**Board of Trustees – Agenda**

Oakland Center for Spiritual Living

Sunday November 20, 2022, 12:45 on Zoom

**Evocation**

1. October 2022 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, 10/14 (changed from 10/16), 11/20, 12/18

OPEN FORUMS in 2022: Friday June 10, 2022, 6:30pm (on Zoom) and Dec. 2, 2022 6:30pm

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. **Opening Remarks – Zo**
3. **Membership**

Two congregants - Shelley Rosenfeld and Jon Rosell - have been added to membership.

1. **Compliance**

Compliance meeting has been rescheduled to November 22.

1. **Facilities**

*SIGNS FOR THE PARKING LOT RE SKATEBOARDERS*.

The wording and legal implications of signage for the parking lot were discussed. **ACTION ITEM:** Sanford to discuss implications with Church Casualty or another legal advisor, if necessary.

**ACTION ITEM**. Sanford to speak with Paul Presutti about signage and possible implications for our neighbor, Mrs. Mc Manus.

*REFRIGERATOR.* New refrigerator has been installed. Old refrigerator was sold, providing some financial relief.

*COMPUTERS*. Constance noted that new computers are needed for Rev Sunshine Michelle as well as for the bookstore

**ACTION ITEM**: Zô to follow-up with Constance re computer purchase

*FACILITIES SUPPORT*. Additional funds were approved for the work Javier did to prepare the facilities for the candidating weekends.

Sanford accepted responsibility to be the liaison between the facilities committee and the Board.

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

**October 2022 ACCOUNTING REPORT**

***General Highlights for October:***

**Donations / Monthly**: Total general contributions for the month are **$ 24,049.37,** which is 23.24% increase from same month last year $ 19,514.33

Oct. had 5 Sundays this year & last year.

**Gross Profit-Income / Month:** $ 29,342.36  **Total Expenses / Month:** $ 26,158.49  
**\* Net GAIN/ Month: $ 3,183.87**

General contributions were a good bit higher than recent months.

Facility Use had Net Income of 2,720.00 (income 3,375.00 and expense 655.00)

**Candidating Expenses** in this month were 1,701.91 (all for food on weekends)

Income from food was 429.00

**Personnel Expenses:** $ 11,435.55 … which is within regular projection.

**Sunday Musicians:** $ 2,600.00, which is less than projection for 5 Sunday Services.

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

* **BofA Operating Acct:** $ 22,708.73
* **BofA Education:** $ 7,514.45 \*\*
* **BofA Bookstore:** $ 3,877.07 \*\*
* **BofA Designated:** $ 15,987.44
* **BofA Buffer Account**: $ 45,400.51
* **Summit Building Fund:** $ 8,690.75
* **Summit CD:** $ 159,679.35
* **Self Help:** $ 121,394.95

\*\* 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 $ 5,115.00**

\* 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 announced although for the year we will remain in the red, the Center was in the black this past month; we had a net gain of $3k.

*Transfer of Funds for the New Refrigerator*. The original amount of the transfer was $10k but this was reduced to $5k as the price of the new refrigerator less than anticipated.

**ACTION ITEM –** refrigerator purchase: Debi to follow up with Tao to see what kind of a line item the new fridge expense will generate and how it will go into the facilities account.

1. **Minister’s Report**

*Pledge Update* – Oct. 2022- per Rev. Geri, 52 individuals have made pledges so far totaling $128,000. The pledge drive will continue through December.

*Ecclesiastical Transition* - Rev. Geri is presently preparing for the transfer of responsibilities to our new Sr. Minster, Rev. Sunshine Michelle.

*FACILITIES USAGE SCHEDULE*. It was unclear how the facilities usage was being forecasted and documented.

**ACTION ITEM**: Rev. Geri to talk to Susan Brecker regarding additional facility usage information

*BLUEPRINTS.* Rev. Geri found blueprints of our grounds and facilities. Board discussed where we can keep these for safekeeping. There was also a discussion on the value of making virtual copes of these blueprints. Zo mentioned putting all essential documents on the Administration Google drive.

There was a discussion regarding acquiring a fire safe, although no decision was made at this time and should be revisited.

**ACTION ITEM.** Sanford to make duplicate copies of the blueprints.

*POSTING BOARD MEETING MINUTES*. We discussed getting the Board’s minutes completed and submitted to Constance more quickly. Decision was made to have the minutes completed by the Thursday after Board meeting. The Board members would review the minutes over the weekend and then they would be submitted to Constance for posting by Monday.

