020 minutes as presented.
Motion By	Mary Jayne
Seconded By	Fran
Motion Carried	Yes – Unanimous

Financial Update

Treasurer's Report: Rev. Sherry

\$ 1,464.61	Bank of America Checking Account current balance in dollars
<u>9,479.78</u>	Expenses for Week of March 29, 2020
\$-8,015.17	Bank of America checking account balance after paying expenses

Contributions for the week of March 22, 2020

\$ 570.00	Sunday
1,350.00	Online
<u>300.00</u>	Mailed in
\$2,220.00	Total Contributions for week



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Expenses for week of March 29, 2020 include: contractors' pay for musicians, youth instructors and payroll for staff.

1,500 was transferred from B of A savings to checking to cover the contractors' pay.

Payroll that is needed for Monday is 5,596.47

The designated savings account has a balance of \$1169.63 after the 1500.00 was transferred out.

Payment of the Bookkeeper's Invoice is due; however, Deb is checking to see if we can pay her invoice on the 15th of each month.

Cost saving actions CLF is taking:

- Cancelled SOM magazine and that will save us \$53.00
- City of Phoenix water bill is \$215.74 for the month. They are not offering deferrals, but are not doing shut offs at this time.
- We suspended the cleaning service on March 16th. That will save us \$513.00 per month. We have requested that they prorate the bill for March.
- The credit card bill is usually paid in full each month, but we will begin paying \$100.00 per month for now. That is more than the minimum payment.
- Musicians other than David will not be working during COVID 19 hiatus. David's pay will continue.
- The Youth instructors are not working now and will not be paid.
- We do still have the sound tech on Sunday for our streaming service.
- Rick still comes in to clean and sanitize the facility on Mondays, following our livestream-only service.

Marilyn and Rev. Sherry talked with Anita at Comerica to discuss options to defer payment of our mortgage. Marilyn reported on the options available:

- Pay interest only for 90 days, approximately \$4,200 per month.
- Defer principal and interest for 90 days, and at the end of 90 days, pay lump sum accrued interest, which is approximately \$13,000. The deferred principal would become a balloon payment at the end of the loan term. The loan is due in May 2029. At that time, we will still owe approximately \$550,000 and the additional balloon payment would be added to that. The deferral option will take about a month to approve.



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- We have a \$40,000 savings account at Comerica that was required as a condition of the loan. This account can be available for use with bank approval. The bank representative, Anita, suggested that we not take all the money out of the account, but leave a cushion in. Bank approval to give CLF access to the money in savings would only take a couple of hours.
- Anita also suggested that CLF ask congregants to commit to giving on a regular basis, so that we can make income projections over the next 6 to 12 months. This will be important for the deferral process, and any other possible loans for which we may be eligible, as it helps to show committed giving.
- Anita noted that many churches are experiencing financial challenges during this time with COVID 19.

Mary Jayne asked if the Thrive Drive that we are currently working on can be converted to a committed pledge drive. Rev. Sherry said at this time we need something we can get going very quickly, so the Thrive Drive will be put on hold for the time being. Jill acknowledged and thanked LaVerne and Noelle for all the effort they put forth in working on the Thrive Drive. Rev. Sherry also thanked them for their service on this.

Mary Jayne has spoken to some founding members and asked for additional contributions at this time.

Rev. Sherry said we need to be aware that this is a time of uncertainty for our congregation and we need to think of that as we do our work here and keep the members first and foremost in mind. Jill suggests we need to work to get our congregants to continue to tithe and that can be done on Sunday during our streaming. Jill would like us to keep our \$40,000 in savings because that is ours. She suggests we continue to ask people to continue to tithe.

Motion: To approve moving \$10,000 from Comerica savings to our Bank of America checking per approval of Comerica.

Motion By	Mary Jayne
Seconded By	Fran
Motion Carried	Yes – Unanimous

Motion: To proceed with the loan deferral process and Marilyn and Mary Jayne are authorized to sign the deferral paperwork.

Motion By:	Noelle
Seconded By:	LaVerne
Motion Carried:	Yes – Unanimous

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

The youth ministry is planning to stay in contact with the young people. They are working as volunteers right now.



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Old Business: Thrive Drive Update – Focus will be shifted to the commitment pledge drive.

New Business:

Rasheryl

COVID 19 – changes are being made to accommodate this process.

Fastest way to get money right now, is stressing the Auto Tithe process to our congregants. The Thrive Drive is not easy to execute now.

The Auto Tithe project would involve a brief email asking for a call to action.

We are in a situation where we need to quantum leap into technology

Reach out to Rev Sherry's following who don't go to CLF. She has her own contacts of people all over the country who she has worked with over the years.

Blast Facebook.

Summer School was to begin in June and we will likely need to plan for online options.

Next Meeting: April 10, 2020 4:00 – 6:00 pm

Closing Prayer: Fran

Meeting Adjourned: At 6:14 pm by Marilyn Strain, President

Respectfully submitted by Mary Jayne Hyde