



Creative Living Fellowship

A Community of Care, Opening Hearts and Incubating Dreams

BOARD OF TRUSTEES MEETING MINUTES

Sunday, April 15, 2018

Michelle Davis, R.Sc.P., *President*; Roger Webb, *Vice President*;
Catherine Cohen, *Treasurer*; Carla Monterroso, *Secretary*; Rev. Sandy
Attendance: Gibbons, *Member*; Dustin Snyder, *Member*; Diana Golden, *member -*
absent

Ministry & Staff: Deborah Covington, *Business & Finance Manager*; Rev. Michele
Whittington, *Senior Minister*

Loving Exercise:

Not done due to time constraints

Call to Order: At 12:48pm by Michelle Davis, R.Sc.P., *President*

For review, the Board of Trustees Meeting Agenda and supporting documents were emailed prior to the meeting.

Opening Prayer: Rev. Michele Whittington

High Watch Held by: Claudia Hartman, R.Sc.P.

Intention Cards:

The final Intention Cards were shared and celebrated.

Accomplishments and Areas of Improvement:

Not done due to time constraints

Business Agenda:

Consent Agenda Items:

Approval of March 2018 minutes

Approval of corrected January 2018 minutes

Ratification of recent e-vote approving three new members—

- Lynn Heins
- Amethyst Stark
- Catherine Thompson

Approval of February 2018 Membership Meeting minutes

Dustin moved for approval of all Consent Agenda items, Rev. Sandy seconded, no discussion. Motion carried.



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Secretary's Report: Carla Monterroso, *Secretary*

Carla reported on the March 17 2018, all-boards strategic planning meeting: Moving forward, Carla will connect with the leaders of each sub-committee and will submit a report from each to the BOT.

Beyond Tithing group report by Roger Webb: More awareness and visual presence through Seva. Board member delivering tithe check to the recipient in front of congregation.

- Collect names of non-profit organizations who have volunteer opportunities from congregation
- Have a Quarterly CLF Cares day
 - CLF Community gathers to do community service for a selected organization.
 - Each quarter to be spearheaded by a Circle
 - They coordinate the activity 100%
 - Volunteers wear CLF Cares t-shirt
 - Photos/video taken
 - Article written up each time and published online, by someone in the Circle who took ownership.

Business /Operations Report: Deborah Covington, *Business & Finance Mgr*

Re Bank Signature card – We must wait for the Corporation Commission to update their records with the new officers before the bank will allow us to sign new signature cards. Deb is following up. For now, Dustin, Tim and Rev. Michele are the signatories.

Property:

- The valve on the water heater shows extensive erosion and needs to be replaced. Also, the rotted wood in the storage area where the heater is kept needs to be replaced.
- Cleaning of carpet in Holmes Hall coming in this week – Checking on price for cleaning carpet on stage. Deb to follow-up
- New Sound tech and PowerPoint operator are needed. Ad has been placed and right person will be chosen soon. Deb to follow-up
- It was suggested by the solar inspector to have wire wrapped around the border of the panels to keep debris from collecting underneath. This item has not been completed. 4/15 - Dennis Deppe cleaned the solar panels. He may be interested in doing this quarterly. We offered \$130 qtrly.



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- Our pest control service man has suggested installation of something that will keep birds off the roof edging over the solar boxes. The bird droppings are ruining the paint. Dennis will investigate what would work best without causing harm to the birds.
- 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. Deb waiting on an estimate at this time.
- We do still need a handyman – to complete the pending items.
- Review of “dream role” as written by Deb Covington:
Need a part-time bookkeeper to free up time and increase in pay for increased responsibilities (later in meeting a motion came forward to accept and support this role as written)

Treasurer's Report: Catherine Cohen, *Treasurer*

160 ytd average attendance

\$6,587 ytd average weekly income

P&L by Class review:

Creative Living University:

March total net = \$ 76.85

Year-to-date net = - \$448.89

Operations:

March total net = -\$1,248.32

Year-to-date net = -\$6,680.00

The Wisdom Center:

March total net = -\$483.49

Year-to-date = -\$316.97

The March deficit is for text books that have not yet sold

Totals:

March total net = - \$1,654.26

Year-to-date net = - \$7,572.08

We are over by \$1,500.00 on budgeted expenses MTD and under \$5,200 for the YTD expenses. We are also over by \$2,700 on budgeted income MTD and under \$12,588 for the YTD.



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Tax Law changes – Rev Michele’s meal expenses previously were tax deductible. Those are no longer allowed as deductions. Choices are Michele spends the cost for church business lunches without tax deduction or we can increase the current budgeted expense amount.

Recommendation was to increase the line item to \$1,000 for total year expenses. Catherine made motion, Rev. Sandy seconded. Motion carried no discussion.

Finance Committee recommends that we start having events hosted by Circles so that people are coming to our campus for fun activities and community connection. Leaders of Circles will be asked to help communicate with their members for ideas and hosting events.

