



**Columbia Church of Religious Science dba Columbia Center for Spiritual Living
Board of Trustees Meeting Minutes**

Wednesday, December 18, 2024, online using Zoom – APPROVED

Board Members in attendance: Marijane Thompson - President, B. Amon James – Vice President, Reggie Kapp, RScP - Treasurer, Karen Brown – Secretary, Zita Johnson-Betts - Member, Dale Kane - Member, Jami Hudson Craig - Member and Rev. Rafe A. Ellis – Non-Voting Member

Columbia Center for Spiritual Living Board Meeting

The Board of the Columbia Center for Spiritual Living convened at 7:05pm, led by Marijane Thompson, Board President.

- Rev. Rafe A. Ellis opened the meeting with an invocation.
- The Columbia CSL Vision and Mission statements were read by Reggie Kapp, RScP and Zita Johnson-Betts, respectively.
- There was a brief yet meaningful conversation about revisiting Columbia CSL Vision and Mission statements. The BOT reached consensus on the necessity of engaging the entire community in the review and change process. It was further agreed to ensure inclusiveness by using multiple avenues of gathering input and facilitating ongoing a conversation. It was agreed that this process would be introduced during the 2025 Annual Meeting. In order to invite and allow a truly organic consensus process, no timeline was established for completion.

The Columbia Church of Religious Science dba Columbia Center for Spiritual Living Board of Trustees Meeting Minutes from Wednesday, November 20, 2024, were reviewed. One typo was identified and corrected. Minutes were approved by consensus as corrected.

Financial Report

- Reggie Kapp, Board Treasurer, shared that she was working with Rev. Rafe to review the 2024 Comprehensive Fiscal Picture excel workbook to identify and resolve any variances in the financial records between the operations records and QuickBooks.
- There was a brief clarifying discussion about paying out Columbia CSL conscious giving contributions. The BOT was in consensus to contribute 10% of CCSL's 2024 gross revenue less in kind giving as follows:
 - Centers for Spiritual Living 5%
 - Center for Spiritual Living – Kenya 2.5%
 - Grassroots Crisis Intervention 2.5%

The BOT was in consensus that payments would be made as soon as all financial variances are resolved for January through November with a final payment being made in January 2025 after approval of December 2024 financials.

- November 2024 Financials Reports were approved by consensus.



Fundraising Updates

- Shared 50/50 Raffle:
 - Total Amount Collected: \$2421.96
 - Total Rally Up/Stripe Fees Paid: \$284.46
 - Total Net Raised: \$2070.50 (the Rally Up Experience site rounded this up to \$2071.00)
 - Total Payout to Winner: \$1035.00 (Rally Up rounded this amount down from the actual amount. Technically we owe Marijane an additional \$0.25)
 - Total revenue to CCSL \$1035.50
- Sweet and Savory Bake Sale:
 - Total Amount Collected: \$150.00

Senior Minister's Report:

- Rev. Rafe invited questions/comments related to content of the Senior Minister's Report submitted on Tuesday, December 17, 2024 at 2:08 PM.
 - Concern was expressed about possible burnout due to the extended hours being worked to close out 2024 and move into 2025.
 - Rev. Rafe clarified that the additional time is necessary in creating the instrument and operational process that will ultimately free up many hours in his regular schedule moving into 2025.

2025 Annual Meeting

The Board engaged in a robust conversation in preparation for the upcoming 2025 Annual Meeting on January 26, 2025.

- Rental time at The Hawthorn Center has been extended until 1:30PM (1 hour)
- Current BOT members eligible for another term of service, B. Amon James, Marijane Thompson, and Karen Brown have each decided not to run again.
- Rev. Rafe is updating the CCSL Member list and will provide this in both electronic and hard copy the day of the meeting for voting purposes.
- At present there is one qualified CCSL Member who has expressed interest in running but they have not yet completed the application process. Rev. Rafe will reach out to them to remind them of the timeline.
 - BOT reviewed Bylaw requirements for:
 - BOT composition
 - Eligibility criteria
 - Process of exceptions to eligibility criteria and post-election appointments to fill BOT vacancies.
- Previous CCSL Annual Meeting PowerPoint presentations were provided to all BOT members for their input and revision.



- The BOT reached consensus for Rev. Rafe to draft a “Preparing for Our CCSL Annual Meeting” letter out to all members to address:
 - Lunch will not be provided, inviting people to bring their own and to eat during the meeting if they choose.
 - Explaining CCSL’s Conscious Giving practice of 10% of our gross revenue and clarifying the criteria for local community based 501c3 organizations.
 - Invite community members to come prepared to recommend local 501c3 organizations that meet our criteria.
 - Explain that the Annual Meeting Presentation only contains an overview of the 2024 financials, and a detailed financial report will be provided in advance of the annual meeting to any member that requests one.
- Rev. Rafe will provide the “Preparing for Our CCSL Annual Meeting” draft to the BOT via email no later than December 31st
- Target release of “Preparing for Our CCSL Annual Meeting” letter to the CCSL community is on or before January 5th

Business Decisions Made

- November 2024 CCSL Board of Trustee Minutes were approved by consensus.
- November 2024 Financials Reports were approved by consensus.

Closing Prayer was delivered by Reggie Kapp, RScP

Meeting adjourned at 8:15pm

Next Meeting: January 15, 2024, at 7pm via Zoom