



# Creative Living Fellowship

*Opening Hearts, Incubating Dreams*

**Board of Trustees**

**Meeting Minutes**

**December 01, 2021, 4:00 – 6:00 pm**

<b>Attendance</b>	Marilyn Strain, President; Mary Jayne Hyde, Secretary; Debra Pope, Member; Tarah Hamman, Member; Lori Keller, Member
<b>Ministry</b>	Rev. Dr. Sherry F. McCreary, Senior Minister
<b>High Watch</b>	Jeannie Soverns, RScP
<b>Guests:</b>	
<b>Absent</b>	Rasheryl McCreary, RScP, Board Consultant; Fran Peck, Member

**Call to Order** At 4:10 pm by Marilyn Strain, President

## Opening Prayer

Jeannie Soverns, RScP

## Visitors

None

## CLF Board Vision

Read by Fran Peck

## Consent Agenda Items

November 9, 2021

To accept the Proposal from Rasheryl McCreary (TAO Leadership Development, Inc.) for the CLF Rebranding, with a Rebranding Fee of \$5000

(see attached Proposal)

Motion: To accept the Proposal from Rasheryl McCreary for the Rebranding, with a Rebranding Fee of \$5000

Motion by: Tarah Hamman

Seconded by: Debra Pope

Motion passed: Yes

## Financial Update

See attached documents

Income is down and we need to address it. We are transferring money from savings to checking each month.

Our Payroll totals \$15,339.06 per month. Salaries remain our greatest Expense.

Can we do a fundraiser? Discussion was had with no decision.



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Budget for 2022 – Bookkeeper, Amy Fiala, suggested we update the budget because things have changed. The Board agreed.

## **Secretary's Report**

None

## **President's Report**

Policies & Procedures Update

The following actions were proposed for the Policies and Procedures listed below:

- BOT 110 - Rewrite
- BOT 140 – Retire
- BOT 170 – Retire
- FIN 410 – Retire
- FIN 419 – Retire
- FIN-485 - Condense and Rewrite (Rev. Sherry will rewrite this)
- MISC 780 - Rewrite (Minor)
- MISC 800 - Put on Hold
- MISC 820 - Put on Hold

Motion to Adopt the proposed actions for the following Policies and Procedures, as noted):

BOT 110 - rewrite

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- FIN-485 - Condense and Rewrite
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- MISC 800 - Put on Hold
- MISC 820 - Put on Hold

Motion by: Mary Jayne Hyde

Seconded by: Rev. Sherry

Motion Passed: Yes

Election of officers for 2022 - On hold until the new year

The following discussions were had and decisions made by the BOT:

1. Holiday Gifts for Employees:

Motion To give \$2,500 holiday gifts to each full-time employee (Rev. Sherry, Deborah Covington, and Nicole Jordan, and the BOT Consultant (Rasheryl McCreary), and a \$500



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holiday gift to Rev. Jorge Suarez, Staff Minister.

Motion By: Fran Peck  
Motion By: Debra Pope  
Motion Passed: Yes

## 2. Unused Employee Vacation Time

Motion To pay the three full-time employees one week for unused Vacation time.

Motion by: Fran Peck  
Seconded by: Mary Jayne Hyde  
Motion Passed: Yes

## 3. Rev. Sherry's 2022 Letter of Call

Motion To increase Rev. Sherry's salary from \$4,750 per month to \$5250 per month (\$6,000 per year). All other Terms and Conditions remain the same.

Motion by: Debra Pope  
Seconded by: Fran Peck  
Motion Passed: Yes

## **Senior Minister's Report**

- Rev. Sherry will ask Amy to prepare an updated budget.
- The Branding process started today. The Rev. Joan Steadman and the Rebranding Team from Agape Bay Area will go through the process with Rev. Sherry and the CLF Rebranding Team.
- Rev. Sherry is preparing a Letter of Call Rev. Jorge. He will be installed during Sunday Service on December 12, 2021.
- Community Visioning is successful with 18 members present this past week. Rev. Sherry asked all BOT members to participate.
- Realtor Earl Shroyer retired and moved to Tennessee. He recommended another Realtor (Thomas Smith) to assist us in finding another commercial property when we are ready. Rev. Sherry also spoke with Realtor Greg Wood, who was recommended by Ronda Emmrich.

## **Old Business -**

None

## **New Business**

A discussion was held about BOT Open Meetings. Congregants are welcome in BOT Meetings. They can request a Zoom link from Rev. Sherry or Marilyn Strain.



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## **Next Meeting**

Wednesday December 22, 2021 from 4:00 – 6:00 pm

## **Closing Prayer**

Jeannie Soverns, R.S.C.P.

## **Meeting Adjourned**

At 6:00 pm by Marilyn Strain, President

Respectfully submitted by Mary Jayne Hyde