

Board of Trustees – Minutes – APPROVED

Oakland Center for Spiritual Living

Sunday June 18, 2023, 1:00 pm via Zoom

Submitted by Rev. Sally Bartholomew, Secretary

In Attendance: Rev. Sunshine Michelle Coleman, Maureen French, Debi Morris, 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. BOT agreed to rearrange the organization and presentation of the action items to better facilitate monthly review. This new arrangement is reflected in this month’s (June 2023) meeting minutes at the end of this document. As action items are completed, they are marked “Done” and removed from the list.
 4. **Approval of Prior Meeting Minutes** – Rev Sally emailed finalized meeting minutes to BOT for approval, a majority of the BOT members approved the meeting minutes via email. Rev Sally requested Constance, the Administrative Coordinator, to post the approved minutes to OCSL’s website.
Process for Approving and Posting Meeting Minutes:
 - 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).
1. **Minister’s Report** - Rev Sunshine provided verbal highlights for the June Minister’s report at the BOT meeting, including the following:

Action Item: Rev Sunshine to work with Tao to begin using electronic payments, instead of physical checks, where possible.

- Community Engagement Survey – Tom Rose created a draft, but this draft will not serve the intended purpose. By the end of summer, a team, yet to be formed, is expected to develop survey questions and ideas.
- No Leadership Team meeting was held in June due to scheduling conflicts.

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- August 26th date saved on calendar for “Outdoor Summer Community Celebration.”
- Volunteer Team – Tom Rose resigned his post. New Lead or Co-Leads are being called in for this Volunteer group.
- PRIDE Events: Sam is taking the lead on this project. OCSL will not participate in SF PRIDE 2023, but will take steps to ensure a team is in place for the 2024 event. More volunteers, as many as possible, are needed to make this event profitable for OCSL.
- The Sunday Service Greeters team is working with Rev Sunshine to incorporate distribution of visitor packets during Sunday service and to move the Check-In table outside during good weather. The intention is to make the “Front of House” more warm and inviting.
- Membership – Rev Sunshine is working with Rev Aikya to set a target date (tentatively in September) for a new member Sunday. Discussions regarding updates to the Membership form, orientation class, etc. are in progress.
- Fundraising ideas developed by the BOT will be shared with the Marketing Team at their June meeting. The Marketing Team will assist will assess how to support the efforts.
- YFM continues to be an active area. The following items were discussed:
 - GoFundMe needs to be connected to a PayPal account and the camp funding deadline is past. Rev. Sunshine, Tao, and Jacquie continue to brainstorm how to make this account work for their needs. Rev Jeff left a large donation for youth camp, much of which has been used; Y&FM is attempting to build the funds back up for future camp and other uses.
 - LiveScan – Debi did the process for herself. Monday Debi will resubmit her forms with the Custodian Form. New individuals wanting to work with YFM may go get their own background checks and be reimbursed for the cost.
 - Summer Camp is July 8 – 15th. Three scholarships were submitted.
- Education: Prac graduation will be on June 25th. This was an unbudgeted expense; however, there were several donations that helped balance the expense.
- Practitioner Oral Panels for 9 candidates from three centers will be held on July 1st, hosted by Oakland Center for Spiritual Living. Volunteers, Practitioners, and Ministers from several CSL communities are participating in this.
- “Announcer” team is the new name for the team previously referred to as “hosts.” This change is made given the creation and addition of the new Ministerial Host team for introducing Sunday service speakers.
- Bookstore revenues have climbed the past few months.

Action Item: BOT to honor Juneteenth as a legal holiday effective June 19, 2023, now that it is a federal holiday. BOT noted that the holiday became a federal holiday on June 17, 2021. Former BOT members recalled approving this as a paid holiday for OCSL employees. Rev Sunshine’s letter of call includes this federal holiday.

MOTION:

Maureen motioned to make Juneteenth a paid holiday and Debi seconded, all present approved.