**ACTON ITEM**: Zo will talk to Constance about this new procedure for posting Board minutes.

*BIRTHDAY CALLS*. It is the practice of the Center’s Practitioners to contact Members on their birthday to offer them a complimentary session with a Practitioner, however, not all members have their birthday listed in Breeze.

**ACTION ITEM**. Rev. Geri to speak with Constance about soliciting this information from members when it is missing, should they wish to provide it

PAYING’ HONORARIUM TO VOLUNTEERS. Board discussed considering ‘paying’ honorarium to volunteers who help out at future special events.

1. **Youth and Family**

Board members praised Jacqui O’s youth and family report for being very comprehensive.

1. **Open Forum - December 2, 2022**

Discussion regarding which Board Members will be retiring in March and efforts to recruit New Board Members.

* 1. **ACTION ITEM:** during forum meeting, Maureen to give a testimonial about the positive experience of being on the Board and at the same time inviting members to apply for Board positions if they meet the requirements.
  2. Sunday announcements regarding recruiting for Board positions should be in Sunday announcements ASAP.
  3. **ACTION ITEM:** Maureen to talk to Constance about Sunday announcements for Forum meeting.
  4. **ACTION ITEM**: Rev. Geri to talk to Tao about the financial info for the PowerPoint slide for the forum.
  5. **ACTION ITEM**: Maureen to contact the various teams about info we need for the forum presentations. Info needed for power point slides
  6. **ACTION ITEM**: Debi to talk to Deborah Jackson and talk to her about Board recruiting and let her know what how many Board positions will be open.
  7. **ACTION ITEM**: Zo to talk to Deborah about Sunday announcements.

**VOTE**: The Bylaws contain a provision for a Board member to serve an additional year beyond the end of their term if the full complement of the Board has not been filled.

To ensure continuity and allow for training of a new Treasurer, the Board unanimously approved Debi Morris’ serving another year on the Board as our Treasurer.

1. **Celebrating Rev Geri-** Board to discuss via email

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

**Closing Prayer**

**ACTION ITEMS: (please note which items are yours and be prepared to provide an update)**

**PREVIOUS ACTION ITEMS:**

1. Zo to check 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)
2. 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. - TABLED for the future meetings when Rev. Sunshine is presiding over the meetings.
3. Sanford will research Purchasing cards with B of A. Sanford will talk to Debi about the purchasing cards. –ONGOING.
4. Maureen will work with Constance to complete the facilities usage mailer.
5. Maureen will talk to Rev. Sunshine about the mailer.

**NEW ACTION ITEMS.** The items listed below are stated in the above minutes in their respective categories.

1. **ACTION ITEM.** Zo to discuss the Welcome to Oakland Center/Newcomers class with Rev. Sunshine Michelle.
2. **ACTION ITEM.** Sanford to follow up and talk to Paul about signs and what kind of signs should be used. This involves talking to our neighbor, Mrs. Mc Manus.
3. **ACTION ITEM**: Zô to follow-up with Constance re computer purchase
4. **ACTION ITEM –** refrigerator purchase: Debi to follow up with Tao to see what kind of a line item the new fridge expense will generate and how it will go into the facilities account.
5. **ACTION ITEM.** Sanford will make duplicate copies of the blueprints.
6. **ACTON ITEM**: Zo will talk to Constance about the new procedure for posting Board minutes.
7. **ACTION ITEM**. Rev. Geri to talk to Constance about the birthday breeze project.
8. **ACTION ITEM:** during forum meeting, Maureen to give a testimonial about the positive experience of being on the Board and at the same time inviting members to apply for Board positions if they meet the requirements.
9. **ACTION ITEM:** Maureen to talk to Constance about Sunday announcements for Forum meeting.
10. **ACTION ITEM**: Rev. Geri to talk to Tao about the financial info for the PowerPoint slide for the forum.
11. **ACTION ITEM**: Maureen to contact the various teams about info we need for the forum presentations.
12. **ACTION ITEM**: Debi to talk to Deborah Jackson and talk to her about Board recruiting and let her know what how many Board positions will be open.
13. **ACTION ITEM**: Zo to talk to Deborah about Sunday announcements.
14. **ACTION ITEM**: Rev. Geri will speak with Susan Brecker about submitting additional facility forecasting/usage information.