

CSLT June Board Meeting 2026-06-18 16:00(GMT-7:00)

Key Outcomes

The board aligned on a contractor search process for the South Craycroft renovation and advanced bylaw revisions to convert from a center to a teaching chapter, with a congregational vote targeted for July 12th. Financially, reserves are depleting at ~\$2,000/month, prompting a fundraising discussion. 1

Decisions Made

- **Contractor outreach:** Verify contractors via Arizona **Registrar of Contractors (B1 license)** before engagement; Gwen sends qualified leads to Janet, who controls all contact — no phone numbers shared with contractors. 23
- **Drawings:** Request full-size plans from architect **Dane**; post one set at South Craycroft, Janet holds a second set; contractors may photograph for preliminary review. 4
- **Bidding timeline:** Contractors can express interest now using current plans, but formal bids only requested after city-approved plans are returned (~3 weeks out). 25
- **Bylaws vote:** Special congregational meeting set for **July 12th** after service; notice to go out this weekend via email. 67
- **Bylaws distribution:** Include proposed changes + summary page in newsletter; physical copies available at service. 78
- **Blog/bulletin:** Marya to email bulletins and architect contact info to Janet rather than drop off in person. 9

Completed

- Architect submitted plans to city last Friday. 10
- Lead test conducted by Manny; ceiling work completed — Manny to submit invoice. 11
- Sharon and Morgana approved bylaw revisions; Marya's approval pending. 12
- AI used to draft bylaw revisions (afternoon vs. a week of manual work). 13

Pending Confirmation

- Marya to review and approve bylaw revisions before filing. 12

- Janet to confirm order of operations with CSL: bylaws vote → ACC name change filing → official teaching chapter name. 14
- Sharon to ask CSL if teaching chapter logo will be supplied. 1516
- Three alternate names required for ACC name change application. 17
- May board meeting minutes not yet posted; Gail to follow up with Morgana. 1819
- Fundraising ideas — board to brainstorm individually, discuss at next meeting. 1

Blockers

- **No licensed contractor** — previous contractor lost qualifying license; search restarting. 20
- **City plan approval pending** — full bids cannot be issued until stamped, city-approved drawings returned. 510

Action Items

- **Marya (before departure):** Send Dane's email/phone + bulletin files to Janet; follow up with Dane on architect invoice; approve bylaws. 1220
- **Janet:** Contact Dane for full-size drawings; manage all contractor communications; verify contractor B1 licenses via state Registrar. 221
- **Gwen:** Source contractor candidates, verify licensing before forwarding contact info to Janet. 322
- **Morgana:** Send special meeting notice to members this weekend; move Sabrina's workshop to 3rd weekend in July in scheduling spreadsheet. 612
- **Sharon:** Confirm teaching chapter logo availability and legal/banking name-change process with Reverend Susan; recruit August service speakers. 1523
- **All:** Come to next meeting with fundraising ideas. 1

Financial Snapshot

- Reserve fund down to **\$11,400** from \$45K; losing ~**\$2,000/month**. 1
- Approximately **6 months of reserves remaining**; CD matures around that time. 1
- Sabrina's July workshop: **\$30 suggested love offering**; proceeds tithed back to center (standard split: center 25%, facilitator 75%). 2324

Next Meeting

- **Date:** July 16th 25
- **Time:** Under discussion — 3:30–5:00 PM proposed; to be confirmed in person. 2627