

Board of Trustees – Minutes – APPROVED

Oakland Center for Spiritual Living

Sunday May 21, 2023, 1:00 pm in Person

Submitted by Rev. Sally Bartholomew, Secretary

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

Standing Agenda Items

1. Evocation

2. Check – in

3. Review of Action Items (listed below) – Changes to status of action items were shared and updated as needed.

4. Approval of Prior Meeting Minutes – Rev Sally motioned for approval, Maureen seconded the motion, all approved. Process for ensuring timely posting of BOT meeting minutes clarified.

- Draft BOT meeting minutes provided to BOT within one week of BOT meeting date (prior to 4th Sunday of the month).
- BOT to review and provide suggestions for edits within one week of receiving the draft (prior to 5th or 1st Sunday of the month).
- Secretary to accept and incorporate suggested edits, mark the document FINAL, and re-send to BOT for approval within one week (by 1st Sunday of the month)
- BOT to review and approve BOT meeting minutes (by 2nd Sunday of the month). Majority approval vote required to publish BOT meeting minutes.
- Secretary to work with Administrative Coordinator to have approved BOT meeting minutes posted to the Oakland CSL website and paper copies posted in Social Hall. (by 3rd Sunday of the month).

5. Minister’s Report - BOT received the May Minister’s report prior to the BOT meeting. Rev Sunshine Michelle shared highlights from the May report, including the following:

- There are currently five licensed CSL ministers serving at the Oakland Center in varying capacities. These include Rev Sunshine Michelle, Rev Geri Carder, Rev Katheryn Saux, Rev Aikya Param, and Rev Sally Bartholomew. There are also two ministerial students expected to be licensed within this year, 2023. CSL advised Rev Sunshine Michelle that it is standard procedure for centers to have letters of call on file for each minister.

Action Item: Rev Sunshine Michelle to draft and seek concurrence/approval from BOT; then offer letters of call to each of the four licensed ministers now serving the center. Accepted letters of call will be signed by the Senior Minister, the Board President, and the named minister.

- Community Survey development is in progress and expected to be distributed to the community at large in June/July. Key areas to be addressed include: marketing, greeters, volunteers, membership, and education.
- New Membership team lead, Rev Aikya Param, is on board and working closely with Rev Sunshine Michelle.
- Several pieces of AV equipment need replacing, including the sound board and microphones. Rev Sunshine Michelle is working with Andy Robbins, Music/Sound/Production Team Lead, to research pricing and priority for recommendation to the BOT.
- Considering hiring a Social Media person as a priority as funding is available for consistently posting to social media platforms activities at the Oakland Center to gain greater visibility for OCSL.
- Youth & Family lead, Jacquie Onepede, is researching the LiveScan certification process and who needs to be certified. Need to clarify how often recertification is required once on file.

Action Item: Rev Sunshine Michelle to work with Jacquie O to inventory who needs to be certified by when. Noted cost of each certification can range between \$75-100 each.

Action Item: Two names of new congregates presented for membership by Rev Sunshine Michelle, and voted (via email) as approved by the BOT are Rev. Aikya Param and Jackie Corwin.

- An after service brunch event is scheduled for May 28th. This event will be a pilot for additional after-service food events. To be announced during Wednesday Night Service, May 24, 2023 and in Thursday village newsletter.

6. Financial Matters / Treasurer's Report - Rev Sunshine Michelle shared copies of the Bank Transfers List and Alternate View of the Budget for the BOT review and discussion. There are several detailed financial report formats available from the QuickBooks system. The BOT needs to review these and provide their preference to the Treasurer and Bookkeeper. Reports selected will be shared with the BOT monthly and quarterly.

Debi presented the general financial highlights for April, including monthly loss trend, as noted below. Reserve funds are used to cover current expenses.

Action Item: BOT to meet on June 3rd to discuss fundraising opportunities to address the monthly shortfall of income to cover expenses.

General Highlights for April:

Donations /Monthly: Total general contributions for the month are **\$ 20,048.35**, which is approx. 5.5% increase from same month last year \$ 19,005.49.

April had 5 Sundays this year & 4 Sundays last year.
General contributions were in the normal range of recent months.

Gross Profit-Income / Month: \$ 22,711.35

Total Expenses / Month: \$ 30,519.84

*** Net LOSS/ Month:** - \$ 7,808.49

Income point of interest:

Facility Use NET: \$1,455.00 (1,800.00 Income, minus 345.00 payouts)

Expense that is not Regular Monthly....

\$568.68 Sr. Minister Conf. Cost, which is part of \$1,500 annual budgeted (full amount has now been used for the year).

Personnel Expenses: \$ 16,853.71, which is within budget.

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

Balance Sheet - Funds as of end April 2023:

- BofA Operating Acct: \$ 18,327.69 **
- BofA Education: \$ 4,562.46
- BofA Bookstore: \$ 3,684.30
- BofA Designated: \$ 10,916.81
- BofA Buffer Account: \$ 10,406.45
- Summit Building Fund: \$ 8,690.75
- Summit CD: \$ 160,477.21
- Self Help: \$ 122,688.68

** Operations Bank is holding funds for Retirement Contribution Payable of \$ 5,097.94 (as of end April), to be paid soon once the retirement fund account is set up.

