**Board of Trustees – Minutes**

Oakland Center for Spiritual Living

Sunday December 18, 2022, 12:45 on Zoom

**Evocation**

In Attendance: Rev Sunshine Michelle, Rev Geri, Zo DeMuro, Maureen French, Anthony Prado, Debi Morris, Ilene Grossman, Sanford Livingston

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

| **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**

Board Meetings will be on Zoom from 1:00pm to 3:00 pm

Board Retreat Dates will be March 17 & 18, 2023

1. **Membership**

Membership coordinator to bridge with outreach to formalize the many ways to be a member - Online Membership

 Welcome/information introduction meeting.

1. **Compliance**

Zo mentioned the need to be masked unless eating or drinking at events and Sunday service. There was a covid exposure on 12/11/22. We did all required cleaning and notifications needed. Masked servers are to serve food at events. The folks at check in are trained to check the social hall for attendees and check them in for contact tracing purposes.

 **Action Item:** Zo to speak with Jackie O on how the kids are checked in.

 **Action Item:** Zo to work with Larry to publish what the protocols are for the center.

**Action Item:** Sanford to get large sign in social hall: Wear a Mask unless eating or drinking

1. **Facilities**

Sanford reported that the signs for no trespassing is still in the works. Signs for the Senior Minister parking spot, office door and the street signage (slider sign/Paul has info) are being researched. The Center buildings – Sanctuary and Education Building/Social Hall do not have earthquake insurance but there is earthquake insurance for the stained-glass window ($65,000).

 **Action Item**: Sanford to get quote for earthquake insurance form Church Mutual

 **Action Item:** Sanford to find out what the deductible is on the stated glass window

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

**General Highlights for November:**

Donations / Monthly: Total general contributions for the month are $ 16,313.11, which is 19.94% decrease from same month last year $ 20,376.37

Nov. had 4 Sundays this year & last year.

Gross Profit-Income / Month: $ 22,347.26

Total Expenses / Month: $ 27,330.62

\* Net LOSS/ Month: -$ 4,983.36

General contributions were low compared to recent months.

Facility Use had Net Income of 1,602 (income 1,967.00 and expense 365.00)

Education had a Net Income of 1,636 (income 3,128.00 and expense 1,491.70)

Expense in Nov. that is not regular monthly:

2,056.80 Property Tax (1 st ½ of total annual due)

Personnel Expenses: $ 11,023.71… which is within budget projection.

Sunday Musicians: $ 2,150.00, which is less than budget projection.

Balance Sheet - Funds as of end November 2022:

● BofA Operating Acct: $ 20,883.40

● BofA Education: $ 8,831.93\*\*

● BofA Bookstore: $ 4,749.21 \*\*

● BofA Designated: $ 15,987.44

● BofA Buffer Account: $ 40,401.89

● Summit Building Fund: $ 8,690.75

● Summit CD: $ 159,814.97

● Self Help: $ 121,546.70

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 $ 3,375.00

\*\* 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**.** DesignatedFund activity appears on P&L below the Operating Net, so there is more clarity aboutthisseparation.

Debi reported that we are in the red for this month, in large part due to paying the semi-annual property tax bill.

It was noted that Tao sends the summary report and accounting report to the Board and sends more specific financial reports to Debi and the senior Minister.

**Action Item:** Zo to place donation envelopes and pledge cards in the social hall and notify counters to check for them in the social hall.

Budget - Tao and Rev Geri met with Rev Sunshine to go over the budget and came up with a 2023 draft for discussion noting that COVID is a variable that impacts this.

* We are awaiting approval for the payroll credit of $41,000 through the Employee Retention Credit

Budget Goals for 2023 include:

Increasing income through programming, classes, etc.

Decreasing expenses where possible and ensuring effective expense management.

Rev Sunshine talked about the areas built into the budget for 2023 and areas that may need to be built into the budget at a later date:

- Annual Salary review for the employees Tao and Constance.

- Elke Moritz, the volunteer whodoes the payroll for the Center, is stepping down. Looking at options of who can take on this task.

* Installation ceremony forthe Senior Minister
* Possible stipend for Staff Minister position
* Youth and Family nursery
* Board Development
* Church can create LLC’s and apply for government grants

**Action Item:** Rev Sunshine to send out new ZOOM Link for board members.

**Action Item:** Special BUDGET Board Meeting Jan 6th 6pm via ZOOM

1. **Minister’s Report**

Rev Sunshine commended Rev Geri’s efforts during her on-boarding. Rev Sunshine and Rev Geri encouraged the board to attend the Vista Conference. Rev Geri will be reinstating the Women’s Spiritual transformation Group and staying active in the Education Core and Youth & Family at the Center.

1. **Youth and Family**

Currently, there aren’t enough children to justify staffing the nursery, but parents are encouraged to use the facility on their own. There was discussion about the need for better regarding nursery services at this time -signage of what we are offering- parents to sit with their kids in the nursery, social hall or bring kids into the sanctuary. It was suggested that we need to make a new announcement (and follow up with periodic announcements). There is a need for more volunteers with Y&F, Rev Geri to volunteer and have more practitioners involved.

**Action Item:** Rev Sunshine to speak with Jacquie O about how to let new and interested families know what they can expect when their kids show up to attend Y&F. Debi to assist if needed

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

The Open Forum had appox. 25 people attend on zoom. There was a lot of information given to the community

1. **Annual Meeting**

The Nominating committee is working on gathering the interested folks and providing them with an application.

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. Sanford will research Purchasing cards with B of A. Sanford will talk to Debi about the the purchasing cards. –ONGOING.

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

1. Zo to speak with Jackie O on how the kids are checked in.
2. Zo to work with Larry to publish what the protocols are for the center.
3. Sanford to get large sign in social hall: Wear a Mask unless eating or drinking.
4. Sanford to get quote for earthquake insurance form Church Mutual.
5. Sanford to find out what the deductible is on the stated glass window.
6. Zo to place donation envelopes and pledge cards in the social hall and notify counters to check for them in the social hall.
7. Rev Sunshine to speak with Jacquie O about how to let new and interested families know what they can expect when their kids show up to attend Y&F. Debi to assist if needed.
8. Rev Sunshine to send out new ZOOM Link for board members.
9. Special BUDGET Board Meeting Jan 6th 6pm via ZOOM
10. Rev Sunshine and Zo to discuss the auxiliary committees/section portfolios/key contributor for completion of Documentation Project.
11. Sanford to follow up about signs for the property.
12. Rev Sunshine and Constance to discuss grants for Center. Maureen to assist where needed.
13. Rev Sunshine to work with Susan Brecker and Tao about facilities usage mailer and marketing.
14. Sanford to get virtual and paper copies of the special docs, blueprints and fire safe.
15. Zo & Rev Sunshine to work to delineate the membership process and discuss expectations of membership –reactivation of members, the concept of remote members.
16. Zo & Rev Sunshine to discuss the Welcome to Oakland Center/Newcomers class.