AAA Sunday could be updated. Use social media to promote #FunatCLF

CLF Circle Update: Report from Dr. Bobbie Croddy shared by Michele Davis

- Pictures and meeting completed
- 4 new applications for appointment to Circle
 - 12 spaces available
 - Marla Harr has stepped down as a Leader Champion
- Leader Champions are visiting the Circles

Board Updates: Rev. Michele

- **Board of Regents** – Their meeting is next Saturday, 4/21/18
- **Board of Ecclesiastics** - Oversees licensing of spiritual life coaches is getting clear that we need to monitor the activity and reporting for consistency and compliance. There are times that a license may need to be denied, and then the individual will need to reapply.

What will count as credited hours and events? Clarification of codes for Spiritual Life Coach for CLF. Also, the BOE is taking a look at how to develop the specifics for the Animal Chaplain Code.

Senior Minister’s Report: Rev. Michele

Ideal role description: Reviewed Rev. Michele’s statement. Major changes to what she currently does are:

- She will step off Board of Regents
- She will step off Board of SLC
- She will step off leadership of Board of Ecclesiastics



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Rev. Michele will speak 3 Sundays per month with guest speakers for remaining Sundays

- She may or may not attend Sunday service
- Michele will be speaking outside as opportunities arise
- Catherine to help find outside opportunities

Whether we pay for our guest speakers or solicit those wanting to do Seva.

Rev. Michele is considerate that if she is handing off duties to other staff, it is very possible their hands are already full. We will need to review what will be handed off to determine who can take on the additional duties. The need for a bookkeeper is more evident from this discussion.

Rev. Michele is expanding the ministry beyond CLF, this is on her heart and very important. She will be doing less at CLF and more outside.

Motion regarding Ideal Roles of Rev. Michele and Deb. Carla motioned that we accept the ideal roles as presented by Michele and Deb, and that we encourage energy around these new roles. Roger seconded the motion. Motion carried with no objections and no discussion.

President's Report:

Michelle Davis reported back her work regarding finances. Consciousness of board regarding abundance is key to total success, abundance and gratitude.

Rev. Michele will be sending out an email to remind all of us regarding the "Money Monday" and "Financial Friday" abundance practices shared by Rev. Karen Russo.

Old Business:

Live streaming is working well with the exception of repeating Wifi interruptions. Deb will follow-up with Cox Communications for investigations on service improvement.

Farmer's market has 7-10 vendors, 10-15 people come through. Keisha continues to seek produce farmers as vendors. It was suggested changing the name to move away from the farmer market theme. Maybe Paul Sherman will want to share his vegetables. Market income was \$74.00 for the month of March.

New Business:

CLF anniversary is April 23, Earth Day and Michael Peter's going away recognition will be held on Sunday, April 22nd. It was suggested we plant a tree in the meditation garden in honor of our anniversary. Michelle Davis will connect with Greg Peterson regarding what type of tree and whether it would be planted now or later.



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Service Angel Recognition - Roger and Carla will work with Jeannie Soverns to make plans. We will select a date in either Aug, Sep or Oct.

Catherine will be absent for the May, June and October BOT meetings. Roger will be absent for the May and July meetings.

Tithing Selection:

Deb and Roger mentioned that the congregation may not understand that CLF is a tithing church. It is suggested to have the Leader Circles explain it to their members and give the locations of the tithe request forms.

- Amount available for March Tithing: \$3,336
- The Board reviewed the following tithe requests:
 - CLF Circles - recommendation by Dr. Bobbie Croddy (carried over from March)
 - Daniel Nahmod - recommended by Rev. Michele Whittington
 - Jeanette Corey - recommended by Catherine Cohen
 - Mary Beth Bloom - recommended by Liah Holtzman
 - CLF Prison Ministry - recommended by Rev. Lonnie Whittington
- Motion by Roger and seconded by Rev. Sandy to tithe \$600 to CLF Circles, \$350 to Jeanette Corey and \$2,386 to Daniel Nahmod and to carry over to May the Prison Ministry and Mary Beth Bloom recommendations.
- Roger will develop a link or online form for tithe requests to be added to CLF's website for ease of submission and reduction of paperwork. Thank you, Roger.

Next Meeting: May 20, 2018 at 1:00pm

Meeting Adjourned: At 2:54pm by Michelle Davis, R.Sc.P., President

President Michelle Davis reopened the meeting at 2:55pm

Michelle D. asked for a motion to correct the allocation for Rev. Michele's salary as approved in the March meeting as follows:

Monthly salary as of April 1:

Ministry Expense Accountable Plan	\$1,000.00
Minister's Tax Shelter Annuity	\$500.00
Housing Reimbursement Plan	\$1,575.00
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Total Monthly salary \$3,075.00
All other payments such as instructor pay and incentive bonuses will be allocated to the Ministry
Expense Accountable Plan.

Motion made by Roger, seconded by Rev. Sandy. Motion passed with no discussion.

Meeting adjourned at 2:59pm by President Michelle Davis, R.Sc.P.

Closing Prayer: Claudia Hartman, R.Sc.P.

Respectfully submitted by Carla Monterroso, Secretary Board of Trustees