



**CREATIVE LIVING FELLOWSHIP**  
*Opening Hearts, Incubating Dreams*

**Board of Trustees Meeting Minutes**  
**May 8, 2019**

**Attendance:**

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

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

**Guests:** Rasheryl McCreary, BOT Advisor, Ralph Potter

**Absent:** Catherine Cohen, Trustee

**High Watch:** Fran Peck

**Call to Order:**

Roger Webb, President called the meeting to order at 1:10 p.m.

**Opening Prayer:** Fran Peck

**Check - In**

**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)

1. A motion to approve the May 1, 2019 meeting minutes was made by Peggy, seconded by Gwen, and approved unanimously.
2. Approval of the April 17, 2019 meeting minutes will be made when Cat returns.

**Business/Operations Report:** (Deb Covington)

The broken window in the door of the Troward room is being replaced today. The cost will be \$250-\$290 depending on the type of glass needed to match the other panes.

I received notice Phil and DeeDee Moriarity have resigned from Sound Tech and PowerPoint Asst. positions respectively as of June 1.

I received a quote from our existing landscaping maintenance company (Garden West) for pruning and removal of trees.

**Treasurer's Report:** (Gwen Garrett)

Financial Update:

1. We need to decide whether or not to proceed with our current accounting firm, Cavazos & Associates. We have accrued \$1,980 in charges thus far for the review that they were working on prior to our refinance. We no longer need that review for our new lender. Hiring a new accountant has not been our priority so we need direction.
2. Mark Coltrain was not available last week and has not been actively providing assistance. I am working with the Breeze Support team to continue with moving our implementation forward.
3. Breeze currently sends a weekly email with details of our contributions. I will display the info on the screen.
4. Our meeting with Aaron Miller from Comerica Bank to demo the credit card processing terminal for the Board is scheduled for May22nd at 1:30 p.m. Please add his demo to our agenda for that date.

A motion to pay Cavazos & Associates for the work they've done thus far (\$1980) was made by Gwen, seconded by Marilyn, approved unanimously.

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

1. Pet Policy Update: A motion to allow only service animals with appropriate documentation to attend Sunday services, effective June 2, 2019, was made by Peggy, seconded by Gwen, and unanimously approved except for Gwen who abstained.
2. ANTN Conference - no updated info

**President's Report:** ( Roger Webb)

1. Roger won't be at next week's meeting.
2. Roger was asked by Mankind Projects if they could obtain a letter stating that our 4th quarter tithe would be given to their organization. The Board approved sending a letter.

**Old Business:**

1. BOT Vacancy Applications Update (Rasheryl)
  - We have some applications
2. Roof Repair (Marilyn)
  - A motion to accept the Ky-Ko proposal for roof repair was made by Marilyn, seconded by Gwen, approved unanimously.
3. Bylaws Revisions Update (Marilyn)
  - Making good progress - about one third of the bylaws have been reviewed so far.

**New Business:**

1. Gwen: Calculation for tithing
  - The first quarter tithe will be recalculated to include the 4T income.
2. Rasheryl:
  - Marilyn and Rasheryl are working on BOT packets for new board members.
  - Bookkeeper: waiting to hear back from several sources.
  - Inspectors: Rasheryl has several referrals for commercial inspection of the property.
  - General contractor: Rasheryl has someone who does commercial and residential work and might be interested in our project - he wants to see the inspection report first.
  - Handyman: Rasheryl knows someone who is not a construction person but could do maintenance.
    - Gwen also suggested a company called Porch that does this type of work.
3. Rev. Sherry: the Welcome to CLF Gathering will be on May 19 in the sanctuary after the service.

**Next Meeting:** Wednesday, May 15 from 100 - 2:30 p.m.

**Adjournment:**

President Roger Webb adjourned the meeting at 2:37 p.m.

**Closing Prayer:** Fran Peck