**Board of Trustees – Agenda**

Oakland Center for Spiritual Living

Sunday, May 15, 2022 via Zoom, 12:45 PM

**Attendees:**

Zo De Muro, RScP

Ilene Grossman

Debi Morris

Anthony Prado

Sanford Livingston

Rev. Geri Carder

**Absent:** Maureen French

**Guest:** Paul Presutti

**Evocation**

Opening Remarks

1. April Minutes were approved via email by all Board members
2. **Calendar Items:**

**2022 DATES – Pending Meetings**

**MONTHLY BOARD MEETINGS** – Typically the 3rd Sunday of the month at 12:45 p.m.

3/18 & 3/19 – Board Retreat, 4/24(changed from 4/17) 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 10, 2022 6:30 pm (on Zoom) and Nov 2022 TBD

ANNUAL MEETING: March 3rd, 2023

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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, RScP |
| 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**
2. **Facilities, Equipment Update, Compliance** (Paul Presutti)

Paul shared extensive information about the following items:

* 1. *Theft at Center / Security measures*

- To remedy the situation, Paul proposed a 6-point security improvement plan which could include installing a security camera doorbell. It was decided that a comprehensive solution, depending upon a cost/benefit analysis, should be explored before purchasing any components.

- Employees and volunteers who come to the Center on non-service days are encouraged to park in the back parking lot to avoid casual detection.

- Paul purchased and distributed new keys to specified individuals at the Center. Locksmith charges for changing locks and producing new keys were $517. This was an emergency expense and approval was granted immediately.

*Discussion on unauthorized use of parking lot.*

Paul communicated with neighbor, Mrs. McManus about tenants using our parking lot during the day and overnight. She agreed to speak to her tenants.

**VOTE:** **The Board voted and approved Paul’s’ 6 point security improvement plan.** Paul can move forward with his plan

- Paul proposed the formation of a Security Committee which would include primary stakeholders – Constance, Rev Geri, Larry Wyman (for his knowledge of the facility) and Sanford Livingston as the Board representative.

**ACTION ITEM**: Sanford to talk to Paul about being on the security committee and proposing that Larry also be a member of the committee since he is very familiar with the facilities.

* 1. *Center’s roadside signage*

Paul distributed copies of a mockup of an improved sign with many details for the Center. The proposed solution will create a sign with interchangeable panels for all items which are subject to change. Given Paul’s limited availability, this project will be tabled until further notice

* 1. *Plumbing issue:*

Paul discovered a major leak in one of the bathrooms. An emergency expense of $751 was approved for the repair by Zo and Rev. Geri.

* 1. *Lavalier mic replacement*

The lavalier mic used during the service needs to be replaced. The price of a new mic would be $ 300. It was suggested that the lavalier mic designated for the Social room be considered for use in the Sanctuary for Sunday services. **ACTION ITEM: Paul to talk to Andy about using the lavalier mic designated for the social room lavalier mic for Sunday services.**

1. **Calendar Items**

Discussion for June forum date discussed. Date was set for June 17. 6:30 pm, however in subsequent emails it was discovered that date would conflict with the Practitioners’ meeting. Date now has been changed to June 10 at 6:30 PM, via Zoom. It is scheduled on the OCSL calendar page.

1. **Minister Search Committee update**

Anthony reported that the Center is in the process of receiving applications which are being vetted by Rev. Julie Labato**.** Rev. Julie also recommended that the promotional video made be posted on all our social media outlets.

1. **Oakland Center Documentation Project**

Zo shared that this project is still in progress and will take significant time and resources to complete. Rev. Geri indicated that Peggy Cotton is working to complete this for key Administration tasks.

1. **Financial Matters / Treasurer’s Report**

***General Highlights for April:***

**Donations / Monthly**: Total general tithe donations for the month are **$ 19,005.49,** which is 4.97% increase from same month last year $ 18,106.16

April had 4 Sundays this year & last year.

**Gross Profit-Income / Month:** $ 22,607.86  **Total Expenses / Month:** $ 27,074.25
**Net LOSS/ Month:** \* **- $ 4,466.39**

General Tithes were a bit lower than recent months.

**Most income & expenses were within projection, with some that are not regular monthly….**

$1,576 Net Gain from Education (Income of $2,800 with related expenses of $1,224)

$1,000 Candidating expense for New Minister video project

$320 for support with new AV system set up (Max)

**Ongoing expenses higher than recent month…**

Music & AV: April was our 1st full month back to In-person Sunday services (resumed March 20)

$1,410 Admin Support paid for 2nd half March & part of April

**Personnel Expenses:** $ 11,147.70 (within projection) plus $1,410 Admin Support paid in April ($980 for part of March & $430 for part of April).