Action Item: Elke to draft wording for changes to retirement plan for Sr. Minister (Treasurer and Payroll Administrator); Beth to draft wording to incorporate update to the Employee Handbook to note Juneteenth as a legal (paid) holiday for employees, and request an update of the list of holidays on the website. Elke and Beth send changes to Rev Sunshine to update in the Employee Handbook and

advise Constance to update such on OCSL website. The new list of holidays should include the following:

1. New Year's Day
 2. Martin Luther King Day
 3. President's Day
 4. Memorial Day
 5. **June 19 (Juneteenth)**
 6. 4th of July
 7. Labor Day
 8. Thanksgiving Day
 9. Thanksgiving Friday
 10. Christmas Day
 11. One floating holiday to be selected by the Minister
- OPEN FORUM: Sunday, July 9th IN PERSON – Maureen and Rev Sunshine to coordinate presentation for this event. Rev Sunshine to take the lead on gathering data from various leads, mirroring the monthly reports that they send her..

2. Financial Matters / Treasurer's Report - BOT agreed to scale down the information provided in the BOT meeting minutes from the Treasurer's Accounting Report, as noted below. The full details are available in the reports provided by the bookkeeper / Treasurer to the BOT, and are available to congregants upon request.

May 2023 ACCOUNTING REPORT

General Highlights for May:

Donations /Monthly: Total general contributions for the month are \$18,271.05, which is 15.88% decrease from the same month last year \$21,719.26. The month of May had only 4 Sundays this year; 5 Sundays last year.

General contributions were below the normal range of recent months.

Gross Profit-Income / Month: \$22,674.75

Total Expenses / Month: \$30,627.31

* Net LOSS/ Month: -\$7,952.56

Income point of interest:

Facility Use NET: \$1,905.61 (\$2,898.00 Income, minus \$992.39 payouts)

There were no significant Expenses that were not Regular Monthly costs.

Debi reported that \$37,180.36 was received for employee retention after the month closed. We are expecting \$6,000 more to come from the State, as budgeted.

John Kirk, CPA received the electronic accounting records, verbally communicated initial insights to the President and Treasurer, and will provide his written compilation report to the BOT. To date (June 18th), there has been no communication from the CPA.

Action Item: Maureen and Rev Sunshine to follow up with John regarding the written compilation report and questions posed by Tao and Debi.

Action Item: BOT to develop a policy for use of designated funds (versus restricted funds).

BOT FUNDRAISING UPDATES:

- **Laurel Street Faire – August 12th**, Costs \$405 (\$200 space, \$205 for set up. Beth can cancel the registration that she paid for. Purpose is to be a “visibility” option; BOT asked her to cancel expense unless she and Linda Wyman want to finance the event and handle the marketing that day as a gift to the Center. .

Action Item: Beth to cancel registration for the Laurel Street Faire for 2023 (and recoup money personally paid to hold registration) or to connect Linda Wyman to explore possibilities for sharing costs and selling bookstore stuff at Laurel Street Faire.

- Marketing committee is updating the brochure that can be handed out at fairs, to include a listing of upcoming events.
- **SF Pride** - OCSL will focus on participating in 2024, see Minister’s Report.
- **CRAFTS / BUSINESS FAIR** - December 3rd date for this event is set on the OCSL community calendar. Beth & Deborah are the liaisons. Each business person and company will be marketing for participation separately (in addition to OCSL’s marketing) to gather participants and volunteers for this event.
- **SILENT AUCTION** - To date, there are about 20 items donated. Maureen is working with Nancy Hester to find the best silent auction websites that can be used. Cost is driven by how many separate items are provided for auction. Need to research sales tax implications for the way the money is collected and where it needs to go. Maureen is targeting the second week in July for the auction to happen. A question arose regarding the status of OCSL’s insurance and who may contact the insurance company on behalf of OCSL. The policies are up to date and Sanford, Maureen, and Rev Sunshine can contact the insurance company directly for any details required by the silent auction or if proof is needed for job fairs.

