**Board of Trustees – Minutes**

Oakland Center for Spiritual Living

Sunday February 19, 2023, 1:00 pm on Zoom

**Evocation**

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

1. January 2023 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 10, 2023

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

1. **Check – in**
2. **Ministers Report – Rev Sunshine Michelle**

Rev Sunshine Michelle created a new format for the Minister’s report. The Board was happy about the change. No further discussion on the Minister’s report.

1. **Compliance**

Discussion of Check-in procedures

1. **Facilities**

Sanford gave an update on Facilities including:

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

Resolved: Spoke with Paul about our contract with our gardeners which is currently around $120 a week.  The cost is not just for trimming services but includes much more than that.  The pine needles and blowing of the Center is more than we realize. And often special dumps need to be made as it doesn't fit in the dumpster.  He has received other quotes in past but he hasn't found any better.

**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.

**Action item:** Sanford to get quote for earthquake insurance from Church Mutual

 Spoke with Church Mutual about the earthquake insurance.  It quoted $2,000 per million during last renewal.  However, when I asked about the current quote our agent said that they would need to get us an outside quote and it would probably be around $5 to 7 thousand.  Also, the window was appraised at $66,000 with our deductible at $2,500.  Coverage added $400 to our annual premium.

He could not share the appraised value of our Center, but I was able to get the replacement cost of the two buildings: the Center value is $2,500,000 while the education building is $2,200,000.

Our renewal is in April.  I will send supplemental email I received from Rev Geri as well.

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

**General Highlights for January 2023:**

 **Donations / Monthly**: Total general contributions for the month are**$30,624.10,** which is 45.86% increase from same month last year$ 20,996.08

Jan.had 5 Sundays this year & last year.

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

**Gross Profit-Income / Month:** $33,438.38 **Total Expenses / Month:** $ 33,246.39
**\* NetGAIN/ Month:$ 191.99**

**Income points of interest:**

$5,000 of General Contributions received is the majority of one annual pledge, given all in Jan.

$1,500 income under Education, from Vision Board Party had no facilitator payout.

**Expenses that is not regular monthly:**

$919.00 fee to process Employee Retention Credit claim

$2,056.80 Fees on Property Tax Bill

**Personnel Expenses:**$16,548.24, which is within budget.

**Sunday Musicians:**$ 2,600.00, which is within budget.

**Balance Sheet** - **Funds as of end January 2023:**

* **BofA Operating Acct:** $ 30,800.33
* **BofA Education:** $9,522.79 \*\*
* **BofA Bookstore:** $5,118.87 \*\*
* **BofA Designated:** $13,715.81
* **BofA Buffer Account**: $ 20,404.50
* **Summit Building Fund:** $ 8,690.75
* **Summit CD:** $160,082.16
* **Self Help:** $121,959.26

$20,000 was transferred on 1-26-23 from Buffer to Operations bank account to maintain balance needed for ongoing expenses.

**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 $ 6,905.00**

\*\* 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 part transferred to Operations.

\* Income & Expense on this report do not include activity of Designated Funds

The 2022 Budget was approved and the 2023 Budget was approved.

1. **Membership**

We have a new member. Her name is Lauren Eisele. She meets all the membership requirements.

1. **Annual Meeting**

This meeting will be held on March 10, 2023 at 6:00 on Zoom. The new Board of Trustees slate was announced. The candidates are Sam Ladion, Deborah Jackson, Beth Van Arkel, Elke Moritz and Rev. Sally Bartholomew.

We will be voting on the candidates, recognizing the previous Board members rolling off the Board and welcoming the new Board members.

1. **Board Retreat**

Will be held on March 17 & 18, 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. Rev Sunshine and Zo to discuss the auxiliary committees/section portfolios/key contributor for completion of Documentation Project. – **ON GOING**
3. Sanford and Paul will have a conversation with Mrs. McManus regarding her tenants using our parking lot without permission.-**ON GOING**
4. Sanford will research Purchasing cards with B of A.-**DONE**
5. Sanford will talk to Debi about the purchasing cards.- **DONE**
6. Sanford to get large sign in social hall: Wear a Mask unless eating or drinking.- **DONE**
7. Sanford to get quote for earthquake insurance from Church Mutual.- **DONE**
8. Sanford to find out what the deductible is on the stained glass window. – **DONE**
9. Zo to speak with Jackie O on how the kids are checked in.- **DONE**
10. 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.-**DONE**
11. Maureen is going to contact Zo’s sister to discuss grants for Center.-**DONE**
12. Zo & Rev Sunshine to work to delineate the membership process and discuss expectations of membership –reactivation of members, the concept of remote members.- **DONE**
13. Zo & Rev Sunshine to discuss the Welcome to Oakland Center/Newcomers class-
14. Rev Sunshine to revamp the Ministers report by the March Board Meeting- **DONE**
15. Sanford will talk to Paul about the gardeners rate increase and how often we need the tress trimmed-**DONE**

**CURRENT ACTION ITEMS:**

1. Sanford to put up MAX Occupancy signs in the Sanctuary
2. Maureen to attend the next Leadership Meeting
3. Maureen to get wish list from the Leadership on projects for Grants