



CREATIVE LIVING FELLOWSHIP
Opening Hearts, Incubating Dreams

Board of Trustees Meeting Minutes
April 10, 2019

Attendance:

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

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

Guests: Rasheryl McCreary, BOT Advisor (via Zoom)

High Watch: Fran Peck

Call to Order:

President Roger Webb called the meeting to order at 1:03 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)

A motion to approve the April 3, 2019 meeting minutes as written was made by Peggy, seconded by Cat, and approved unanimously.

Business/Operations Report: (Deb Covington)

Facility inventory information is being entered into spreadsheets which have to be downloaded to Dropbox. It's scheduled to be completed in two weeks and will be available to the Board at that time.

Treasurer's Report: (Gwen Garrett)

Refinance Update:

Rev Sherry, Deb and I met with the branch personnel at Comerica Bank on Thursday, April 4th. We delivered a check for \$1,000 to open our new accounts at the branch on 20th Street and Camelback. Loan closing scheduled for April 19th at 1:30 p.m. at North American Title located at 32nd Street and Camelback.

Financial Update:

We have downloaded all of our Bank of America account activity since Jan. 1, 2019. There are 3 checking accounts, 1 savings account and 1 credit card account. All must be reconciled and one has been completed so far.

Our congregant database has been created in Breeze and Mark Coltrain is working to get our data functional. This database will be the source of our donor statements.

Our bank statements from January through March have been uploaded to our Dropbox account.

Our Gusto account (new payroll system) has been set up. We will continue doing payroll in Quickbooks until we are fully functional and ready for the transition. We will target the Gusto implementation for May, 2019.

Senior Minister's Report: (Rev. Sherry McCreary)

1. April 28th Informational Brunch and Learn date will be changed to May 19th.
2. We need 8 ushers (currently have 4) - Marilyn and Cat will help out this Sunday (April 14th) and Laverne will be asked to get the additional 2 ushers.
3. A motion to increase the amount of the check for Fran's stole from \$125 to \$150 was made by Cat, seconded by Gwen, and approved unanimously.
4. Rev. Bobbie Croddy suggested there be an acknowledgment of Circle Leaders, Leader Champions, and Directors.
5. Reminder: Golden Rule Banquet tomorrow evening (April 11).

President's Report: (Roger Webb)

6. Re-implement a check-in at each meeting

Old Business:

7. BOT vacancies
 - Rasheryl presented a draft of the BOT Application Process
8. Creative Partners (Cat) - Tabled
9. Soloist pay - Tabled
10. Pet Policy - Tabled
11. Plaque for garden for Lonnie - Tabled

New Business:

12. Quarter 1 Tithing
 - Habitat for Humanity
 - Amount - Tabled

Next Meeting: Wednesday, April 17, 2019 from 1:00 - 2:30 p.m.

Adjournment:

President Roger Webb adjourned the meeting at 3:07 p.m.

Closing Prayer: Fran Peck