**Board of Trustees – Minutes**

Oakland Center for Spiritual Living

Sunday, September 18, 2022 via Zoom, 12:45 PM

**Evocation**

1. August Minutes were approved via email by all Board members
2. **Attendance via zoom:** Zo De Muro, Maureen French

Sanford Livingston, Ilene Grossman, Debi Morris. Rev. Geri. Carder

Absent: Anthony Jose Prado

**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, 10/14(changed from 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 14 | Ilene Grossman |
| November 20 | Anthony Prado |
| December 18 | Maureen French |

1. **Facilities:**

Sanford Livingston is now the liaison for the Board. He is going to check with Paul Presutti regarding the camera falling and how to make sure that doesn’t happen again also on the New Sign additions. He is going to meet with Paul and Christopher to go over the Long Term Maintenance schedule.

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

***General Highlights for August:***

**Donations / Monthly**: Total general contributions for the month are **$19,262.72,** which is aprx. 6.31% decrease from same month last year

$ 20,561.01

August had 4 Sundays this year & **5 Sundays last year**.

**Gross Profit-Income / Month:** $23,168.77 **Total Expenses / Month:** $ 26,886.09
**NetLOSS/ Month:**\***- $ 3,717.32**

General contributions were within normal range compared with recent months.

Facility Use had Net Income of 1,335.00 (income $1,580 and expense $245)

Education had Net Income of $407 (income $1,341 and expense $934)

**Personnel Expenses:**$13,045.22…

Includes $11,150.22, which is within regular projection, plus Admin support 1,895.00

**Sunday Musicians:**$2,000.00, which less than projection for4Sunday Services.

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

* **BofA Operating Acct:** $ 19,901.01
* **BofA Education:** $ 7,744.24\*\*
* **BofA Bookstore:** $ 6,232.12\*\*
* **BofA Designated:** $15,990.78
* **BofA Buffer Account**: $ 45,397.48
* **Summit Building Fund:** $ 8,315.75
* **Summit CD:** $159,412.82
* **Self Help:** $121,172.07

\*\* 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.

**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$4,555.00.**

\* 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.

**Accounting Report/P&L**

Debi presented the Board with a Detailed P&L and a Budget vs Actual report to discuss what sub categories make up the P&L Summary report and we discussed reviewing the Budget every quarter.

We had a discussion regarding the procedure for approving expenses.

1. **Minister’s Report**

Rev Geri reported that the Pride Event in Oakland was very successful. There will be another Pride event in Alameda. No questions on the monthly report.

October is Pledge month Rev Geri will be working on this.

1. **Membership Update**

Zo reported we have 5 new members Kenneth Kozi Arrington, Sarah Baker, Carole Goyen, Megan Lemon, Bette Zink

1. **Nominating Committee**

The Board received a letter from Deborah Jackson regarding the procedure to pick candidates for the Board. A change was suggested and discussed. Zo recommended the procedure remain the same until March.

1. **Youth and Family**

No discussion for this month.

1. **Ministers Search Committee**

The Board and the NMSC met and voted on which applicants would move forward. A vote was taken 3 out of 4 became candidates. Rev Susan Overton, Rev Sunshine Michelle and Rev Geri & Rev Francione(co ministers) will be doing a Sunday service and workshop. The dates were chosen for the candidate’s weekend and a members of the Board volunteered for being the moderator of the Q & A portion of the weekends.

1. **Action Items Update(see below)**

**PREVIOUS ACTION ITEMS:**

1. Zo will follow up with each key contributor to ensure completion of Documentation project – ON-GOING
2. 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
3. Zo to work on a Welcome to Oakland Center/Newcomers class- IN-PROGRESS
4. Zo will review the updated member list for final membership tally.
5. Rev. Geri will re-examine updated member list as we approach voting on New Minister.
6. Rev. Geri to work with the A/V team to create a Quick reference guide, manual, sound board reference including where keys and combinations are stored. IN PROGRESS (discussed again as development of “smoke” test)
7. Rev Geri to work with Constance to add to the announcements - member application on website, needed to vote in Senior minister election. Have interested folks review application to see if they meet criteria for membership.-Done
8. Rev Geri will work with Constance to get an announcement (either in the Village News or Wednesday/Sunday service announcements, or both) out to the community seeking volunteers with grant-writing experience.
9. Debi will present a tutorial at the next BOT meeting about the P&L statement and the Budget and Actual report. (postponed from an earlier meeting)-Done

**NEW ACTION ITEMS**

1. Rev Geri and Debi to meet with Tao regarding the Budget
2. Sanford to contact Church Mutual regarding D&O insurance cost
3. Sanford will contact Paul and Christopher to go over the spreadsheet of long and short term facilities goals
4. Zo will send Debi list of new members