



Creative Living Fellowship

A Community of Care, Opening Hearts and Incubating Dreams

BOARD OF TRUSTEES MEETING MINUTES

Wednesday, March 23, 2022, 4:00 - 6:00 pm

Attendance:

Rev. Dr. Sherry F. McCreary, Senior Minister
Debra Pope, BOT President
Tarah Hamman, BOT Secretary
Lori Keller, BOT Member
Fran Peck, BOT Member

Deborah Covington, Director of Operations

Call to Order: 4:07pm Debra Pope, President

Opening Prayer & High Watch: Fran Peck, RScP

Consent Agenda Items:

- Past President, Marilyn Strain, Recognition Plaque: Motion - Tarah Hamman, Second - Fran Peck. Motion passed unanimously via email.

Business Agenda:

Financial Report Review:

The Ernest Holmes Book Study received \$300 in donations last month

Agenda Item: *Monthly Reports to be filed with these Minutes (Tarah will coordinate this process with Deborah Covington to ensure that Reports are included.)*

- P&L Expanded Dec. 2021- Feb. 2022
- P&L Collapsed Dec. 2021- Feb. 2022
- Footnotes P&L Feb. 2022
- Balance Sheet Jan-Feb
- Balance Sheet Comparison Footnotes Feb. 2022
- Statements of Cash Flow, Feb. 2022
- Average Sunday Attendance
- CLF BOT Income Report Feb. 2022
- Consolidated Statement Feb. 2022
- Responses to BOT Questions on these Reports
(Provided by Deborah Covington)

Secretary's Report: Tarah Hamman

- Old Business:

Agenda Item: *Approve 2021 Minutes: May 26, October 27, December 22.*

Approve Minutes: Special Finance Meeting February 16, 2022



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Agenda Item: *Mary Jayne Hyde / Rev. Sherry: Approval of outstanding Meeting Minutes: 2021. Need months we have completed and months pending. Minutes Special Finance Meeting February 16, 2022*

Action Item:

Motion to accept all previous Meeting Minutes by Acclamation by: Rev Dr. Sherry F. McCreary, Senior Minister

Second by: Fran Peck

Unanimous approval to accept all Minutes for 2021 by Acclamation.

Agenda Item: *Add titles to Rasheryl McCreary, Deborah Covington and Nicole Jordan to January Minutes under Attendance.*

- o Yes, the Secretary will include Titles with all attendees' names.

Agenda Item: *Approve February 23, 2022 Meeting Minutes*

Action Item:

Motion to approve by: Lori Keller

Second: Fran Peck

Unanimous approval.

President's Report: Debra Pope

Agenda Item: *Annual Meeting - March 20, 2022 - There were 31 attendees.*

The ReBranding process is moving along very well. The Board will be updated as we go along.

Agenda Item: *In Person Services Planning – Location*

Potential Site Visits will include a BOT representative along with Rev. Sherry.

Rev. Sherry will consult with Tarah Hamman on In-Person location design issues.

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

-Nicole Jordan's new position: Assistant to the Senior Minister

-The Recognition Plaque and Oak Creek 2-night stay for former BOT President Marilyn Strain is \$933.73. Because a minimum of \$1,000 was approved by the BOT, Rev. Sherry recommended that the Oak Creek trip include the cost of gasoline. The members agreed.

-The BOT Dropbox Folder - (containing Agendas / Minutes / Attachments, Financial Reports, P&P's, Bylaws) is being set up by Rev. Jorge and Deborah Covington. They expect to have it completed by April 1, 2022. The Board will be advised when it is done.

-Bank of America - Change of signatories on the CLF account was completed for BOT President, Secretary, and Rev. Sherry. Old signatories were removed.



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- Comerica Bank - Current signatories are Rev. Sherry and Deborah Covington (who is a signatory so that she can retain access to the CLF accounts). Comerica is sending out new Signature Cards so that Debra Pope and Tarah Hamman can be added as signatories. Old signatories are being removed.
- There will be no Community Visioning in April because of Easter Sunday. The next Community Visioning is May 15 2022. BOT Members are encouraged to attend.
- One Tithe Recipient Nomination for the Second Quarter was received from James Pelfrey. The Tithe Recipient Nominee is Lambda Phoenix Center.

Action Item:

Motion to accept Lambda Phoenix Center for Second Quarter tithe: Lori Keller
Second: Fran Peck
Unanimous approval.

Old Business-

- Annual Financial Review: CPA John Nardi, recommended by Amy Fiala, Bookkeeper. Rev. Sherry reported that John Nardi will send a Quote and Letter of Engagement to Deborah Covington. Once these are reviewed, they will be sent to the Board for approval.

Action Item: Consent Agenda: Vote on John Nardi's Proposal to be held via email.

- New Whittenburg Signatories: President, Secretary
Action Item: Rev. Sherry to follow up with Austyn at Whittenburg.
- BOT Orientation - Lori Keller, Debra Pope - pending scheduling with Rasheryl McCreary.
Action Item: Debra Pope to schedule with Lori and Rasheryl.
- P&P's: Completed P&P's with updated review dates to Dropbox, add BOT P&P Legend to Dropbox: Deb Pope to do
- P&P's: Finish "Revise Policies": BOT-110, Fin - 469 / 470, Fin- 485 - Tabled

New Business-

- Recognition of Rev. Rasheryl with a gift of a plant and/or gift basket for up to \$200. Gift TBD by Rev. Sherry F. McCreary

Summarize Meeting:

Next Meeting: Wednesday April 27, 2022, 4:00 - 6:00 pm



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Meeting Adjourned: 6:16pm Debra Pope, President

Closing Prayer - Fran Peck