

**MINUTES**  
**Regular Meeting**  
**Board of Trustees of the Center for Spiritual Living - Seattle**  
**June 25, 2014 6:30 PM**

**Present:** Cynthia Clay, Carmin Dalziel, Rick Gage, Kathianne Lewis, Carrie Sjaarda, Karen Schiller, Sandy Tomlin

**Absent:** Frank Selden, Andrea Weatherhead, Kathy Galvin, RScP (non-voting)

**Non-voting Attendees:** Chris Carter – Executive Director

**Call to Order**

- Meeting called to order by Cynthia Clay at 6:35 pm.
- Kathianne Lewis opened with prayer.

**Minutes Approval**

- Cynthia Clay moved to approve the monthly Board of Trustee meeting minutes of May 28<sup>th</sup>, 2014. Carrie Sjaarda seconded the motion. 5 approvals, 2 abstentions. Motion carried.

**Financial Report**

- Karen Schiller gave the financial report.
  - May net income was higher than budget. General contributions up 5%. Revenue up 16%
  - Our debt coverage ratio is on target.
  - Re-amortization of mortgage will improve cash flow.
  - Quick Books Point of Service will be coming on line soon.

**Senior Management Report**

- Chris Carter gave the management report. In addition to what is written in the report, the following was discussed:
  - Budgeting for 2015 will begin in July.
  - Discussion regarding financial staffing. We need two individuals to satisfy regulation for auditing. Carmin suggested that we investigate whether to provide subcontracting of financial services for other churches to offset cost of finance staff.
  - Carmin proposed that the Board take the first ten minutes of meetings to discuss one topic from the BOT retreat. I Own My Church theme.
  - Kathianne Lewis recommends sending out a large post card to congregation listing the major event dates through 2014 and for 2015.
  - Carmin offered to do Facebook page for CSL events

**Committees**

- Sandy Tomlin will represent Board on Stewardship Committee.
- Kathianne Lewis and Karin Schiller will represent Board on Budgeting Committee.

## **Old Business**

- BOT Member Increase
  - Discussion regarding increasing BOT count by 2-3 members with specific skill sets. This will provide more margin for quorums and committee representation. Goal is to have a BOT member on every committee. Frank Selden reviewed By-Laws. It is legal to do an email vote for BOT member increase.
  - Cynthia Clay suggested we put this on July agenda and discuss pro's and con's of increase.
- Board Development
  - Chris Carter will perform a 1 day orientation for the 5 new board members.
  - Submit questions to Chris via email.
  - Carmin will send link to BOT for "typing" new recruits.
  - Sandy Tomlin suggested the Sacred Covenant for CLS's Growth and Development be read each meeting after the invocation.

## **New Business**

- Loan Modification
  - The bank has CSL listed as a single use facility. Chris Carter will work with bank to change to multi-use. This will improve our value assessment.
  - Kathianne Lewis move to authorize Chris Carter to negotiate a re-amortization of the loan with US Bank. Sandy Tomlin seconded. 7 approvals, 0 abstentions. Motion carried.

## **Campus Unification Committee Report**

- Andrea recommends that we negotiate with Owen Richards to start proceeding with schematic design of Phase I improvements. We can change our priorities and scope during the schematic design. Moving forward with approval does not mean design starts immediately. We can pace this according to our needs. Cost is \$43k for schematic design.
- Sandy Tomlin moved to budget up to \$45k for the schematic design process for the campus unification project. Kathianne Lewis seconded.
  - Discussion:
    - Kathianne Lewis recommended we get feedback from congregants to determine priorities for unification project.
    - Chris Carter is concerned if this is the best use of our funds. She also wants to ensure that all staffing needs are accommodated in the design.
  - Motion voted on. 7 approvals. 0 abstentions. Motion carried.

## **Adjournment**

- Cynthia Clay adjourned meeting at 8:55 pm.

## **Closing Prayer**

- Kathianne Lewis gave the closing prayer.

Respectfully submitted by Carrie Sjaarda, Secretary.