

2026.03.19 CSLT Board Meeting Minutes

Meeting Purpose

Review operations, finances, and strategic direction.

+Key Takeaways

- **Financial Deficit:** The center is running a ~\$2,245 operational deficit (P&L through March 18), excluding a large building fund expense. This makes the \$1,200/mo music director salary a concern and requires re-negotiation.
- **Strategic Pivot:** The board will reach out to Rev. Nan about not pursuing "Teaching Chapter" status, as advised by Rev. Mitch Austin. Instead, we would like to adopt an "Open Pulpit" model, using a practitioner as spiritual leader to save on minister costs.
- **Website Blocked:** Website updates are stalled because the developer, Graeme Hunt, has been unresponsive since November. The board will seek a new developer if contact cannot be re-established.
- **New Equipment Approved:** Approved purchasing a dedicated laptop for Sunday service broadcasts from the Opportunity Fund to improve production quality and reduce setup time.

Topics

Financial Health & Budget

- **P&L Deficit:** The P&L through March 18 shows a ~\$2,245 operational deficit.
 - **Context:** This figure excludes a \$3,600 payment to draftsman Dane Donatelli, which is correctly charged to the asset-building fund and does not impact the P&L.
- **Salary:** The \$1,200/mo music director salary is unsustainable given the deficit spending and should be re-negotiated.
 - **Action:** Marya will analyze QuickBooks to understand cash flow and identify potential adjustments.
- **CD Renewal:** The CD is renewing in April.
 - **Decision:** Janet will find the highest rate for a term of 12 months or less, with auto-renewal.
 - **Next Month's Agenda:** Revisit the allocation of interest earned on the CD.

Strategic Direction & Leadership

- **"Teaching Chapter" Status:** The board will investigate not pursuing this status.
 - **Rationale:** Per Rev. Mitch Austin, it would be a step backward for the center's growth.
- **"Open Pulpit" Model:** The board would like to adopt this model pending conversations with CSL Admin.

- **Rationale:** Allows a practitioner to serve as spiritual leader, avoiding the cost of an interim minister.
- **Action:** Sharon will draft a letter to Rev. Nan explaining what we would like to do.
- **Sharon's Leadership Role:** Sharon's long-term vision is to serve as the center's spiritual leader.
 - **Plan:** Once the center is in its own building, the current \$600/mo rent will be reallocated to a spiritual leader contract for Sharon, plus speaker fees.
- **Certificated Classes:** Sharon plans to teach a new Foundations class in late summer/early fall.
 - **Action:** Sharon will confirm with CSL HQ if the center's "Open Pulpit" status allows teaching certificated classes.

Operations & Logistics

- **Website Access:** Website updates are stalled because developer Graeme Hunt has been unresponsive since November.
 - **Action:** Marya texted Marianne (the previous contact) for help. If unsuccessful, the board will seek a new developer.
- **New Laptop:** Approved purchasing a dedicated laptop for Sunday service broadcasts.

- **Funding:** Opportunity Fund, as the use case is marketing.
- **Action:** Sharon will task Michael Zimmerman with researching options and costs, ensuring the machine is compatible with his long-term AV vision.
- **Home Depot Pro Card:** Marya and Gwen will meet with a rep to apply for a Pro Card.
 - **Goal:** Secure a card based on the center's credit, avoiding a personal guarantor.
- **Cox Business Internet:** The service is active.
 - **Action:** Marya is negotiating a 5-year, \$163/mo contract that includes 2 VoIP phones.
 - **Logistics:** Phones must be shipped to a home address (e.g., Maria's) to prevent theft.
- **Bookcase Removal:** The large bookcase in the classroom is blocking the room and will be sold for \$50.
 - **Action:** Janet will list it for sale, requiring buyer pickup.
 - **Pickup Window:** Sunday, 12:00 PM–1:00 PM.

Next Steps

- **Janet:**

- Call Dane Donatelli to pay the \$3,600 invoice via credit card.
- Research CD renewal rates (12 months or less).
- List the large bookcase for sale (\$50, buyer pickup).
- **Marya:**
 - Analyze QuickBooks to understand cash flow and identify budget adjustments.
 - Confirm Cox contract details (price, phones, shipping address) before signing.
 - Email the city contact with a construction update.
- **Sharon:**
 - Draft a letter to Rev. Nan explaining the "Open Pulpit" decision.
 - Task Michael Zimmerman with researching laptop options and costs.
 - Confirm with CSL HQ if the center can teach certificated classes.
 - Schedule the membership class for April 19.
- **All:**
 - Seek a new website developer if Graeme Hunt remains unresponsive.

- o Add "Revisit CD interest allocation" to the April 16 agenda.

Action Items

- **Call Dane Donatelli re: CC payment; if no CC, send \$3,600 check next week**
- **Email Sharon + Michael re: 2nd laptop; request options + costs by Sunday**
- **Email City contact re: wall project status**
- **Activate Sharon's CC; photo card details; keep in safe**
- **Email Randy Hightower (Cox) re: ship VoIP phones to Marya's home**
- **Email Reverend Nan re: open pulpit + practitioner-in-training model**
- **Analyze donation flow + P&L in QuickBooks**
- **Find new-member certificates from Sep**
- **Schedule follow-up training w/ Morgana re: admin/email/phone**
- **Email Maria re: website/calendar access + Graeme Hunt; include Morgana**
- **Research CSL websites; compile list of preferred sites + contacts**
- **Remove Hazel + Sabrina from bulletins**

- **Email Tyler re: membership class Apr 19; confirm room; add bulletin note**
- **List large bookcase for yard sale \$50; arrange pickup Sun 12-1; if unsold, list on FB Marketplace**
- **Verify CSL policy on teaching certificated classes w/ open pulpit**
- **Check CD rates for Apr; recommend 12-mo or less auto-renew; add interest allocation to Apr 16 agenda**