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 \$ 1,800

Facility Use Deposits received & held in bank balance at end of month reported, that will be shown as income in the month of the future Facility Use dates, is **\$2,235**

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

Maureen presented a proposal for hiring a CPA to conduct a compilation and inspection of the center's accounting records and internal controls in lieu of an audit. Maureen motioned to approve, Sam Ladion seconded the motion, and all approved to proceed with hiring a CPA to conduct a compilation.

Action Item: Rev Sally to contact CPA to inform him of the BOT decision, establish project timeline, and connect CPA with BOT President, Bookkeeper and BOT Treasurer to begin the compilation process.

7. Facilities Report - see Minister's Report for details.

Rev. Sunshine Michelle discussed the known parking lot access and usage issues and agreed with Sanford to set a meeting date prior to the next BOT meeting to establish a strategy for moving forward. This is listed as an “on-going” action item.

8. Compliance Report - see Minister’s Report for details.

9. Calendar Items:

2023 DATES – Remaining Meetings

MONTHLY BOARD MEETINGS – Typically the 3rd Sunday of the month at 1:00 p.m. on Zoom and once a quarter in person in the Board Room or other location at Center..

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**

2024 DATES – Approved Meeting Dates

OPEN FORUMS in 2024: July 14, 2024, November 10, 2024

ANNUAL MEETING: March 15, 2024 (second Friday)

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

New Agenda Items

10. Open Discussion: - No new agenda items.

11. Closing Prayer

PREVIOUS ACTION ITEMS: Reviewed status of action items and updated (see sub-bullet notes), as needed:

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**
 - As of May 21, documentation is in good order, Max (contractor) provided training to AV team as needed, Peggy Cotton and Andy Robbins are coordinating efforts with Max and the AV team.
2. Rev. Sunshine and BOT to review and ensure all teams (auxiliary committees / section portfolios / key contributors) have a designated BOT liaison and update the Documentation Project accordingly. -**ON GOING**
 - Deferred for discussion in June BOT meeting.

3. Sanford, Paul, and Rev. Sunshine to address known parking lot access and usage issues; and will have a conversation with Mrs. McManus regarding her tenants using our parking lot without permission. **-ON GOING**
 - Rev Sunshine will coordinate with Sanford and Paul to set a meeting date before the June BOT meeting to decide on strategy for moving forward.
4. Rev. Sunshine to discuss the Welcome to Oakland Center/Newcomers class, membership requirements, and process **-IN PROGRESS**
 - Rev Aikya Param is our new Membership Coordinator and Rev. Sunshine will coordinate with her to move this forward.
5. Maureen to attend the next Leadership Meeting, now scheduled for May 7 **-DONE**
6. Maureen to get a wish list from the Leadership on projects for Grants. **-ON GOING**
 - Information gathered from the community Listening Circles to be incorporated in the wish list as appropriate.
7. Rev. Sally to work with Administrative Coordinator, Constance Chapman, to order new magnetic name badges for each board member to wear during Sunday services. **-DONE**
 - Badges will be kept in the BOT box in the foyer of sanctuary to use on Sundays.
8. Sanford will take the final minutes (March 2023) to Summit and Bank of America Banks to remove Zo DeMuro and Anthony Prado and add Beth Van Arkel and Rev. Sunshine Michelle Coleman. 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 members, Beth Van Arkel and Rev. Sunshine Michelle Coleman, to be added to the Bank of America and Summit Bank account(s) as signer. **-IN PROGRESS**
 - Process is complete for Bank of America accounts. Process for Summit accounts is still in progress.
9. Rev. Sunshine to sign and submit to the Financial Planner document designating Treasurer and Payroll Administrator as authorized signers to make contributions to the Senior Minister's retirement account on behalf of the Oakland Center. **-DONE**
 - Elke Moritz to ensure the Personnel Handbook reflects who authorized signers are for minister's retirement contribution distributions.
 - Note: Transfer of funds from Oakland Center accounts to the Senior Minister's retirement account is pending.
10. Based on a previous proposal brought to the Board, Deborah Jackson and Erin Gaffey (Nominating Core member) 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. **-ON GOING**
 - Deborah will present wording to BOT in the June BOT meeting.
11. Maureen to work with Rev. Sunshine on determining options for what type of a financial audit is necessary and the timing in which it is to be conducted. **-DONE**
 - BOT approved proposal to proceed with CPA conducting a compilation.
12. Debi to work with Tao Becker, Bookkeeper, to provide quarterly accounting reports and monthly budget to actual summary reports to the BOT. **-ON GOING**
13. Debi to ensure budgeted funds for facilities are transferred to the Facilities funds. **-DONE**
 - Clarification provided by Debi noting that funds are maintained in the accounting records in the General Fund as specific line items.
14. Sanford to ensure that Maureen is added to the authorized list for Church Mutual contacts and arrange for meeting with Beth and Rev. Sunshine at banks to change signatories for our accounts. **-DONE**

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