



Creative Living Fellowship

Opening Hearts, Incubating Dreams

BOARD OF TRUSTEES

Board of Trustees Meeting Minutes Sunday, October 21, 2018, 12:48 – 3:30 pm

Attendance	Michelle Davis, <i>President</i> ; Roger Webb, <i>Vice President</i> ; Catherine Cohen, <i>Treasurer</i> ; TBD, <i>Secretary</i> ; Gwen Garrett <i>Member</i> ; Diana Golden, <i>Member</i> ; Rev. Sandy Gibbons, <i>Member</i>
Ministry & Staff	Rev. Sherry McCreary, <i>Interim Minister</i> ; Deborah Covington, <i>Business & Finance Manager</i>
Guest(s)	Sheron Ireland
High Watch	Jeannie Soverns, R.Sc.P

Call to Order: At 12:48 pm by Michelle Davis, President. The Board of Trustees Meeting Agenda and supporting documents/handouts were emailed prior to the meeting for review. Copies of the Agenda were also passed out prior to the beginning of the meeting.

Opening Prayer: Rev. Sherry McCreary

CLF Board – Vision/Responsibility Discussion

Intention: 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.

Loving Bonding Exercise: Facilitated by Gwen Garrett. The focus was sharing stories of demonstrations of bravery.

November Facilitator: Roger Webb

Three Accomplishments/Areas of Improvements:

- **Accomplishments**
 - 1) The Nominations Team have seven candidates to fill the positions on our BOT
 - 2) Communications to the congregants regarding our transition has been very effective
 - 3) Youth Ministry has implemented a new Mindset Growth program. It includes two separate groups.
- **Improvements:**
 - 1) Everyone should pay greater attention to the counting schedule.
 - 2) BOT members must check emails regularly to eliminate additional texts and phone calls to communicate update/requests, etc.

Business Agenda:

Consent Agenda Items: Michelle Davis, President

- Approve minutes for the September 2018 meeting. Roger moved to accept the minutes with correction. Seconded by Gwen and unanimously approved.
- Approve minutes for special meeting of the BOT and BOE. Cat moved to accept the minutes with some corrections. Seconded by Sandy and unanimously approved.

Secretary's Report: No Report



Creative Living Fellowship

Opening Hearts, Incubating Dreams

BOARD OF TRUSTEES

Business/Operations Report: Deb Covington

Property:

- The roof repairs will cost \$2,000. Thunderstorms are expected in the next week. Cat will be responsible for securing sand bags for preventing future flooding issues with the building.
- There was also discussion and agreement that no additional preventive maintenance will be performed on the building until further notice.

Operations:

- No Report

Business and Finance:

- New job descriptions have been drafted for these staff positions: Senior Minister, Executive Director and Bookkeeper. They will be emailed and we may vote on them via that email.

Open Items: No Report

Treasurer's Report: Catherine Cohen

- Cat moved to approve \$3,000 for an appraisal of the property with a second by Roger. After discussion, the motion carried.
- The life insurance policy on Rev Michele will be maintained until we have disposed of the building. Rev Michele may exercise her option to continue it at her own expense.
- Discussion of new property requirements should the building be sold. Monica needs the BOT's specifications for new space requirements. Space requirement would be 6-10K sf. The budget would range \$6,500 - \$7,000. The new space should include a kitchen; not a commercial one.
- Cat is working on preparing the 2019 preliminary budget. Staff salary increases should be included. Deb will get salary ranges (current and proposed) so that the team can make decisions.
- The new budget may also include increases for utilities since we may not have the benefit of the solar panels. We should get information for selling the solar panels, if possible.
- To support the sale of the building, we need a Real Estate attorney.

The following information was provided in the Finance Committee Meeting and all reports were emailed to the BOT. For the month of September, we recorded an average weekly attendance of 169.

Our average weekly income for the month of September is \$6,546.

As of September 30th, the remaining balance on our mortgage is \$719,510.74.

Our month-end profit and loss statement reflect the following:

Creative Living University:

Month-end: -414.36

YTD: -5,669.07

Operations:

Month-end: -1,647.83

YTD: -28,359.30

Spiritual Life Coach Ministry:



Creative Living Fellowship

Opening Hearts, Incubating Dreams

BOARD OF TRUSTEES

Month-end: 0.00

YTD: 0.00

The Wisdom Center:

Month-end: 152.04

YTD: -152.80

Total

Month-end: -1,910.15

YTD: -34,181.17

Community First Update: No Report

Board Updates:

- Board of Regents Deborah Covington
 - BOR does not feel that the announcements are effective. Rev. Sherry will meet with Deb to review how announcements are being made.
 - Rasheryl McCreary was volunteered to use her expertise in marketing and leadership to help the team with branding classes more effectively.
- Board of Ecclesiastics..... Rev. Sherry McCreary
 - No report

Interim Minister's Report: Rev. Sherry McCreary

- Rev. Sherry recommended that the Sr. Minister search committee be convened after year-end to give the congregation a healing period.
- Rev. Sherry recommends that we adopt a single service and grow ourselves into having two services in the future. Roger moved that we adopt a single service. After a second by Diana, the motion carried. Rev. Sherry will make the determination when the change happens.

President's Report: Michelle Davis

- 1) Michelle has decided to remove herself from the Sr. Minister search committee since she would like to be considered for the Senior Minister position. Roger Webb will replace Michelle in this responsibility.
- 2) Cat moved to accept Rev. Sherry as Interim Minister with a second by Roger. This motion passed via email. The vote was ratified in this meeting.

Old Business

- 1) Website: Roger expects to launch the new website by November 1, 2018. The BOR portion will be copied "as is" and updated based upon their requirements.
- 2) Gwen moved to accept New Member(s) – Evelyn Lisitzky. After second from Cat, the motion was unanimously approved.

New Business

- 1) Board Election in October



Creative Living Fellowship

Opening Hearts, Incubating Dreams

BOARD OF TRUSTEES

- a. Nominating committee – Roger Webb. Deb will confirm that bios for nominees to be distributed to congregants.
- b. Special amendment to by-laws – Rev. Sherry. This special amendment was to allow Michelle Davis to remain on the BOT to provide stability for our community. After reviewing the by-laws, it was determined that an amendment was not necessary. Gwen moved to approve one additional year on the BOT. Diana provided a second and the motion carried unanimously after discussion.

Tithing Selection: Roger Webb, Vice President

- Amount available for Tithing: \$3,216.00
- Monthly tithing requests will go to Larissa Stow and Shakhti Tribe.
- After presentation and prayerful consideration of the tithe request presented this month, Catherine Cohen moved to provide the full tithe to the Larissa Stow & Shakhti Tribe with a second from Gwen Garrett. Opened for discussion. Unanimously approved.

Larisa Stow & Shakhti Tribe Prison Ministry	\$1,608.00
Larisa Stow & Shakhti Tribe Music Ministry	\$1,608.00
Total Tithe	\$3,216.00

Sunday Offering Counters sign-up sheet was circulated. (*Note BOT members will also be part of usher team if counting*)

Next Meeting: November 18th, 12-3 pm

Closing Prayer: Rev. Sherry McCreary

Meeting Adjourned: At 3:30 pm by Michelle Davis, President

Respectfully submitted by:
Gwen Garrett