



# Creative Living Fellowship

*A Community of Care, Opening Hearts and Incubating Dreams*

## BOARD OF TRUSTEES MEETING MINUTES

**Wednesday, January 25, 2023, 4:00 PM**

### **Attendance:**

Rev. Sherry F. McCreary  
Debra Pope  
Mary Jayne Hyde  
Fran Peck  
Tarah Hamman

Guests: Amy Fiala, Bookkeeper  
Deborah Covington, Director of Operations

**Call to Order:** Debra Pope, President 4:06 PM

**Opening Prayer & High Watch:** Opening Prayer: Fran Peck, RScP. No Practitioner other than BOT members held High Watch.

**Check-in / CLF Board – Vision/Responsibility Discussion:** Rev. Sherry raised concerns about divisiveness and communication issues among BOT members. The Board discussed those issues and concerns.

### **Consent Agenda Items:**

- BOT Treasurer:  
Motion by Mary Jayne Hyde to nominate and elect Fran Peck as BOT Treasurer.  
Second By: Rev Sherry  
Vote – Unanimous approval – Motion Passed.

### **Business Agenda:**

#### **Joined for Financial discussion:**

Amy Fiala, Bookkeeper  
Deborah Covington, Dir. of Operations

#### **Financial Report Review:** (Reports Attached to Minutes)

- Monthly Reports - December
- EOY 2022 Review
- 2023 Budget
  - Debra Pope asked, what the percent of increase in budget is shown 2022 vs. 2023? Amy responded that the 2023 Budget is a 200% increase, based on tripling the current yearly income.



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## **BOARD OF TRUSTEES MEETING MINUTES**

- Investment 2022 EOY / 2023

Amy suggested three options to the BOT: 1) Continue to spend at the current level and dissolve the church after 3 years, when the investment runs out; 2) Merge with another church community; 3) Start over with a goal of adding 100 new members over 12 to 18 months, by hiring a marketing firm to help us set goals and begin an aggressive marketing program, online and otherwise. Amy researched a couple of marketing firms, and provided a quote from Artistry Labs for a 360-survey of the church, and recommendations for a marketing strategy. The cost would be approximately \$5,000.

Amy also made suggestions to minimize expenses. First, to cut storage fees which are currently \$1045/month. Second, pay off the credit card every month to avoid interest charges.

Debra Pope asked, what are Restricted expenses? Amy responded that they are donations made by donors for a specific purpose, demonstrating where they show up on the reports when those accounts are used.

Deborah Covington will create footnotes for Restricted accounts. She will also file the Investment Reports into DropBox. Since they are now on the reports from Amy, they will not be emailed to the BOT.

Rev. Sherry will have Austyn Whittenburg set up a Dashboard for BOT members to access and view our Investment Account. Note: The Dashboard is for viewing only. No allocations or changes can be made from the Dashboard. All investment changes must be approved by the BOT.

**Secretary's Report:** Tarah Hamman

### **Old Business:**

- Approve October 23, 2022, Annual Membership Meeting Minutes -Tabled
- Approve October 26, 2022, Meeting Minutes -Tabled
- Approve December 14, 2022, Meeting Minutes (Combined November / December meeting) - Tabled

**Month Report:** Amendments are to be made to the above Meeting Minutes and resent to the Board.

**Senior Minister's Report:** Rev. Dr. Sherry F. McCreary (Report Attached to Minutes- it was not sent to the Secretary)



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## **BOARD OF TRUSTEES MEETING MINUTES**

- Letter of Call for the Senior Minister ended December 31, 2022
- Letter of Call for the Staff Minister ended August 31, 2022 (The term was September 1, 2021 – August 31, 2022)

Rev. Sherry recommended that the Staff Minister's Compensation be increased from \$1,200 to \$1,500 per month. The new Letter of Call would add \$3,600 per year (\$14,400 to \$18,000 per year) to the Staff Minister's salary per the 2023 Budget.

Motion made by Mary Jayne Hyde, to issue the Staff Minister's Letter of Call with the increase in salary.

Second: Fran Peck

No vote was taken. Debra Pope asked the BOT to complete the financial discussions and reports prior to voting. The BOT unanimously agreed to hold the vote until after the financial discussions and reports are complete.

- Rev. Sherry signed contracts with Embassy Suites through the month of February at the same rates and recommended that we stay at Embassy Suites for now. She will continue to meet with the realtors to find a space to lease.
- Equipment: Fran Peck donated \$2,000 for new live streaming equipment, including a camera (\$1,136.99) and a tripod (\$106.49) and warranties for both.
- New Microphones are needed. Repair is not possible because the microphones no longer meet the FCC maximum hertz requirements. New microphones cost \$699 each.

Motion made by Fran Peck to purchase 4 new microphones that meet FCC requirements.

Second: Debra Pope

Vote is unanimous approval, motion carries.

- The Music Director search continues. Zach Gillespie was scheduled to begin on January 1, 2023, but was unable to begin his service due to family issues. We will continue using singers who provide their own music
- We need volunteer Counters for the Offering at Sunday Services. The BOT agreed to the following people serving as Counters: Cindy Green, Beverly Janowicz-Price, Charles Love Sanders, and Janet Story—if they are available and agree to volunteer. Debra Pope will ask them. Rev. Sherry asked Debra Pope to provide these names to Deborah Covington, once confirmed, so that she can schedule them, as needed.
- The Planning Meeting for the upcoming Membership Meeting is to be scheduled for February 8<sup>th</sup> at 4:00
- We need a First Quarter Tithe Recipient.
- Rev. Sherry suggested suspending the Foundations Class requirement for potential new BOT members. After some discussion, the BOT agreed to maintain the current requirement that BOT members have taken, or will take, the



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## **BOARD OF TRUSTEES MEETING MINUTES**

Foundations Course within their first year of service on the BOT. Rev. Sherry has been talking to some CLF members about possibly serving on the BOT.

