



CREATIVE LIVING FELLOWSHIP
Opening Hearts, Incubating Dreams

Board of Trustees Meeting Minutes
May 22, 2019

Attendance:

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

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

Guests: Rasheryl McCreary, BOT Advisor

High Watch: Fran Peck

Call to Order:

President Roger Webb called the meeting to order at 1:12 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

1:30 p.m.: Comerica Demonstration

A motion to purchase the Verifone terminal for processing our credit cards was made by Gwen, seconded by Marilyn, passed unanimously.

Consent Agenda Items: None

Secretary's Report: (Peggy Struble)

1. A motion to approve the May 15 meeting minutes was made by Peggy, seconded by Cat, and approved unanimously.
2. The April 17 meeting minutes are not ready for approval yet.

Business/Operations Report: (Deb Covington)

I received the revised quote by Garden West which totals \$8,900.

I have received 4 of the 5 background screening reports for the Board applicants. None revealed any criminal reports.

The Google Phone which has been used as a second camera for Live streaming no longer works. We continue using the camera located in the sound booth.

The Administrative Assistant's laptop is 7+ years and beginning to show challenges causing difficulties in job function (extreme slowness of speed, locks up and then shuts down during certain applications, etc.), recommend replacement.

The laptops being used in the sanctuary for Live stream and PowerPoint are also approximately 7+ years.

We have 4 desktop all-in-one monitors, which were donated, needing windows 10 in order to be functional. They are scheduled to be used in classrooms and as a volunteer workstation.

A motion to go with Garden West for the tree work that needs to be done was made by Marilyn, seconded by Gwen, and passed unanimously.

Treasurer's Report: (Gwen Garrett)

Financial Update:

1. Mark Coltrain has resumed his weekly meetings with Deb and me. He has successfully reconciled our Operations account at Bank of America in our new instance of QuickBooks online.
2. Processing of PayPal transactions has been modified to transfer funds from PayPal to our Operating account only once a week. This will save time and make reconciling the PayPal statements to our Operating Account statements easier.

3. I have configured Breeze to include all forms of income (i.e. Contributions, 4T, Rental, Education, Bookstore, etc.) so that going forward our Breeze batches match our bank deposits. When the Income Recording Sheet matches the bank deposits, then reconciliations are balanced easily.
4. I conducted our first informal training session on Sunday, May 19th with Cat and Janet Story. The new process for our counters will be tested during the next couple of weeks before we begin formal training which be on Sundays.
 - The Offering Worksheet has been renamed to Income Recording Sheet
 - The form has been updated to make it easier to record all income streams easily.
5. Deb and I will be meeting tomorrow to touch and agree on the plan and dates for getting us fully functional in our community on Breeze with a July 1, 2019 implementation date.

A motion to go with the new phone plan proposal through Cox was made by Marilyn, seconded by Gwen, passed unanimously.

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

1. Pet Policy: Rev. Sherry needs to have a few additional conversations.
2. The Meditation Garden Dedication for Rev. Lonnie Whittington will be this Sunday at 11:45 a.m.

President's Report: (Roger Webb)

None

Old Business:

1. BOT Vacancy Applications Update (Rasheryl)
 - All background checks so far are good.
2. Bylaws and Revisions Update
 - Plan is to finish them on Friday - BOT will get a copy to review.
3. Roof
 - Ky-Ko's estimate was rewritten and reflects a fee that's \$500 less and includes a 5 year warranty.

New Business:

1. Need time at the next BOT meeting to discuss the Member Meeting on June 2.
2. Rasheryl will put together a handout of financial best practices that are relevant for churches and non-profits.

Next Meeting: Wednesday, May 29 from 1:00 - 2:30 p.m.

Adjournment:

President Roger Webb adjourned the meeting at 2:55 p.m.

Closing Prayer: Fran Peck