

Board of Trustees – Minutes

Oakland Center for Spiritual Living
Saturday March 18, 2023, 10:00 am in person
Submitted by Rev. Sally Bartholomew

Evocation

In Attendance: Rev Sunshine Michelle Coleman, Maureen French, Debi Morris, Sanford Livingston, Beth Van Arkel, Elke Moritz, Deborah Jackson, Rev Sally Bartholomew, Sam Ladion

1. Check – in

2. **Vote of New Board Executive Team** – Beth nominated the slate, Deborah 2nd, Board voted unanimously to approve, effective immediately.

- President – Maureen French
- Vice President - Sanford Livingston
- Secretary – Rev Sally Bartholomew
- Treasurer – Debi Morris

3. Calendar Items:

2023 DATES – Pending Meetings

MONTHLY BOARD MEETINGS – Typically the 3rd Sunday of the month at 1:00 p.m. once a quarter in person in the Board Room.

1/15, 2/19, 3/18 Board Retreat, 4/16, **5/21 (in person)**, 6/18, 7/16, **8/20 (in person)**, 9/17, 10/15, **11/19 (in person)**, 12/17

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

ANNUAL MEETING: March 10, 2023

4. Communication & Meetings: virtual, in-person, phone, email

Action item: Rev Sally to discuss feasibility with Administrative Coordinator, Constance Chapman, of establishing email accounts on the Oakland Center Google domain for each board member and/or a “Board” email for conducting board business.

Action item: Rev Sally to work with Administrative Coordinator, Constance Chapman, to order new magnetic name badges for each board member to wear during Sunday services.

Tabled: Review of Committees and establishment of portfolios for each Board member’s oversight.

5. Facilities

Sunday Service Volunteer Needs were reviewed, including:

Board of Trustees Minutes March 2023

- Opening & Closing team - to open and close the facility on Sundays
- Coffee service
- Check-in Table (compliance)
- Donation counting process going forward, currently lead by Larry Wyman

6. Board Meeting Minute Approval(s)

Tabled: March 2023 Minutes to be approved via email by all Board members.

7. Ministers Report – Rev Sunshine Michelle

No discussion on the Minister's report.

8. Compliance

No discussion of Compliance procedures

9. Financial Matters / Treasurer's Report

General Highlights for February:

Donations / Monthly: Total general contributions for the month are \$ **19,960.34**, which is 2.42% decrease from same month last year \$ 20,455.12

Feb.. had 4 Sundays this year & last year.

General contributions in Feb. were on the low end of the range of recent months.

Gross Profit-Income / Month: \$ 25,070.10

Total Expenses / Month: \$ 30,851.97

* **Net LOSS / Month:** - \$ **5,781.87**

Income points of interest:

Facility Use NET: \$1,055.00 (\$1,400 Income minus \$345 payouts)

Education NET: 1,381.60 (\$2,944 Income, minus payout of \$1,562.40)

Personnel Expenses: \$ 16,237.50, which is within budget.

Sunday Musicians: \$ 2,000.00, which is within budget.

Balance Sheet - Funds as of end February 2023:

- BofA Operating Acct: \$ 27,489.83
- BofA Education: \$ 11,226.27 **
- BofA Bookstore: \$ 5,532.17 **
- BofA Designated: \$ 13,715.81
- BofA Buffer Account: \$ 20,405.13
- Summit Building Fund: \$ 8,690.75
- Summit CD: \$ 160,218.12
- Self Help: \$ 122,176.49

Board of Trustees Minutes March 2023

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 \$ 4,547

** 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

Process for writing and signing checks were reviewed, including:

- Signatories on bank accounts and check signers

Action item: Sanford will take the final minutes (March 2023) to Summit Bank to remove Zo DeMuro and Anthony Prado and add Beth Van Arkel. Zo De Muro and Anthony Prado (both former board members) will be removed as signers on both the Bank of America and Summit Bank account(s). New board member, Beth Van Arkel, to be added to the Bank of America and Summit Bank account(s) as signer.

Potential discrepancies between the Senior Minister's Letter of Call and the Employee Handbook guidelines regarding vacation accruals and retirement plan contributions were discussed.

Action item: Beth Van Arkel and Elke Moritz to review both documents and propose changes to vacation accruals to clarify and bring them into alignment with each other.

Action item: The board approved the designation of the Board Treasurer, currently Debi Morris, and Payroll Administrator, currently Elke Moritz, as authorized signers to make contributions to the Senior Minister's retirement account on behalf of the Oakland Center.

10. Membership

No report given.

11. Annual Meeting

New Board Members were voted in on March 10th, as noted above.

Action item: Based on a previous proposal brought to the board, Deborah Jackson and Debi Morris will review wording in the By-laws regarding the election versus assignment of the Nominating team and propose updated language for vote of the membership in the By-Laws.

12. Board Retreat

Held on March 18, 2023 to welcome new and continuing board members.

13. Action Items Update (see below)

Closing Prayer

PREVIOUS ACTION ITEMS: To be reviewed via email review of the meeting minutes.

1. Rev Sunshine 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 to discuss the auxiliary committees / section portfolios / key contributors for completion of the 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. Rev Sunshine to discuss the Welcome to Oakland Center/Newcomers class -**ON GOING**
5. Maureen to attend the next Leadership Meeting -**ON GOING**
6. Maureen to get wish list from the Leadership on projects for Grants -**ON GOING**

CURRENT ACTION ITEMS:

1. Rev Sally to discuss feasibility with Administrative Coordinator, Constance Chapman, of establishing email accounts on the Oakland Center Google domain for each board member and a “Board” email for conducting board business.
2. Rev Sally to work with Administrative Coordinator, Constance Chapman, to order new magnetic name badges for each board member to wear during Sunday services.
3. Sanford will take the final minutes (March 2023) to Summit Bank to remove Zo DeMuro and Anthony Prado and add Beth Van Arkel. Zo De Muro and Anthony Prado (both former board members) will be removed as signers on both the Bank of America and Summit Bank account(s). New board member, Beth Van Arkel, to be added to the Bank of America and Summit Bank account(s) as signer.
4. Beth Van Arkel and Elke Moritz to review LOC and Personnel Handbook and propose changes to vacation accrual to clarify and bring them into alignment with each other.
5. The board approved the designation of the Board Treasurer, currently Debi Morris, and Payroll Administrator, currently Elke Moritz, as authorized signers to make contributions to the Senior Minister’s retirement account on behalf of the Oakland Center.
6. Based on a previous proposal brought to the board, Deborah Jackson and Debi Morris will review wording in the By-laws regarding the election versus assignment of the Nominating team and propose updated language for vote of the membership in the By-Laws.