

Board of Trustees – Minutes – APPROVED

Oakland Center for Spiritual Living

Sunday October 15, 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, Sam Ladion, and Rev. Sally Bartholomew. **Absent:** Sanford Livingston, and Debi Morris.

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 for September’s meeting minutes. 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:

Whiteboard Highlights:

- Marianne Williamson event
- CSL Annual Report due November 15th
- Operations Coordinator position

See Minister’s Report for more information.

2. Financial Matters / Treasurer’s Report -

- Updates on Fundraising efforts and events
 - Silent Auction – Successful first auction. Agreed to hold another in 2024.
 - Music Event, November 17th
 - VB Party & Calendar – 2024 calendar is in production, need to set date for January 2024 event.
 - Craft Fair (Deborah & Beth) – maximum of 20 vendors (\$20 for internal vendors (+10% take to OCSL), \$30 per external vendor table + 10% of take).
- Update on CPA Compilation Report (see action item review notes)
- 2024 Budget Planning (target December beginning)

- 2024 Pledge Campaign (repeat 2023 Pledge campaign)

Tao provided the Treasurer's Report to BOT via email.

ACCOUNTING REPORT

General Highlights for September 2023:

Donations /Monthly: Total general contributions for the month are \$ **18,726.38**, which is a 2.08% increase from the same month last year \$ 18,345.66.

Sept. had 4 Sundays this year & last year. General contributions were at the low end of normal range of recent months.

Gross Profit-Income / Month: \$ 27,932.85

Total Expenses / Month: \$ 28,731.00

* **Net LOSS/ Month:** - \$ 798.15

Income point of interest:

Fundraiser (Auction): Sept. Income \$ 4,580.08 + Aug. Income \$ 229.98 =

TOTAL Income \$ 4,810.06 minus \$ **305.96 Expense** (transaction fees) = **Auction**

NET: \$ 4,504.10 (Aug & Sept)

SEPTEMBER.

Facility Use NET: \$ 2,865

Education NET: \$ 153.40

Bookstore Sales NET: \$ 304.29

There were no significant expenses outside of regular/monthly.

Personnel Expenses: \$ 16,698.83, which is within budget.

Sunday Musicians: \$ 2,050.00, which is within budget.

Balance Sheet - Funds as of end September 2023:

- **BofA Operating Acct:** \$ 25,636.03
- **BofA Education:** \$ 2,722.44
- **BofA Bookstore:** \$ 3,256.98
- **BofA Designated:** \$ 17,828.64
- **BofA Buffer Account:** \$ 10,408.18
- **Summit Building Fund:** \$ 8,099.77
- **Summit CD:** \$ 161,151.03
- **Self Help:** \$ 124,218.04

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 the Education bank (not yet shown as income) as of end of month reported is \$ 360. Facility Use Deposits received & held in Operations bank balance at end of month reported (not yet shown as income): \$ 1,860

* 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:

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 (moved to Zoom) , 12/17 (in person)**

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:

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1. Rev Sunshine to work with Tao to begin using electronic (ACH) payments, instead of physical checks, where possible. **UPDATE:** Still in progress, timing to initiate is extended to November 15, 2024.
2. Rev Sunshine and BOT to review and update her (annual) Letter of Call (LOC), which was originally dated November 28, 2022. **UPDATE:** Rev Sunshine and Maureen to meet and review proposed new LOC.
3. 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. **No new update.**
4. 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. **No new update.**
5. 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. **No new update.**
6. Maureen and Rev Sunshine to follow up with John Kirk to ensure questions asked are answered by the end of this year. 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. **No new update.**

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. **No new update.**
See Minister's Report for details.
 - 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. Note: By-Law changes can only be made at the Annual Meeting.

No new 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. **No new update:** Table until after the election at the annual meeting in 2024.

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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. **No new 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. **No new update:** 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. **No new update:** See Minister's Report for updates.
7. BOT to develop a policy for use of designated funds (versus restricted funds). **No new 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. **No new update.**

Completed:

1. Rev Sunshine to create a plan for assessing and documenting the Administrative Coordinator job (now known as Operations Coordinator), given Constance Chapman's retirement. **UPDATE:** See Minister's Report for updates.
2. 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 followed up with individuals listed.
3. 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:** Tao produced reports of Expense Projections with and without Sunday Service expenses, Rev Sunshine provided the spreadsheets to BOT for further review.
4. 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. **UPDATE:** Rev Sunshine provided the transcribed notes to BOT.

NEW ACTION ITEMS:

No new action items noted.

End of File