

**Board of Trustees – Minutes – APPROVED**

Oakland Center for Spiritual Living

**Sunday August 20, 2023, 1:00 pm in Person**

Submitted by Rev. Sally Bartholomew, Secretary

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

Standing Agenda Items

**Evocation**

**Check – in**

**Review of Action Items (listed below) –**

**Approval of Prior Meeting Minutes** – Required approvals were obtained via online and email. 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 and highlights were presented during the BOT meeting. The BOT members asked questions, as needed for clarification, based on their reading of the report. Items of note included the following:

**ECCLESIASTICAL:**

- Booth at the Alameda Pride event on October 14th - Lead Sam Ladion
- Marketing team received a presentation from City Scoop, a social media marketing company
- Marketing team revised the New Visitor's packet, including an updated brochure, a new bookmark with QR code to our services, and the facilities use brochure. Team will also be meeting on 8-20-23 to draft the community engagement survey.

**ACTION ITEM:** Rev Sunshine to organize a team of BOT volunteers to handle cash receipts (for food, drinks, and snacks) during the Summer Parking Lot Party event on August 26th. Sam and Beth volunteered for part of the event.

**ACTION ITEM:** Rev Sunshine to draft and submit an application for a technology grant from the Hefferlin Foundation by mid September. The grant will cover the costs associated with updating and acquiring the proper hardware and software for hybrid classes and workshops.

**ACTION ITEM:** Rev Sunshine and BOT to review and update her (annual) Letter of Call, which was originally dated November 28, 2022 before the expiration on December 31.

**ADMINISTRATIVE:**

## APPROVED - Board of Trustees Minutes August 2023

- Several facilities events that are in the works were noted, including: Barbara Williams' memorial service (September 9th), Wyman's 50th anniversary celebration (September 23rd), Trudy Chastain's memorial service (September 30th).

**ACTION ITEM:** Rev Sunshine to create a plan for assessing and documenting the administrative roles at the center.

**ACTION ITEM:** Rev Sunshine to work with Facilities Use team to update Facilities Use policy to include an agreement to clean up and remove all remaining perishable items from the kitchen after each event. The final policy should be shared with the Board in the Minister's Report.

**ACTION ITEM:** Reinhard and LovingStewards of Mother Earth group to create a policy for use of stainless steel utensils, instead of plastic utensils that otherwise end up in the trash by the end of the year. This policy should include a process for washing and restocking utensils during an event. Draft policy should come to Rev. Sunshine for review and approval, and then be shared with the Board in the Minister's Report. Sanford and Amy are organizing this for the Parking Lot party event.

**2. Financial Matters / Treasurer's Report** - BOT discussed the need to be proactive in addressing continual deficit of monthly donations, resulting in losses over \$5,000 per month. Reserves are being used to cover the deficit, but the BOT prefers not to use up all the reserves in this manner.

**ACTION ITEM:** Rev Sunshine to follow up with individuals who have pledged donations for 2023, but have not as yet made their donations, by the next BOT meeting (September 24th).

**ACTION ITEM:** Rev Sunshine to work with Bookkeeper, Tao Becker, to provide BOT with the current cost of operating / providing services (run rate) of the Oakland Center for Spiritual Living by the next BOT meeting (September 24th).

**ACTION ITEM:** Using the run rate information (above action item) BOT (Maureen French) to determine the dollar threshold for taking action to retain the remaining reserves. At this dollar threshold, identified services will no longer be provided until the financial shortfall is eliminated.

**ACTION ITEM:** Rev Sunshine to possibly schedule a second meeting of the BOT to focus on Fundraising activities in progress and/or to be established by the end of the year, if needed.

- Rev Sunshine, Maureen French, Tao Becker, Elke Moritz, and Debi Morris met about the compilation report. Rev Sunshine provided an update that there are outstanding questions and Maureen is in communications with the CPA, John Kirk. He is on vacation until September.

**ACTION ITEM:** Rev Sunshine and Maureen French to follow up with John Kirk to ensure questions asked are answered by the end of this year.

### ***General Financial Highlights for July 2023:***

**Donations /Monthly:** Total general contributions for the month are **\$ \$18,857.53**, which is a 6.67% decrease from the same month last year \$ 20,205.04.

APPROVED - Board of Trustees Minutes August 2023

July had 5 Sundays this year & last year.

General contributions were below the normal range of recent months.

**Gross Profit-Income / Month:** \$ \$22,296.04

**Total Expenses / Month:** \$ \$33,288.64

**\* Net LOSS/ Month:** - \$ 10,992.60

**Income point of interest:**

Education NET: \$689.60 (1,939 Income, minus 1,249.40 payouts)

Sunday Food NET: \$290.44 July 9<sup>th</sup> & 23<sup>rd</sup> (\$779.00 income minus \$488.56 Supplies for 7-23)

Bookstore Sales NET: \$269.51 (\$2,016.57 Sales, minus \$1,747.06 COGS)

**Expense that were not Regular Monthly:**

**\$1,530.00** Annual Fire Safety inspections (just \$15 over what was budgeted)

**\$811.80** Printing Donation envelopes

**\$242.97** Food for Practitioner Panels, In-House Event

PG&E was high for July. \$397 more than July last year (\$257 more than June this year), due largely to higher usage, rather than to rate increase.

**Personnel Expenses:** \$ 17,097.98, which is within budget.

**Sunday Musicians:** \$ 2,550.00, which is within budget with 5 Sundays.

**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 in Education bank (not yet shown as income) as of end of month reported is **\$ 110.00**

**NO Facility Use Deposits** received & held in Operations bank balance at end of month reported.

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

**5. Calendar Items -**

**2023 DATES – Remaining Meetings:**

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

**9/17 - MOVED TO 9/24th**, 10/15, 11/19 (in person), 12/17

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

**2024 DATES – Approved Meeting Dates:**

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

ANNUAL MEETING: March 10, 2024 (second Sunday)

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.
4. Rev Sunshine and Beth reviewed the Documentation Project and will report in future if this project needs to be completed.
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.

## APPROVED - Board of Trustees Minutes August 2023

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:

### NEW ACTION ITEMS:

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2. **ACTION ITEM:** Rev Sunshine to draft and submit an application for a technology grant from the Hefferlin Foundation by mid September. The grant will cover the costs associated with updating and acquiring the proper hardware and software for hybrid classes and workshops.
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11. **ACTION ITEM:** Maureen and Rev Sunshine to follow up with John Kirk to ensure questions asked are answered by the end of this year.

**End of File**