



CREATIVE LIVING FELLOWSHIP
Opening Hearts, Incubating Dreams

Board of Trustees Meeting Minutes
February 17, 2019

Attendance:

Board Members: Roger Webb, Vice President; Peggy Struble, Secretary; Diana Golden, Trustee; Gwen Garrett, Trustee; Marilyn Strain, Trustee

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

Guest(s): Rasheryl McCreary, BOT Advisor

High Watch:

The Board agreed that, in the future, the High Watch person should arrive at least 15 minutes before the meeting and hold High Watch in some room other than the meeting room.

Call to Order:

1. Vice President Roger Webb called the meeting to order at 11:58 am.

Opening Prayer: Rev. Sherry McCreary

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.

Visioning:

Have more BOT members join the Visioning Corps (Wednesdays, alternating 9:30am/3:30pm)

Accomplishments:

1. Installing new donated TVs
2. 4T Prosperity class (101 people enrolled)
3. Increased number of first-time guests (55 since January)
4. Great energy at Sunday service
5. New Volunteer Coordinator (starting with 4T class): LaVerne Carrick

Areas for Improvement:

1. Fine-tune follow up with first-time guests
2. Follow-up announcement by Rev. Sherry to encourage first-time guests to stop at the guest table following the service
3. Distribute BOT meeting agenda at least 1 week before the meeting

BUSINESS AGENDA**Consent Agenda Items:**

None

Secretary's Report:

1. A motion to approve the January 13, 2019 minutes was made by Gwen, seconded by Diana, and approved unanimously.
2. The Board agreed that, in the future, Peggy will directly distribute meeting minutes to all BOT members within a week or so after a meeting.

Executive Director's Report:

1. Property Report
 - (a) The valve on the water heater shows extensive erosion and needs to be replaced. It will be done ASAP by Dennis and at the same time he will replace rotted wood in the storage area where the heater is kept so it may be useful space. Put on hold.
 - (b) It was suggested by the solar inspector to have wire wrapped around the border of the panels to keep debris from collecting underneath. Put on hold.
 - (c) Our pest control service man has suggested installation of something that will keep birds off of the roof edging over the solar boxes. The bird droppings is ruining the paint. Dennis will investigate what would work best without causing harm to the birds. Put on hold.

- (d) I've had conversations with the manager of the office complex to the south and he has agreed to consider putting a gate in the middle of the block wall creating easier access to both parking lots. I have two names who do block wall work and will get estimates from them both for discussion with the manager. I've received a verbal estimate, waiting on it in writing (\$1,350). Put on hold.
- (e) Note summary of outside inspection performed by a profession inspector of all buildings for additional items. I received a quote of \$1,975 to repair leaks in flat roof over library. Put on hold.
 - Marilyn questioned whether repairs would be adequate. The Board agreed to obtain estimates for a new roof over the library, bathroom, and office area.
- (f) One of the a/c units Holmes Fellowship Hall will need to be replaced by the time the heat hits in 2019. The cost will be approximately \$10,000.

2. Operations Report

- (a) We have an opening for a second volunteer in the bookstore.
- (b) We have opening for additional volunteers to run the PowerPoint during Sunday services.
- (c) We have a Volunteer Coordinator – LaVerne Carrick who is currently working with us for the 4T attendees.

3. Business and Finance Report

- (a) We need a handyman to help with upkeep of the property.

Treasurer's Report:

Creative Living University

Month-end: -\$172.69

YTD: -\$172.69

Operations

Month-end: -\$3696.20

YTD: -\$3696.20

Spiritual Life Coach Ministry:

Month-end: 0.00

YTD: 0.00

The Wisdom Center:

Month-end: \$61.02

YTD: \$61.02

Total:

Month-end: -\$3807.87

YTD: -\$3807.87

Community First Report: (Deb Covington)

1. A motion to discontinue the Home Circle program as an official church-sponsored program was made by Marilyn, seconded by Roger, and approved unanimously.
2. Persons currently in a Circle may continue to meet in their groups, but CLF will no longer sponsor or oversee the groups.

BOR and BOE Updates:

1. Board of Regents (Deb Covington): BOR rescinded its policy (FIN-583) to keep a per student fee for a tithing class, and it continues to review its other policies for possible changes.
2. Board of Ecclesiastics (Rev. Sherry McCreary): BOE proposed that BOT permit Congregant Care Minister, Cindy Fairmond, to take a 4-6 month leave of absence with pay. A motion to permit Cindy Fairmond to take a 4-6 month leave of absence with pay was made by Gwen, seconded by Diana, and approved unanimously.

