



CREATIVE LIVING FELLOWSHIP
Opening Hearts, Incubating Dreams

Board of Trustees Meeting Minutes
March 13, 2019

Attendance:

Board Members: Roger Webb, President; Marilyn Strain, Vice President; Gwen Garrett, Treasurer (via Zoom); Peggy Struble, Secretary; Catherine Cohen, Trustee (via Zoom)

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

Guests: Rasheryl McCreary, BOT Advisor

Call to Order:

President Roger Webb called the meeting to order at 1:13 p.m.

Opening Prayer: Rasheryl McCreary

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

1. A motion to approve the March 6, 2019 meeting minutes was made by Marilyn, seconded by Cat, and approved unanimously.

Finance Report: Deb

1. End of 7th week 4T total - \$50,646.00.

Business/Operations Report: Deb

2. Roof: We continue to solicit roof repair options and estimates.
3. Volunteer program: Deb has trained people for Sunday morning duties (Power Point, Bookstore, and Staff-on-Duty Assistants). Our policies require a background check for employees and volunteers who work with money (e.g., Bookstore) and children.

Treasurer's Report: Gwen

None

Senior Minister's Report: Rev. Sherry

4. Finances
 - Deb, Gwen, and Rev. Sherry will make arrangements for Rev. Sherry to have access to records and information on account signatories, passwords, automatic payment plans, monthly expenses, and other financial matters.
 - There was discussion regarding Rev. Michele's life insurance policy premiums - whether they were mistakenly made or whether it was simply an oversight in stopping payment on the premiums for January 2019 and February 2019.
 - New signatories on CLF bank accounts will need to visit the bank to sign signature cards.
 - Invoices need to be present with the checks rather than separately.
 - A more convenient procedure for payment of expenses (e.g., DocuSign) would be helpful.
5. BOE and BOR
 - Rev. Sherry met with the BOE on March 11, 2019 and advised them of the BOT's decision to dissolve the BOE.
 - The BOR will meet Saturday, March 16 where Rev. Sherry will advise them of the BOT's dissolution decision of the BOR.
 - The bylaws have to be rewritten/revised to dissolve the BOE and BOR. This decision will then need to be voted on by the church Members, hopefully at the May 19, 2019 meeting.
 - During the transition, it might be helpful to invite 1-2 BOE and BOT members to attend BOT meetings and/or Strategic Planning meetings to maintain goodwill and help establish the vision and

- process. Suggested invitees included Rev. Bobbie Croddy (who sits on both Boards), Laura Jesmer (BOE), and Fran Peck (BOR).
6. Rev. Sherry will recruit Practitioners to hold High Watch for BOT meetings.

President's Report: Roger
Tabled

Old Business:

7. Refinance Update
 - Tabled
8. BOT Vacancies
 - Marilyn and Rasheryl will work on the BOT Application Packet
 - Nomination Committee - Tabled.
9. Overview of Financial Record keeping Practices
 - Tabled

New Business:

10. A motion to approve new church members to be announced at the March 24th service was made by Marilyn, seconded by Gwen, and approved unanimously.
11. The Board agreed by consensus to discuss all Board matters at Board meetings rather than in outside conversations that might be overheard and misunderstood by non-Board members.
12. Anita, Vice President of Commercial Banking at Comerica Bank, visited the campus this week. She does not feel comfortable with our recent CPA reviews. Gwen will call Anita to find out what information needs to be included by our CPA.

Next Meeting:

Wednesday, March 20, 2019, from 1:00 p.m. to 2:30 p.m.

Adjournment:

President Roger Webb adjourned the meeting at 3:14 p.m.

Closing Prayer: Rasheryl McCreary