

Board of Trustees – Minutes – APPROVED

Oakland Center for Spiritual Living

Sunday July 16, 2023, 1:00 pm via Zoom

Submitted by Rev. Sally Bartholomew, Secretary

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

Standing Agenda Items

Evocation

Check – in

Review of Action Items (listed below) – Changes to status of action items were shared and updated as needed. BOT agreed to additional changes to the action item presentation highlighting priority by creating a “parking lot” for items not needing immediate attention. This new arrangement is reflected in this month’s (July 2023) meeting minutes at the end of this document. As action items are completed, they are marked “Completed” and removed from the list the following month.

Approval of Prior Meeting Minutes – Required approvals were obtained at the July BOT meeting. Rev Sally requested Constance, the Administrative Coordinator, to post the approved minutes to OCSL’s website.

1. Minister’s Report - Rev Sunshine provided a written copy of the report prior to the BOT meeting. Time was also provided during the BOT meeting for everyone to catch up on reading the report. The BOT members asked questions, as needed for clarification, based on their reading of the report.

2. Financial Matters / Treasurer’s Report - BOT discussed succession planning for BOT Treasurer role. Debi will be moving into an advisory role subsequent to her knee surgery in October and she will not be available for the November Open Forum event. [Elke Moritz](#) will be providing the Financial presentation during the November meeting.

- Next Open Forum is scheduled for Sunday, Nov 12, 2023 after Sunday service. Lunch service will be provided between the service and the meeting.

JUNE 2023 ACCOUNTING REPORT - *General Highlights for June:*

Donations /Monthly: Total general contributions for the month are **\$ 20,692.15**, which is 24.3% increase from the same month last year \$ 16,644.97.

June had only 4 Sundays this year & last year. General contributions were within normal range of recent months.

	With ERC Claim	w/Out ERC Claim
Gross Profit-Income / Month:	\$63,559.59	\$26,378.23
Total Expenses / Month:	\$32,530.91	\$32,530.91
* Net GAIN/LOSS/ Month:	\$31,028.68	(\$6,152.68)

INCOME points of interest:

\$37,181.36 Employee Retention Credit claim received.

(33,991.23 claim as Govn't Grant + 3,190.13 related interest income).

One Quarter is still pending, with claim expected to be \$7,115.

Facility Use NET: \$1,185.00 (\$1,405.00 Income, minus \$220.00 payouts)

Education NET: \$838.48 (\$2,398.00 Income, minus \$1,559.52 payouts)

Kitchen Income: \$426 (No related expense submitted. Kitchen expense was \$165, regular snacks)

Significant Expenses that were not regular monthly:

Water bill was significantly higher than usual. Facilities coordinators were notified.

\$441 Annual Fire Inspection by City of Oakland

In-House Events Net Loss: - \$341.00 (Prac. Graduation: \$641 Expense & \$300 donation)

Personnel Expenses: \$ 17,443.76, which is within budget.

Sunday Musicians: \$ 1,950.00, which is within budget.

Education Course Fees held as Deferred Income (not yet shown as income) as of end of month reported is **\$ 1,859.00.**

No Facility Use Deposits currently held.

3. Facilities Report - See Minister's Report for details, separate agenda item to be removed going forward.

4. Compliance Report - See Minister's Report for details, separate agenda item to be removed going forward.

5. 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.

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

OPEN FORUMS in 2023: **November 12, 2023**

2024 DATES – Approved Meeting Dates:

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

ANNUAL MEETING: March 10, 2024 (second Sunday)

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 additional changes to the action item presentation highlighting priority by creating a “parking lot” for items not needing immediate attention. This new arrangement is reflected in this month’s (July 2023) meeting minutes at the end of this document. As action items are completed, they are marked “Completed” and removed from the list the following month.

Priority Categories (going forward):

- In Progress
- Parking Lot
- Completed (since last meeting)
- New Action Items

In Progress:

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

Parking Lot:

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.
 - 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. 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.
 - a. Table discussion until the September meeting.
 - b. Note: By-Law changes can only be made at the Annual Meeting.
3. Rev. Sunshine and BOT to review and ensure which teams (auxiliary committees / section portfolios / key contributors) need a designated BOT liaison.

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4. Rev Sunshine and Beth reviewed the Documentation Project and will report in future if this project needs to be completed. (This action item had been lumped with the previous one, creating a separate item.)
5. Maureen to inquire with the volunteer leads about establishing a wish list of items/issues to address/purchase.
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.
7. BOT to develop a policy for use of designated funds (versus restricted funds).
8. Sanford, Paul, and Rev. Sunshine addressed known parking lot access and usage issues; and had a conversation with Mrs. McManus regarding her tenants' using our parking lot without permission and engaged a towing company to remove cars that continue to park in our lot.

Completed:

1. Rev Sunshine and Rev. Aikya met to determine the Welcome to Oakland Center/Newcomers class, membership requirements, and initiate the process.
2. Rev. Sunshine is working with each of the four licensed ministers now serving the Center on their letters of call. Accepted letters of call will be approved by the BOT as they are returned by the ministers.
3. Juneteenth, a legal holiday, was communicated to staff and included in our holiday observance list.
4. Elke drafted wording for changes to retirement plan (Treasurer and Payroll Administrator); Beth drafted wording for the Employee Handbook to note Juneteenth as a legal (paid) holiday for employees and requested an update of the list of holidays on the website. Both changes were sent to Rev Sunshine to amend the Employee Handbook.
5. Maureen and Rev Sunshine met with John Kirk, CPA regarding the written compilation report and follow up questions from the BOT. Rev Sunshine communicated her gratitude for having a third party, CPA, review the center's accounting records. We are awaiting his written response regarding outstanding questions.
6. Beth chose to not cancel registration for the Laurel Street Faire for 2023, but to make it an "in kind" donation to the center. She is working with Linda Wyman and the Bookstore to provide goods to donate and share costs for the center at the fair. Volunteers are needed to help at the event on 8-12-23 (11 am - 7 pm).
7. Sam Ladion obtained approval from the Oakland Pride event organizer for OCSL's participation as a booth/vendor for the event on September 10, 2023 (11:00am - 6:00pm). Sam donated the cost as an "in kind" donation to the center.

NEW ACTION ITEMS:

No new action items.

End of File