

CSLT Board of Trustees Zoom Meeting - April 16

VIEW RECORDING - 79 mins (No highlights)

Meeting Purpose

To align on finances, operations, and the upcoming board election.

Key Takeaways

- **CD Strategy Approved:** The current CD will be cashed out, with \$50k reinvested at 3.5% and the ~\$30k balance reserved for the remodel. The CD's interest will now fund GenOps to cover the ~\$1500/month deficit, not repay the facility fund loan.
- **Election for CSLT Affiliation Change Set:** The election is scheduled for **May 31st**, with an announcement on May 3rd. It will be a hybrid meeting to accommodate members traveling for Memorial Day weekend.
- **Phone System Activated:** The existing phone (520-248-5339) will be used to avoid new costs. Janet will check messages on Monday, Sharon will check messages Wednesday & Friday, and the number will be published on the website and in the bulletin.
- **Lunch Bunch Relaunching:** A CSLT-focused "Lunch Bunch" will resume on the **first Sunday of each month**, starting May 3rd, to foster internal community.

Topics

Financial Strategy & Remodel Funding

- **Problem:** The center is running a ~\$1500/month deficit and needs to fund a remodel.
- **Solution:** Cash out the current CD (balance: \$80,239.15).
 - **Reinvest \$50,000** in a 6-month CD at 3.5% with Vantage West.
 - **Reserve the ~\$30,000 balance** for the remodel.
- **Decision:** CD interest will fund GenOps to cover the deficit, not repay the facility fund loan. The repayment strategy will be revisited post-remodel.
- **Action:** Janet will open a new "Facility Fund" savings account at Vantage West to track remodel expenses and future loan repayment.
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Board Election & Membership List

- **Problem:** A current, consolidated membership list is required for the upcoming Affiliation election.
- **Action:** Morgana will create the list by combining existing files and a list from Rev. Ronnie.
- **Timeline:**
 - **May 3rd:** Announce the election.
 - **May 31st:** Hold the election.
- **Format:** A hybrid meeting (in-person + Zoom) will be used to ensure participation from members traveling for Memorial Day weekend.

Operational Updates

- **Phone System:**
 - **Decision:** Use the existing phone (520-248-5339) to avoid new expenses.
 - **Action:** Janet will check messages on Monday, Sharon will check messages (Wed, Fri). The number will be published on the website and in the bulletin.
- **Facility & Keying:**
 - **Action:** Gwen (locksmith) will rekey the office and ecclesiastical office.
 - **Action:** Marya will ask Gwen to purchase a garden hose and sprayer to maintain plants.
- **Admin Support:**
 - **Action:** Marya will shadow Janet to learn essential admin tasks (deposits, bill payments) as a backup.
- **Service Schedule:**
 - **Action:** Sharon will continue to seek guest speakers to reduce the workload.
 - **Action:** The "Lunch Bunch" will resume on the first Sunday of each month, starting May 3rd.

Next Steps

- **Janet:**
 - Execute the CD strategy at Vantage West (cash out, reinvest \$50k, open Facility Fund account).
 - Coordinate with Marianne on hybrid meeting logistics for the May 31st election.
- **Morgana:**
 - Consolidate the membership list for the board election.
- **Marya:**
 - Provide Rev. Ronnie's membership list to Morgana.
 - Ask Gwen to purchase a garden hose and sprayer.
 - Shadow Janet to learn admin tasks.
 - Add the phone number and "by appointment only" hours to the bulletin.
- **Sharon & Janet:**
 - Check the office phone messages 3x/week.
- **All:**
 - Announce the board election on May 3rd.
 - Participate in the "Lunch Bunch" on May 3rd.
 - Place items for bulk pickup outside the center by May 18th.

Action Items

- **Send meeting recording as Google Doc to Morgana - WATCH (5 secs)**
- **Email cleaned minutes to Graham - WATCH (5 secs)**
- **Implement CD/savings plan at Vantage West: cash CD, open Facility Fund savings, buy 6-mo \$50k CD, route interest to GenOps - WATCH (5 secs)**
- **Coordinate w/ Gwen to buy hardware; then have her rekey office/ecclesiastical doors - WATCH (5 secs)**
- **Text Marya hose/sprayer specs; then Gwen buy w/ CSLT card - WATCH (5 secs)**

- **Email Reverend Ronnie's membership list to Morgana, Janet, Sharon - WATCH (5 secs)**
- **Email membership list (Chris/Janet) to CSLT911, janet.cslt@gmail.com, Morgana, MC - WATCH (5 secs)**
- **Announce CSL vote on May 3; hold vote May 31 - WATCH (5 secs)**
- **Email Marianne re: hybrid vote logistics - WATCH (5 secs)**
- **Check CSLT voicemail (520-248-5339) Mon/Wed/Fri; return calls w/in 72h - WATCH (5 secs)**
- **Add CSLT phone number to bulletin and newsletter - WATCH (5 secs)**
- **Update CSLT website w/ phone number and 'by appointment' hours - WATCH (5 secs)**
- **Keep CSLT phone plugged in and charged - WATCH (5 secs)**
- **Record new CSLT voicemail greeting (no Ronnie) - WATCH (5 secs)**
- **Train Marya on basic office admin/deposits/bill routing - WATCH (5 secs)**
- **Review printer cabinet contents; keep/discard as needed - WATCH (5 secs)**
- **Create name-based filing system for member/class records - WATCH (5 secs)**
- **Update member/class tracking doc w/ current data - WATCH (5 secs)**
- **Prepare newcomer packets and guest book sheets - WATCH (5 secs)**
- **Coordinate w/ Maria re: board name tags - WATCH (5 secs)**
- **Schedule next board meeting for May 21 - WATCH (5 secs)**
- **Place bulky items (e.g., sunken chair) at curb by May 18 - WATCH (5 secs)**
- **Email ministers re: May–Jun Sunday talks; schedule Michael - WATCH (5 secs)**
- **Invite congregation to Whole Foods lunch May 3 - WATCH (5 secs)**
- **Arrange trip to turn off mom's water; notify board if absent May 3 - WATCH (5 secs)**