- Sheron Ireland's Memorial Service will be held at the Embassy Suites Hotel on Sunday, February 5<sup>th</sup> at 1pm.

**President's Report:** Debra Pope (Report Attached to Minutes – was not sent to the Secretary)

### **Old Business:**

- Dropbox: Executive Director & Board Consultant Folder: Rev. Sherry reports that nothing has ever been in the folder. Debra states they are to be removed if they are not needed.
- Staff 2022 Bonus / Gifts: Not discussed.
- Senior Minister Letter of Call 2023: Debra Pope asked the BOT to complete the financial discussions and reports prior to addressing.

### **Month Report:**

- BOT High Watch: Not addressed
- Rebranding – Web Design, Graphic Design.....
  - Schedule meeting
- Annual Membership Meeting: February 19, 2023
  - Planning Meeting to be February 8<sup>th</sup>, 2023
  - The Powerpoint files for the Membership Meeting Slides need to be included in the Dropbox Folders for each meeting. The PowerPoint slides are in the files, Deborah C. assisted Deb Pope's access issues.
  - Donors List shows very few donors, the BOT President asked where in the folders this list exists. Deborah C. joined the meeting briefly to let us know that the list is in the Assistant to the Senior Minister Folder, and she will move it to the BOT Folder.
  - Regarding the 2023 Budget, the Treasurer is to review and report to the BOT in detail regarding the investment movement: CLF realized \$940,580.06 from the sale of the building. \$700,000 was deposited to the investment account, leaving \$240,580.06 in savings. \$226,080.06 was spent in 1.5 years; \$145,000 was spent in 2022.
- 2023 Year Planning
  - Financial / Business
    - Marketing / ReBranding Plans
      - Regarding the 360 Review suggested by Amy Fiala (Bookkeeper), we have an unused Rebranding plan and documents that included a 360 review of our church. Tarah suggested we move forward getting a new website before considering working with a Marketing firm. She has



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marketing and website resources. Per the above, we have scheduled a rebranding meeting with the Rebranding Team at the time of the Membership Planning Meeting on February 8.

- BOT Vision / Responsibility Statement
  - Rev. Sherry reports that revising the BOT Vision statement is still in progress.
- 2023 Planning / Costs ~ refer to notes above regarding the financial review of the 2023 Budget. No vote to approve was called.
  - Discussed need parameters of Performance for Budget per Quarter: Increased numbers of congregant donations, % of self-supporting to financial independence.
  - Discussed need to set limits on Investment regarding spending, integrity, responsibility / acceptability to go into Investment
  - Fran, Treasurer, will do a deep dive into financial needs...
- Job Descriptions for CLF Staff members are in progress, per Rev. Sherry. She expects to have them completed in a couple of months.
- The usernames and passwords for the Investment Account are assigned to the Senior Minister and the Operations Manager. If the people holding these positions change, the usernames and passwords must also change. Rev. Sherry and Deborah Covington currently hold these positions.
- Austyn Whittenburg will set up a Dashboard webpage for the BOT members to view the investment changes in real time. No business can be done through the Dashboard—no movement of allocations or anything else. All investment changes must be approved by the BOT prior to change being made.
- BOT President requests a New Active Member List: Rev. Sherry reports 170 members responded as Active members in October of 2022.
- Discussion began regarding the Senior Minister and Staff Minister Letters of Call. Debra Pope asked Rev. Sherry if she would accept a Six-Month Letter of Call, to which Rev. Sherry responded she would not. Rev. Sherry was asked to leave the meeting temporarily while other BOT members went into a closed session to discuss the issue, which resulted in the following motion:

Motion by: Debra Pope, to accept the letter of call for a 6 month period with intent to extend for the full year based on progress of benchmarks for self-sufficiency.

Second: Tarah Hamman

Fran Peck: Opposed.

Mary Jayne Hyde: Abstained.



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## **BOARD OF TRUSTEES MEETING MINUTES**

2 of 3 voting members accept the motion, motion passes.

Upon their return from closed session, Debra Pope advised Rev. Sherry that the BOT was prepared to offer her a Six-Month Letter of Call, with a review after six months, then another possible six-month extension based on progress of benchmarks for financial self-sufficiency. Rev. Sherry rejected the offer of a Six-Month Letter of Call. In response to several questions as to whether she would leave CLF and the timing of any notice of her intention to leave, Rev. Sherry responded that she would not just walk away and would give the BOT notice of any intention to leave CLF.

Staff Minister Letter of Call – tabled.

**Quarterly Tithe:** First Quarter Tithe Nomination, we are still looking for a recipient.

### **Old Business:**

- P&P's: Review / "Revise Policies": BOT-110, Fin - 469 / 470, Fin- 485 -tabled.
- Bylaws Review: To schedule for 2023 (2019 Dated last review) -tabled.

**Summarize Meeting:** No summary due to the length of this meeting.

**Next Meeting:** **Wednesday, February 22, 2023, 4:00 - 6:00 pm**

**Meeting Adjourned:** Debra Pope, President 8:03 pm

**Closing Prayer:** Tarah Hammon