**Board of Trustees Minutes April 2022**

Oakland Center for Spiritual Living

April 24, 2022via Zoom

**Attendees:**

Zo De Muro,RScP

Maureen French

Debi Morris

Anthony Prado

Ilene Grossman

Sanford Livingston

Ilene Grossman

**Absent:**

Rev Geri Carder(vacation)

**Evocation**

**Opening remarks from Zo De Muro new President of the Board.**

1. February Minutes were approved via emailby all Board members
2. **Calendar Items:**

**2022 DATES – Pending Meetings**

**MONTHLY BOARD MEETINGS** – Typically the 3rd Sunday of the month at 12:30 p.m.

 5/15, 6/26 (changed from 6/19), 7/17, 8/21, 9/18, 10/16, 11/20, 12/18

**OPEN FORUMS in 2022:**Friday June 26, 2022 6:30 pm and Nov 2022 TBD

Motion made and seconded for dates for Open Forum in June 2022

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| **2022 Rotating Note-taker for Board Meeting** |
| Jan 16 | Anthony Prado |
| Feb 20 | Maureen French |
| Mar – retreat 18/19 | Sanford Livingston |
| Apr 24 | Debi Morris |
| May 15 | Anthony Prado |
| June 26 | Ilene Grossman |
| July 17 | Maureen French |
| August 21 | Sanford Livingston |
| September 18 | Debi Morris |
| October 16 | Ilene Grossman |
| November 20 | Anthony Prado |
| December 18 | Maureen French |

1. **Check – in:** Everyone gave a 2-minute check in
2. **Nominating Committee:** The Bylaws state that the Committee is appointed by the Board 10 weeks before the annual meeting and includes the Senior Minister and a Board Member. Zo plans on meeting with Deborah Jackson on April 27th to discuss the makeup of the nominating committee, the timing of the committee's activities, how a new nominating committee will be formed, any changes to the by-laws which might be required, as well as the possibility of bringing in new members to the Board mid-term.
3. **Minister Search Committee update:** Anthony reports that CSL is taking applications for the New Minister. Anthony will go back to the committee so they can decide what information as updates as well as an indication of how frequently they would make those updates.
4. **Oakland Center Documentation Project:** This project is on-going project which will take months to complete.
5. **Financial Matters / Treasurer’s Report**

**March 2022 ACCOUNTING REPORT**

***General Highlights for March:***

**Donations / Monthly**: Total general tithe donations for the monthare**$20,215.05,** which is1**6.9**% decreasefrom same month last year$ 24,327.04

Marchhad 4 Sundays this year&last year.

**Gross Profit-Income / Month:** $$24,458.97 **Total Expenses / Month:** $ $25,851.91
**NetLOSS/ Month:**\***- $ 1,392.94**

General Tithes werewithin normal range compared with recent months.

**Other income & expenses weremostly withinnew projection, withsomeincome &expenses that are not regular monthly….**

Education Income of $2,760 with related expenses of $1,975 for Net gain of $785

$871 purchase Mac Mini computer for Sanctuary AV, was covered in full by a donation same month.

$322 Annual fee for Zoom 4 licenses

**Personnel Expenses:**$10,949.99 is withinnew adjustedprojection.

**Sunday Musicians:**$1,750.00, within projection for4Sunday Services.

**Balance Sheet** - **Funds as of end March 2022:**

* **BofA Operating Acct:** $ 44,164.36
* **BofA Education:** $ 7,600.11 \*\*
* **BofA Bookstore:** $ 5,259.16 \*\*
* **BofA Designated:** $18,084.07
* **BofA Buffer Account**: $ 45,389.88
* **Summit Building Fund:** $ 9,065.75
* **Summit CD:**$ 158,746.26
* **Self Help:**$ 120,960.29

\*\* Education & Bookstore bank account balances typically include some Operations funds. Bookstore has to keep a $3,000 minimum balance to avoid service fees. Education bank holds funds from Education income, which are to be periodically split and transferred to Operations.

