

MINUTES
Regular Meeting
Board of Trustees of the Center for Spiritual Living - Seattle
October 29th, 2014 6:30 PM

Present: Cynthia Clay, Rick Gage, Kathianne Lewis, Karen Schiller, Carrie Sjaarda, Frank Selden
(joined by phone), Sandy Tomlin, Andrea Weatherhead

Absent: Carmin Dalziel

Non-voting Attendees: Chris Carter – Executive Director, Dana Dodge - Congregant

Call to Order

- Meeting called to order by Cynthia Clay at 6:45 pm.
- Kathianne Lewis opened with prayer.
- The Sacred Covenant was read.

Minutes/Reports

Campus Unification Update: Andrea Weatherhead

RAFN created an estimate for the campus unification project. They came in quite high. The architect was even surprised by the figures. CSL paid for the formal quote. Committee is considering seeking 1-2 more quotes. Andrea will look into the industry standard regarding paying for estimates to a General Contractor. An estimate provides project sequencing information in addition to budgetary forecasting.

Minutes Approval:

Kathianne Lewis moved to approve the meeting minutes from September 24th, 2014. Sandy Tomlin seconded the motion. 6 Approvals and 2 abstentions. Motion carried

Financial Report: Karen Schiller

Income expense report for September shows general contributions under budget for the month. Income from building use was higher than budget. Revenue is unfavorable by 10% YTD. Personnel spending is favorable by 5% YTD. Operational expenses are favorable 8% YTD. Income is unfavorable ~ \$80k YTD. Cash Flow Coverage Ratio is 0.45. Bank requires us to be at 1.15. Fourth quarter revenue should be more favorable as giving tends to cluster toward year end. \$50k unfavorable compared to budget for year projection. Reserves will cover for budget shortfall per plan. Re-amortization not reflected in September numbers. It will show up in October financials.

Stewardship Campaign Update: Diane Bell

\$889,497 pledge total to date. Main call to action event taking place Nov. 2nd. Over 70 people attended the stewardship workshops on Oct. 26th. Mike Thorsen made a new oak box for pledge collection. Email has link to pledge online. Live streaming will also have a link and call to pledge.

Growth and Development Report (formerly Senior Management Report): Chris Carter

In addition to the report, the following was discussed:

Deanna Freeman is trained in CPR. No other staff member is currently certified. Chris Carter will purchase an AED for the church.

CPR training is held annually at CSL for YFM staff and volunteers. The training will be made available for staff and volunteers that would like to be certified. Congregants will be invited to attend as well. Chris will check with our insurance company to ensure we are not opening ourselves up to liability.

We have an emergency response plan for earthquakes and fire. In addition to the plan, 911 is our emergency response. Emergency Response Plan is revisited every time we have an event and changes are made accordingly.

Chris asking BOT to message pay what you will for core classes to congregation to get the word out.

Rev. Michael Bogar and Rev. Michael Ingersoll are looking into advanced spiritual development. Chris wants to see it in place by second quarter 2015.

We have over 100 volunteers on campus weekly. Rick asked if we could get profiles on our volunteers for how long they've been here. Recognition and appreciation are important. Chris will look into the data and provide to BOT.

Old Business

Board Development: Cynthia Clay

BOT is having a development meeting on Nov 14th. The BOT members took a talent assessment test and will have a virtual meeting to find out results.

Harrassment Policy: Chris Carter

Sandy Tomlin sent documents from King County to Chris Carter. Chris went through them with John Brodrick. From a policy standpoint there is a lot that we will be incorporating in the employee handbook. The how-to's will be incorporated.

Meta Model: Rick Gage

We are focused on creating a safe community. We are looking at leadership from a consciousness of As Me. We can probably sustain this from leader circles. The mechanics have started with wisdom council and leader circle. Need to spend time on leader/community development. Rick asked that we all hold consciousness around finding and developing our community leaders. Think about people we should be inviting to be connectors between existing sanghas and leader circles. There is a difference in people's minds between leader and community builder. People may step up for community builders, but not leaders. We are creating a place for people to be seen and included.

New Business

2015 Budget: Chris Carter

Chris presented the Board with a proposed budget for 2015. The intention was to streamline as much as possible to reduce draws on the reserves. The proposed budget Cash Flow Coverage Ratio is 0.89. The bank requires 1.15. This means that we are \$150k under. Net income is nearly \$200k higher than 2014 budget. The finance committee did a great job with the budget.

Stewardship dinner budget was based on hosting on campus event. However, Previous on campus event not well attended and giving was very low. \$5k to be added to budget for off campus event.

Diane Bell is creating a tiered giving benefit list. This will address confusion and congregant feedback regarding the annual stewardship giving dinner.

Chris and Diane will look into reducing operational costs of bank fees for credit cards from pledge drive.

Karen Schiller moved to approve budget with the amendment of an additional \$5k. Cindy Clay seconded. 8 approvals. Motion carried unanimously.

Membership Target Numbers: Frank Selden

The attendee target for Sunday services is 995. We will hold that number in consciousness. Once that number is hit, the new target will be 1200.

Board Liabilities and Duties: Chris Carter

The current By-Laws are up to date with current requirements for liability and duties. There is not a perceived risk for liability at this time based on standard church processes.

Minutes respectfully submitted by Carrie Sjaarda, Secretary to Board of Trustees.