Senior Minister's Report:

1. Dedication of the Meditation/Memorial Garden in memory of Lonnie Whittington will occur on April 14, 2019. Rev. Michele will attend. Roger will check on a plaque for the Garden.
2. A memorial service for Freedom will occur on March 3, 2019.
3. Potential liability issue due to locks on gates/doors: People cannot get out the door or gate in an emergency without a key or retrieving a key. Gwen will ask some security companies for recommendations on how to unlock gates and doors without keys in an emergency.

President's Report:

No Report

Old Business:

1. Live Stream
 - Roger continues to work on it.
2. Search Committee for Senior Minister
 - Due to the difficulty in getting agreement on a meeting date, Roger will just set the date(s).
3. Policy Review Committee (Gwen, Marilyn, and Cat)

- The committee continues to look at the BOT email voting policy.
 - The committee recommended changes to the tithing policy.
 - A motion to amend the current tithing policy to eliminate monthly tithes was made by Gwen, seconded by Diana, and approved unanimously.
 - A motion to amend the tithing policy to make quarterly tithes and, in first quarter 2019, to tithe to Habitat for Humanity, Operation Underground Railroad, Mankind Projects, and AZ Trans Youth & Parent Organization was made by Gwen, seconded by Peggy, and approved unanimously.
4. Strategic Planning
 - Rasheryl will evaluate how much longer the process will require.
 5. 4T Prosperity Class Revenue
 - The class has generated excellent revenue
 - However, class members do not have anything to put in the Sunday offering plate because they tithe in the class. Gwen will come up with something for class members to put in the Sunday offering plate.
 6. Refinance Update
 - Gwen and Deb will have conversation with the broker, Tony, about the status of the process.
 7. Fundraisers
 - (a) Founders Brunch
 - Will occur on March 9th during the Strategic Planning meeting.
 - Rasheryl will handle the invitations and other arrangements.
 - Each BOT member should bring a brunch item.
 - (b) Daniel Nahmod concert
 - Will occur on March 17th.
 - (c) Food for New Thought
 - Discussion tabled until end of quarter/beginning of next quarter.
 - (d) New idea: Member name tags for a small fee?
 8. Discover Class BOT representative
 - (a) Peggy — Feb 18th
 - (b) Cat — Feb 25th
 9. Rev. Sherry Letter of Call
 - Sent last month
 10. Tithing Policy Revision
 - See Old Business #3

11. Previously Tabled Business
 - (a) Review of new job descriptions for Executive Director and Senior Minister
 - Tabled without discussion.
 - (b) Call to other ministers
 - See Old Business #2
 - (c) Approval of new organizational structure
 - Continue to table until Strategic Planning is completed and new organizational structure is adopted.
12. Counting Assignments
 - The signup link will be emailed to all BOT members.

New Business:

1. BOT President position
 - (a) Michele Davis resigned, effective March 1st.
 - (b) Need resignation letter.
 - (c) A motion to elect Roger as BOT President and Marilyn as Vice President for the remainder of 2019 was made by Gwen, seconded by Diana, and approved unanimously.
2. BOT vacancies
 - (a) Diana resigned from the BOT at the meeting, effectively immediately, no letter is required from non-officer members.
 - (b) Roger appointed Diana as Assistant to Officers of the Trustees (non-voting) member.
 - (c) Strategic Planning will discuss how to fill the vacancies with people whose qualifications will best assist BOT in its functions.
 - (d) Vacancies must be filled by May 1st.
3. Google Group
 - (a) clf-board-of-trustees@googlegroups.com has been established as a Google Group for all BOT members.
 - (b) BOT members should start a NEW email thread for each new subject.
4. Finance Committee
 - (a) Members
 - Discussed need to recruit Committee members with financial backgrounds or expertise.
 - (b) Financial oversight

- Rasheryl met with Mark Coltrain, who charges \$50 per hour/\$300-800/month for bookkeeping and other financial accounting services.
 - A motion to pay \$50 to Mark Coltrain to speak with a Finance Committee delegation led by Gwen was made by Marilyn, seconded by Gwen, and approved unanimously.
- (c) Policies/Procedures
- No discussion.
5. Rasheryl McCreary
- (a) Role: consultant/advisor to BOT
- (b) Compensation: to be determined and will likely be deferred
- (c) Included in: BOT meetings; Google Groups emails; BOT e-mail group
- (d) Her Suggestion: Shorter, more frequent BOT meetings
6. Wisdom Center Bookstore
- No discussion
7. Confidentiality
- Agreed on need to keep confidential everything discussed in BOT and Strategic Planning meetings.

Tabled Business:

None

Tithing Selection: (Vice President Roger Webb)

None. See Old Business #3.

Next Meeting: Sunday, March 17, 2019, from 11:45 a.m. to 2:45 p.m.

Closing Prayer: Rasheryl

Meeting Adjourned:

Vice President Roger Webb adjourned the meeting at 3:54 p.m.