

## **CSLT Board Meeting - February 26, 4pm**

**Present: Marya, Sharon, Janet   Absent: Morgana**

### **Approving Janet as Board Member @ 0:00**

The board unanimously approved adding Janet to the board for a limited term until the annual elections on October 4, 2026. Janet will serve as the Treasurer.

### **Vantage West Account Updates @ 1:34**

The board approved adding Sharon to the Vantage West credit card, and Janet will be added as a signer on the accounts. They also decided to reinvest \$50,000 from a maturing CD into a new 1-year CD to earn more interest, with the interest used to pay back the facility fund.

### **Facility Maintenance and Improvements @ 3:08**

Gwen was approved as the new facilities manager, with the ability to make purchases up to \$100 without additional approval. The board discussed door hardware, lighting, and other facility updates, deferring decisions on the sanctuary color and lighting until after the wall is removed.

### **Newsletter and Communications @ 9:18**

The board reviewed the newsletter distribution schedule, with Maria, Morgana, Hazel, and Sharon rotating. They also discussed improving the newsletter content and design.

### **Next Steps and Action Items @ 18:38**

The board set the next meeting for March 26th at 4pm. Key action items include:

- Janet and Sharon to visit Vantage West on Friday, March 6, 2pm, if possible
- Marya to contact Gwen about facility management
- Sanctuary color and lighting decisions deferred to next meeting
- Marya to draft meeting minutes for review

### **Action Items**

- **Email Dane re: submission contact for plans - [Marya](#)**
- **Bring admin notebook back to office - [Marya](#)**
- **Apply for Home Depot business account; set limit ~\$100 - [Marya](#)**

- Email Gail re: sanctuary paint color; prep for Mar 26 board discussion - [Marya](#)
- Confirm w/ Gwen: install gold-finish lever hardware; rekey back door; install separate admin lock - [Marya](#)
- Draft minutes; send to board for review/approval - [Marya](#)
- Contact Cox, add phone connected through internet, one line-two phones, use previous phone #, if possible - [Marya](#)
- Researching Graham email, necessary consult to update website calendar [Marya](#)
- Draft Vantage West CD maturity letter to acct 04; send to Marya/Morgana for signature - [Sharon](#)
- Email Rev Nan re: 'what if' questions re: teaching chapter vs interim minister - [Sharon](#)
- Email practitioners re: tithing/newsletter; add Sabrina/Hazel to membership; resend list to board - [Sharon](#)
- Update newcomer packets: correct address/phone; remove Rev Ronnie letter - [Sharon](#)
- Email Common Ground newsletter examples to Morgana/board - [Sharon](#)
- Buy basic tools for office (screwdrivers, tape measure) - [Sharon](#)
- Set annual insurance as prepaid; amortize monthly - [Janet](#)
- Verify GoDaddy charges on balance sheet - [Janet](#)
- Schedule admin training w/ Morgana; cover newsletter/phone/Gmail/membership/mailings - [Janet](#)
- Investigate e-subscription to Science of Mind magazine - [Janet](#)
- Create Sunday magazine pricing sign: \$10 odd, \$5 even - [Janet](#)
- Reduce Science of Mind magazine order to 5 copies/month - [Janet](#)
- Schedule Vantage West visit w/ Sharon: add Janet signer; issue Sharon card - [Janet](#)
- Add CSLT contact info to newsletter template (address/phone/email/donation) – [Janet/Morgana](#)

