**Board of Trustees – Minutes**

Oakland Center for Spiritual Living

Sunday January 15, 2023, 1:00 pm on Zoom

**Evocation**

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

1. December 2022 Minutes were approved via email by all Board members
2. **Calendar Items:**

**2023 DATES – Pending Meetings**

**MONTHLY BOARD MEETINGS** – Typically the 3rd Sunday of the month at 1:00 p.m.

1/15, 2/19, 3/17 & 3/18 Board Retreat, 4/16, 5/21, 6/18, 7/16, 8/20, 9/17, 10/15, 11/19, 12/17

OPEN FORUMS in 2023: July 9, 2023, November 12, 2023

ANNUAL MEETING: March 3rd, 2023

| **2023 Rotating Note-taker for Board Meeting** |
| --- |
| Jan 15 | Debi Morris |
| Feb 19 | Sanford Livingston |
| Mar – retreat 17/18 | Maureen French |
| Apr 16 |  |
| May 21 |  |
| June 18 |  |
| July 16 |  |
| August 20 |  |
| September 17 |  |
| October 15 |  |
| November 19 |  |
| December 17 |  |

1. **Check – in**
2. **Opening Remarks – Zo**
3. **Ministers Report – Rev Sunshine Michelle**

Rev Sunshine Michelle said she was reviewing the minister’s report as to what is needed in the report and what is not

Discussion regarding Installation Ceremony date and cost.

She reported that there will be a leadership meeting on January 22, 2023

 Donation Baskets have been placed in the front of the sanctuary during service

Rev Sunshine Michelle discussed OCSL being the Host Center for the Holmes Institute Ministerial Graduation on June 10, 2023

**Action Item:** Rev. Sunshine to revamp the Ministers report by the March Board Meeting

1. **Compliance**

Zo is looking into self check in kiosk along with having a person in the lobby for check ins

1. **Facilities**

Sanford gave an update on Facilities including:

The water bill expense not due to rate increase

The gardener’s rate increase and how often we need the trees trimmed.

Putting up “No trespassing signs” and Max Occupancy signs. Max Occupancy is 407 in the Sanctuary

There was a Skylight repair after the storms

Blueprints have been copied and put on a flash drive. These are in Constance and Tao’s office.

Sanford is looking into getting an appraisal for the buildings.

There was a discussion regarding people parking in the parking lot without permission.

**Action item:** Sanford will talk to Paul about the gardeners rate increase and how often we need the tress trimmed

**Action Item:** Sanford and Paul will have a conversation with Mrs. McManus regarding her tenants using our parking lot without permission

**Action item:** Sanford to put up signs for Max Occupancy & No trespassing.

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

**General Highlights for December:**

**Donations / Monthly**: Total general contributions for the month are**$ 24,562.96,** which is aprox. 7% decrease from same month last year $ 26,420.99

Dec. had 4 Sundays this year & last year.

General contributions in Dec. were on the high end of the range in recent months.

**Gross Profit-Income / Month:** $30,035.39 **Total Expenses / Month:** $ 33,875.23
**\* NetLOSS/ Month:-$ 3,839.84**

**Facility Use** had Net Income of 1,850.00 (income 2,315.00 and expense 465.00)

**Education** had a Net Income of 292.50 (income 975.00 and expense 682.50)

**Bookstore** had Net Sales of 920.26

**Holiday Party had Net Gain of 74.09, including significant donations above regular attendee offerings.** Income was 687.00 money received (including 375.00 of special donations) plus 243.27 In-Kind donation of supplies. Expense was 856.18(including the 243.27 of supplies donated).

**Expense in Dec. that is not regular monthly:**

Water bill was extremely high $1,019, compared to normal range of $400 to $600 (every 2 months).

$441 City of Oakland Fire Safety Inspection paid in Dec. may be annual.

**Personnel Expenses:**$17,707.29…which is higher than normal due to transition with both “Interim Minister” & Sr. Minister compensation.

**Sunday Musicians:** $ 2,650.00, which is within budget projection.

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

* **BofA Operating Acct:** $ 9,392.73
* **BofA Education:** $4,786.96 \*\*
* **BofA Bookstore:** $5,401.80 \*\*
* **BofA Designated:** $13,715.81
* **BofA Buffer Account**: $ 40,403.26
* **Summit Building Fund:** $ 8,690.75
* **Summit CD:** $159,946.32
* **Self Help:** $121,739.88

**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,

**Course deposits held (not yet shown as income) as of end of month reported is $ 2,800.00**

\*\* 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

Rev Sunshine Michelle said the final budget will be ready by the Feb. 2023 Board Meeting

1. **Marketing**

Rev Sunshine Michelle said she has contacted some of the marketing committee and will meet with them soon.

1. **Nominating Committee**

There were 5 applications for new Board members. Rev Sunshine Michelle and the Nominating Committee will complete interviews on January 15, 2023.

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

**Closing Prayer**

**ACTION ITEMS:**

**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.
3. Sanford will talk to Debi about the purchasing cards.- **ON GOING**.

**CURRENT ACTION ITEMS.**

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.- **DONE**
3. Sanford to get large sign in social hall: Wear a Mask unless eating or drinking.- **DONE**
4. Sanford to get quote for earthquake insurance from Church Mutual.
5. Sanford to find out what the deductible is on the stained 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. - **DONE**
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. She will send ongoing Zoom link for monthly meetings.- **DONE**
9. Special BUDGET Board Meeting Jan 6th 6pm via ZOOM - **DONE**
10. Rev Sunshine and Zo to discuss the auxiliary committees/section portfolios/key contributor for completion of Documentation Project. – **ON GOING**
11. Sanford to follow up about signs for the property.- **ON GOING**
12. Maureen is going to contact Zo’s sister to discuss grants for Center.
13. Rev Sunshine to work with Susan Brecker and Tao about updating the facilities usage agreement .- **DONE**
14. Sanford to get virtual and paper copies of the special docs, blueprints and fire safe.- **DONE**
15. Zo & Rev Sunshine to work to delineate the membership process and discuss expectations of membership –reactivation of members, the concept of remote members.- **ON GOING**
16. Zo & Rev Sunshine to discuss the Welcome to Oakland Center/Newcomers class.- **ON GOING**
17. Rev Sunshine to revamp the Ministers report by the March Board Meeting
18. Sanford will talk to Paul about the gardeners rate increase and how often we need the tress trimmed
19. Sanford and Paul will have a conversation with Mrs. McManus regarding her tenants using our parking lot without permission