APPROVED - Board of Trustees Minutes September 2023

**Board of Trustees – Minutes – APPROVED**

Oakland Center for Spiritual Living

**Sunday September 24, 2023, 1:00 pm on Zoom**

Submitted by Rev. Sally Bartholomew, Secretary

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

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:**

New Members presented to the BOT for acceptance. All approved. New Member Sunday planned for October 1st.

o Nancy Hester

o John Maes

o Irene Sardanis

o Shannon Wise

**ADMINISTRATIVE:**

See Minister’s Report.

**2. Financial Matters / Treasurer’s Report -**

● Updates on Fundraising efforts and events

o Silent Auction – Successful first auction. Agreed to hold another in 2024.

o Music Event, November 17th

o VB Party & Calendar – 2024 calendar is in production, need to set date for January 2024 event.

o Craft Fair (Deborah & Beth) – maximum of 20 vendors ($20 for internal vendors (+10% take to OCSL), $30 per external vendor table + 10% of take).

Page 1 of 5

APPROVED - Board of Trustees Minutes September 2023

● Update on CPA Compilation Report (see action item review notes)

● 2024 Budget Planning (target December beginning)

● 2024 Pledge Campaign (repeat 2023 Pledge campaign)

Debi provided the Treasurer’s Report.

**August 2023 ACCOUNTING REPORT**

***General Highlights for August:***

**Donations /Monthly**: Total general contributions for the month are **$ 19,385.55,** which is .64% increase from same month last year $ 19,262.72.

Aug. had 4 Sundays this year & last year.

General contributions were in normal range of recent months.

**Gross Profit-Income / Month:** $ 23,103.29

**Total Expenses / Month:** $ 29,417.54

**\* Net LOSS/ Month: - $ 6,314.25**

**Income, point of interest:**

In-house Event (Parking Lot Party) NET: 866.35 (1,132.05 Income minus 265.70 Expense) Facility Use NET: 920.00

Education NET: 192.60

Bookstore Sales NET: 285.38

Silent Auction payments received in Aug: 229.98

**Significant Expense that was not regular/monthly:**

300.00 Wireless Mic for Sunday Service

**Personnel Expenses:** $ 17,208.86**,** which is within budget.

**Sunday Musicians:** $ 1,750.00, which is within budget.

Education & Bookstore bank account balances typically include some Operations funds, pending to be moved to Operations bank at periodic intervals.

**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 **$ 180.00**

**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** – OCSL Events: https://oaklandcsl.org/calendar/

**2023 DATES – Remaining Meetings:**

Page 2 of 5

APPROVED - Board of Trustees Minutes September 2023

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 the Room or other location at Center.

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

OPEN FORUMS in 2023: **November 5, 2023 (UPDATED)**

**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 (ACH) payments, instead of physical checks, where possible. **UPDATE**: Tao has done research and created a customized form and letter to be sent to those who will be invited to use this feature. People (approximately 25) who are paid regularly by OCSL. Timing to initiate is within the next two weeks by October 15, 2024.

2. Rev Sunshine and BOT to review and update her (annual) Letter of Call, which was originally dated November 28, 2022.

3. Rev Sunshine to create a plan for assessing and documenting the Administrative Coordinator job, given Constance Chapman’s retirement. **UPDATE**: See Minister’s Report for updates. 4. Rev Sunshine to work with the 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. **UPDATE**: See Minister’s Report for updates.

Page 3 of 5

APPROVED - Board of Trustees Minutes September 2023

5. Reinhard and Loving Stewards 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. **UPDATE**: See Minister’s Report for updates.

6. 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. **UPDATE:** Tao produced a report of who has not contributed, Rev Sunshine needs to follow up with personalized letters.

7. Debi Morris 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 (October 15th). **UPDATE**: See Minister’s Report for updates. Note that Run Rate vs Cost of Attendance is in process. Information may already be in Finance Reports.

8. 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.

9. Rev Sunshine to transcribe the items initially developed for Fundraising by the BOT, share list with BOT, and provide updates on what will be taking place when.

10. Maureen and Rev Sunshine to follow up with John Kirk to ensure questions asked are answered by the end of this year. **UPDATE**: John has been given full access on, September 13th, to our financials and BOT expect to be given an updated report by the end of the year. John has not been paid yet.

**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. **UPDATE**: See Minister’s Report for updates.

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. Note: By-Law changes can only be made at the Annual Meeting.

**UPDATE**: Erin and Deborah have reviewed the changes but need more time to develop the appropriate wording for the updates. Deborah proposed this item be **tabled until January 2024.** The following BOT changes are anticipated:

● Debi Morris (Treasurer) is completing her term in March 2024..

● Sanford Livingston is rolling off the Board in March 2024.

● Elke Moritz is possibly moving out of the area in 2024.

3. Rev. Sunshine and BOT to review and ensure which teams (auxiliary committees / section portfolios / key contributors) need a designated BOT liaison. **UPDATE**: Table until after the election at the annual meeting in 2024.

Page 4 of 5

APPROVED - Board of Trustees Minutes September 2023

4. Rev Sunshine and Beth reviewed the Documentation Project and will report in future if this project needs to be completed. **UPDATE**: Table until 2024.

5. Rev Sunshine and Maureen to inquire with the volunteer leads about establishing a wish list of items/issues to address/purchase. **UPDATE**: Start a list now (report to BOT at October meeting) from the leadership team, but table until 2024.

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. **UPDATE**: See Minister’s Report for updates.

7. BOT to develop a policy for use of designated funds (versus restricted funds). **UPDATE**: See Finance Report for updates.

8. Sanford, Paul, and Rev. Sunshine addressed known parking lot access and usage issues; and had a conversation with Mrs. McManus (complete) regarding her tenants’ using our parking lot without permission and engaged a towing company to remove cars that continue to park in our lot. Further action is still pending.

**Completed:**

1. Rev Sunshine to organize a team of BOT volunteers and procedures to handle cash receipts (for food, drinks, 50-50 raffle-and snacks) during the Summer Parking Lot Party event on August 26th.

2. 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.

**NEW ACTION ITEMS:**

No new action items noted.

**End of File**

Page 5 of 5