\* Income & Expense on this report do not include activity of Designated Funds which raise money for their expenses, and are kept separate from regular Operating funds. Designated Fund activity appears on P&L below the Operating Net, so there is more clarity about this separation.

**Education Course Fees are entered in accounting as Deferred Income**, and do not appear as income on the P&L, until the month in which class ends, so the primary income & expense for each course will appear in same month on the P&L statements.

**Course deposits held(not yet shown as income) as of end of month reported is$4,485.**

**Summit CD and LOC:**The Board discussed renewal of the Summit CD and Line of Credit. We will continue with the accounts as they are.

**ACTION ITEM:**Sanford will contact Summit Bank.

Previous Board members and check signers Barbara Kaleva Gordon, Beth Van Arkel and Rev Jeffery Anderson will be removed from Summit accounts. Larry Wyman will be retained.

Zo DeMuro, Anthony Prado, Deborah Morris, Maureen French and Sanford Livingston will be put on the Summit account as the new signers.

**B of A Account:**

Zo De Muro, Anthony Prado, and Maureen French will be put on the B of A checking account as the new signers. Deborah Morris and Sanford Livingston will remain signers

Larry Wyman will be removed.

Beth Van Arkel will be removed.

 **Approval policy for pay requests** was discussed

 **Business License**- it was determined that we would leave it the way it is and has always been.

 Credit Card for Bookstore Manager - We approved this request.

**ACTION ITEM:**Debi is going to contact Tao for more info.

**Admin support:**

Peggy Cotton was approved to be paid to work as back up for Constance for 6 hours per week

1. **Facilities, Equipment Update, Compliance**

We had a theft at the Center and new security measures are being looked into.

**ACTION ITEM:** Zo De Muro will search for security firms for an assessment of how best to protect our people, buildings, and assets.

**ACTION ITEM:** Zo De Muro will have Paul Presutti, Rev Geri, Tao, and Constance document their security concerns prior to a security assessment.

1. **Minister’sReport**:The need for volunteers has reached a highpoint and our ability to provide service to the community requires more people stepping up to volunteer their time and talents.
2. **Youth and Family Update:**Jacquie Onipede’s contract was signed and Youth and Family ministry had a wonderful Easter gathering and egg hunt for the kids.
3. **Membership:** Zo indicated that in lieu of the semiannual New Member class, we will be using an application process instead and the material which was used for the New Member class will be repurposed for a monthly Welcome to the Oakland Center class to engage and inform newcomers. Zo will be working with Constance to set up the new class.

**Closing Prayer**

**ACTION ITEMS:**

**PREVIOUS:**

* Add link to the bylaws on website – Rev. Geri / Constance -**PENDING**
* Transparency of deadlines to get information in to be posted in Village news, annual meetings, etc. –Rev. Geri / Constance**PENDING**
* Zo will follow up with each key contributor to ensure completion of Documentation project**– ON GOING**
* Zo and Rev Geri will begin a discussion of the organizational makeup of the Center, which will then be expanded to include ministry and group leaders**IN PROGRESS**

**NEW:**

* Sanford to be point person for Summit Bank renewals
* Debi to contact BofA about signers for accounts
* Previous check signers will be removed from B of A account
* New check signers at Bank of America are going to be Zo De Muro, Anthony Prado, Maureen French
* Debi to call Tao regarding getting a Credit Card for Linda for the Book store for purchases
* Zo to email the Board with details of theft and get bids for new security systems
* Zo to send Maureen and Ilene list of volunteer opportunities. They will look intovolunteer faire to engagemore volunteers
* Zo to work with Constance on a Welcome to the Oakland Center / Newcomer class
* Maureen to look at website and write a description of what the Board does for the Board of Trustee’s page.

**VOTES:**Motion made and seconded for dates for Open Forum in June 2022