**Board of Trustees – Minutes**

Oakland Center for Spiritual Living

Friday, September 14, 2022, In-person 6:00 PM

**Evocation**

1. September 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,

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. **Calendar Items:**

Secretary needs to make sure that all events happening are in line with master calendar kept by Constance Chapman.

**Action Item:** Anthony will check to make sure all board events are in line with main calendar

1. **Facilities:**

Sanford Livingston obtained a short- and long-term facilities plan from Paul Presutti and Christopher Brown. He will be working with them to create a clearer spreadsheet to illustrate the stages of all maintenance activities. This will enable the facilities liaison to share with the board a list of projects/ schedule/ costs. It has been decided that the refrigerator in the kitchen needs to be replaced currently. It has been determined that the purchase of a commercial ice machine would also be advantageous for facilities usage going forward. The estimated price for the refrigerator is between $4000-$6000 and the ice machine is approximately $600. Sanford will work with Paul and Christopher to obtain at least 2-3 bids. The board agreed that this purchase should be made.

See Finance for funding discussion of refrigerator and ice machine.

The need was identified for facilities to have access to emergency funds, instead of having to front the money and apply for reimbursement. The discussion of Purchasing Cards began.

The suggestion was made to add to the entrance sign to include facilities usage availability.

**Action Item:** Sanford will work with Paul and Christopher on getting bids for refrigerator and ice machine

 **Action Item:** Sanford will work with Paul and Christopher to refine the spreadsheet of long- and short-term facilities goals

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

***General Highlights for September:***

**Donations / Monthly**: Total general contributions for the month are **$18,345.66,** which is approximately 18.8% decrease from same month last year

$ 22,593.67.

September had 4 Sundays this year & last year.

**Gross Profit-Income / Month:** $21,354.67 **Total Expenses / Month:** $ 23,953.86
**Net LOSS/ Month:**\***- $2599.19**

General contributions were on the low end of normal range compared with recent months.

Facility Use had Net Income of $1,479 (income $1,850 and expense $370)

Education had Net Income of $307.26 (income $492 and expense $184.74)

**Personnel Expenses:** $11,584.91

Which is within regular projection.

**Sunday Musicians:** $2,025.00, which less than projection for 4 Sunday Services.

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

* **BofA Operating Acct:** $ 20,361.23
* **BofA Education:** $ 7,266.83\*\*
* **BofA Bookstore:** $ 3,666.65\*\*
* **BofA Designated:** $15,987.44
* **BofA Buffer Account**: $ 45,398.97
* **Summit Building Fund:** $ 8,690.75
* **Summit CD:** $159,548.21
* **Self Help:** $121,252.76

\*\* 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 $5,030.00.**

\* 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.

Debi plans to transfer $10,000 from one of the savings accounts to the facilities account to cover the cost of the new refrigerator and ice machine.

We began discussions of using Purchase Cards for the bookstore and for facilities as a replacement for credit card going forward. Sanford will look into the parameters for this as a possibility. This would not be available at Summit but B of A has a variety of products that can be researched.

The board approved a total bonus of $150.00 for Javier to cover the three candidate weekends.

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**Action Item:** Rev Geri and Debi to meet with Tao regarding the Budget

**Action Item:** Sanford will research Purchasing Cards with B of A

 **Action Item:** Debi will transfer $10,000 from the buffer account into facilities account to cover purchase of refrigerator and ice machine

1. **Minister’s Report**

Rev Geri reported that the Pride Event in Oakland was very successful. They passed out at least 200 3-fold brochures to promote OCSL.

October is Pledge month Rev Geri will be working on this. The pledge drive will most likely not be in full force until after all candidate weekends, which will take us into November 2022.

The 3-fold brochures have been placed behind all seats in the sanctuary and there are brochures available in the lobby and in the social hall.

The marketing team has not met yet to discuss a plan of future ideas.

Rev. Geri has been busy in October with renewing practitioners.

1. **Membership Update**

The membership roles still need to be reviewed for active members who can vote.

**Action Item:** Zo will review the membership list for current voting members.

1. **Youth and Family**

Debi Morris will talk with Jackie O. about including more detail in her monthly reports.

 **Action Item:** Debi will talk with Jacquie O. about structure of monthly reports

1. **Marketing**

 **Action Item:** Maureen will work with Constance to complete the facilities usage mailer

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. 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)
5. 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. STILL OPEN

**NEW ACTION ITEMS**

1. Rev Geri and Debi to meet with Tao regarding the Budget
2. Sanford will work with Paul and Christopher on getting bids for refrigerator and ice machine
3. Sanford will work with Paul and Christopher to refine the spreadsheet of long- and short-term facilities goals
4. Zo will review the membership list for current voting members
5. Sanford will research Purchasing Cards with B of A
6. Maureen will work with Constance to complete the facilities usage mailer
7. Debi will talk with Jacquie O. about structure of monthly reports
8. Debi will transfer $10,000from the buffer account into facilities account to cover purchase of refrigerator and ice machine
9. Anthony will check to make sure all board events are in line with main calendar