**Sunday Musicians:** $ 1,800.00, within projection for 4 Sunday Services.

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

* **BofA Operating Acct:** $ 37,145.19
* **BofA Education:** $ 6,244.94 \*\*
* **BofA Bookstore:** $ 4,489.75 \*\*
* **BofA Designated:** $ 18,084.07
* **BofA Buffer Account**: $ 45,391.37
* **Summit Building Fund:** $ 9,065.75
* **Summit CD:** $ 158,881.09
* **Self Help:** $ 120,983.16

\*\* 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 $ 2,545.00**

**Finance Discussion Points:**

* 1. *Renewal of Summit CD and linked line of credit*

Sanford is the contact “point person’ with Summit. We are in the process of adding new signers for this account.

The roll over date for the CD and line of credit is coming in July. Sanford gave details of the history of the center’s bank accounts. He suggested we consider mutual funds. We also need to contact the bank and see what the best service is they can offer with regards to management of our accounts. We have till July to do this. **ACTION ITEM:** Sanford to contact the Summit to see what offerings they have that would be of value to the Center.

* 1. *Check signers*

This is still in progress. Debi is our contact person for Bank of America. She will call on Monday May 16 to review what is needed to get new signers.

**ACTION ITEM:** Debi to get this bank info about signers from B of A on Monday and share with the Board.

* 1. *Credit card for Bookstore manager*

It was pointed out that credit card purchases are made with the book store manager’s personal credit card. It was recommended that Center have its own credit card with restricted use. A Center credit card could then be assigned to the bookstore manager.

Debi recommended that the Center get a credit card and not link it to any of the Center’s bank accounts.

**ACTION ITEM-** Sanford is going to be speaking with Summit. He said he would speak to them about credit cards. He will also talk to them about getting new signers for the account.

Question was raised what Constance has been using to make purchases.

**ACTION ITEM**: Rev. Geri to ask Constance about how she makes her purchases for the Center

* 1. *Additional administrative support* - *documentation & backup for Constance*

Constance’s key administrative duties are being documented by Peggy Cotton. **ACTION ITEM:** Rev. Geri we continue to look for backs up for Constance to ensure coverage.

* 1. *Funding Request Policy and Form (Rev Geri)*

**VOTE:** The Board voted and approved that any expense up to $500, Rev. Geri can approve. Any expense over $500 would need to be approved by the Board.

1. **Minister’s Report**
	1. “Newcomers” class / Membership application

The Newcomers/Welcome to OCSL class is still being created

The Membership Application is complete and will be sent to Constance.

**ACTION ITEM:** Zo will send the application to Constance

* 1. *Education:*

Rev. Geri reported new classes and workshops are being created and scheduled.

* 1. *Marketing:*

Rev Geri is re-forming the Marketing team

* 1. *Youth and Family*

Rev. Geri said there is a core group for the Education ministry. They are Constance, Rev. Geri, Rev. Katherine Saux, Robyn Rice Olmsted, Sheila Foster and Gabriella Condie.

* 1. *Volunteer Development:*

This is a work in progress. Rev. Geri to incorporate an announcement in her Sunday sermon. Announcement for the need of volunteers will be put in the Village Newsletter, the Sunday announcements and the OCSL website.

1. **Youth and Family:** nothing to report
2. **Action Items Update (see below)**

**Closing Prayer**

**VOTES:**

* The Board approved Paul’s’ 6-point security improvement plan.
* The Board voted and approved that any expense up to $500, Rev. Geri can approve. Any expense over $500 would need to be approved by the Board.

**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**
* Sanford to be point person for Summit Bank renewals- **DONE**
* Debi to contact B of A about signers for accounts- **IN PROGRESS**
* Zo to email the Board with details of theft and get bids for new security systems- **DONE**.
* Zo to send Maureen and Ilene list of volunteer opportunities. They will look into a volunteer fair to engage more volunteers **ON HOLD**
* Zo to work on a Welcome to the Oakland Center / Newcomer class **IN PROGRESS**
* Maureen to look at website and write a description of what the Board does for the Board of Trustee’s page. **IN PROGRESS**

**NEW:**

* Sanford to speak with Paul about being on the security committee and proposing that Larry also be a member of the committee since he is very familiar with the facilities
* Paul to speak with Andy about whether the lavalier mic designated for the social room lavalier mic would work for Sunday services.
* Debi to get bank info about signers from BofA on Monday and share with the Board.
* Sanford is going to be speaking to Summit. He said he would speak to them about credit cards. He will also talk to them about getting new signers for the account. Sanford to see if we can get CC in OCSL’S NAME.
* Sanford to contact Summit to see what financial instruments/offerings they have that would be of value to the Center
* Rev. Geri to ask Constance about how she makes her purchases for the Center
* Rev. Geri to continue to look for back-up for Constance to ensure coverage.
* Zo will send the Membership application to Constance