3. Facilities Report - Sanford reported that shelving in the kitchen was moved away from the fuse and water pipes in preparation for annual fire marshal inspection. Trimming was needed around Rev Sunshine’s office, and was completed to remove tree pieces touching the roof of the center. The cost (\$75) for this service may need to be included as an annual charge in the center’s budget.

Additional details regarding Facilities may be found in the Minister’s Report.

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

5. Calendar Items -

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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.

7/16, 8/20 (in person), 9/17, 10/15, 11/19 (in person), 12/17

OPEN FORUMS in 2023: July 9, 2023 (IN PERSON), 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

6. Open Discussion: - No new agenda items.
7. Closing Prayer

PREVIOUS ACTION ITEMS:

Changes to status of action items were shared and updated as needed. BOT agreed to rearrange the organization and presentation of the action items to better facilitate monthly review. This new arrangement is reflected in this month's (June 2023) meeting minutes.

Priority Categories (going forward):

- On Going
- In Progress
- Completed (since last meeting)
- New Action Items

On Going:

1. Rev. Sunshine and BOT to review and ensure which teams (auxiliary committees / section portfolios / key contributors) need a designated BOT liaison -ON GOING
2. Rev Sunshine and Beth reviewed the Documentation Project and will report on ongoing pieces. (This action item had been lumped with the previous one, creating a separate item.) -ON GOING
3. Maureen to inquire with the leadership core and incorporate suggestions from listening circles to the wish list as appropriate. -ON GOING

In Progress:

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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
 - a. 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. 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, and will engage a towing company to remove cars that continue to park in our lot. - IN PROGRESS
3. Rev Sunshine and Rev. Aikya to determine the Welcome to Oakland Center/Newcomers class, membership requirements, and process -IN PROGRESS
4. Deborah Jackson and Erin Gaffey (Nominating Core member), based on a previous proposal brought to the Board, 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. -IN PROGRESS
 - a. Table discussion until the September meeting.
 - b. Note: By-Law changes can only be made at the Annual Meeting.
5. Rev Sunshine to draft and offer letters of call to each of the four licensed ministers now serving the Center. Accepted letters of call will be approved by the BOT. -IN PROGRESS
6. Rev Sunshine Michelle to work with Jacquie O to inventory who needs to be certified, by when in Live Scan. Noted cost of each certification ranges between \$75-100. -IN PROGRESS

Completed:

1. Two names of new congregants presented for membership by Rev Sunshine Michelle, and voted (via email) as approved by the BOT are Rev. Aikya Param and Jackie Corwin. -DONE
2. BOT to meet on June 3rd to discuss fundraising opportunities to address the monthly shortfall of income to cover expenses. -DONE
3. Rev Sally contacted 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. -DONE
 - a. Note: Compilation Report provided via email to BOT after the June BOT meeting.

NEW ACTION ITEMS:

Action Item: Rev Sunshine to work with Tao to begin using electronic payments, instead of physical checks, where possible.

Action Item: BOT to honor Juneteenth as a legal holiday now that it is a federal holiday. BOT noted that the holiday became a federal holiday on June 17, 2021. Former BOT members recalled approving this as a paid holiday for OCSL employees, but it wasn't communicated to staff or included in our holiday observance list. Rev Sunshine's letter of call includes this federal holiday already.

Action Item: Elke to draft wording for changes to retirement plan (Treasurer and Payroll Administrator); Beth to draft wording for the Employee Handbook to note Juneteenth as a legal (paid) holiday for employees, and request an update of the list of holidays on the website. Both changes to be sent to Rev Sunshine to amend the Employee Handbook.

Action Item: Maureen to follow up with John Kirk, CPA regarding the written compilation report.

Action Item: BOT to develop a policy for use of designated funds (versus restricted funds).

Action Item: Beth to cancel registration for the Laurel Street Faire for 2023 (and recoup money personally paid to hold registration) or to connect with Linda Wyman to explore possibilities for selling bookstore stuff and sharing costs of marketing at Laurel Street Faire in August.

End of File