



# Creative Living Fellowship

*Opening Hearts, Incubating Dreams*

## BOARD OF TRUSTEES

### Meeting Minutes

Friday, May 22, 2020, 4:00 – 6:00 pm

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

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

**Opening Prayer:** Fran

**CLF Board Intention:** Read by Tarah

**Consent Agenda Items:**

No items

**President's Report**

Presented by Marilyn Strain, President

**Secretary's Report:**

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

Motion: To accept the February 14, 2020 minutes as presented.

Motion by: Mary Jayne

Seconded by: Jill

Motion Carried: Yes – Unanimous

**Financial Update**

**Treasurer's Report:** Rev. Sherry

See Attached

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

**Misclassified Employee**

CLF received an email from Gusto, CLF's the payroll service, informing CLF that an employee, Nicole is misclassified. The US Department of Labor updated the rules as of January 1, 2020, regarding what is considered an exempt employee and the minimum pay for exempt employees increased to \$35,568. See attached Fact Sheet from US Department of Labor.

Motion: Salary Nicole at \$36,000 to be paid retroactively if required by US Department of Labor.

Motion by: Tarah

Seconded by: Fran

Motion Carried: Yes – Unanimous



# Creative Living Fellowship

*Opening Hearts, Incubating Dreams*

## **BOARD OF TRUSTEES**

### **Escrow Payment**

In Rev Sherry's Letter of Call, CLF agreed to make a monthly payment of \$250 into an escrow account and distribute it on a quarterly basis on the first day of next quarter. The second quarter payment would be paid on July 1, 2020. This could be paid from the Payroll Protection Program Loan that CLF received. The funds need to be used prior to July 1, 2020 and paid by June 30, 2020.

Motion: The July 1, 2020, \$750 escrow payment to Rev. Sherry, pursuant to the Letter of Call, can be paid before June 30, 2020.

Motion by: Fran

Seconded by: MJ

Motion Carried: Yes - Unanimous

### **Financial Statements**

Comerica requires financial statements to be compiled by the end of each year. CLF received emails from Comerica requesting financial statements for 2019. CLF has an agreement with a CPA who performed work over the years and prepared financial statements last year to be used for refinancing the building loan. For some reason it was found that the statements were not needed for the Comerica loan, but CLF did not pay Pablo A. Cavazos, CPA for the work he performed to create the statements. The current BOT members and Rev. Sherry were unaware of this situation. The trustees and Rev. Sherry want to pay the past debt and hire Mr. Cavazos to produce financial statements for CLF for 2019.

Motion: To authorize payment up to \$1980 to Pablo A. Cavazos, CPA for the work he performed last year and to pay \$2100 to do the work currently needed for compilation of financial statements for CLF.

Motion by: Jill

Seconded by: Tarah

Motion Carried: Yes - Unanimous

### **Computer Equipment**

New computer equipment is needed by staff to serve CLF. Nicole's computer is 10 years old and is problematic to work with.

Motion: To authorize payment up to \$2500 for new computer equipment for CLF.

Motion by: Tarah

Seconded by: Fran

Motion Carried: Yes – Unanimous

### **Re-entry process**

Rev. Sherry will send out information regarding preparation for opening doors again.

### **Old Business: None**

### **New Business: None**

**Next Meeting:** Friday, June 26, 2020 4:00 – 6:00 pm

**Closing Prayer:** MJ



# Creative Living Fellowship

*Opening Hearts, Incubating Dreams*

## **BOARD OF TRUSTEES**

**Meeting Adjourned:** At 6:26 pm by Marilyn Strain, President

Respectfully submitted by Mary Jayne Hyde