**Board of Trustees – Minutes – Approved**

Oakland Center for Spiritual Living

**Sunday November 19, 2023, 1:00 pm Hybrid**

Submitted by Rev. Sally Bartholomew, Secretary

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

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 October’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 verbal report during the BOT meeting. The BOT members asked questions, as needed for clarification, based on their hearing of the report. Items of note included the following:

**Whiteboard Highlights:**

* Music Concert was a success!
* OCSL is moving forward with a trial period with City Scoop, based on donations provided specifically for this purpose by certain congregants. Begin with social media push for:
  + Music Concert
  + Advertise Holiday Craft Fair
  + Increase visibility of OCSL
* CSL Annual Convention to be held February 2024. OCSL sending 5 delegates for voting.

**MOTION:** Rev Sunshine moved to cover the cost for virtual attendance ($249 each) for 4 delegates (Note: Rev. Sunshine is also a delegate and her registration is covered as a speaker at the Convention, so her registration is not included in the count to be covered by OCSL). Sam Ladion seconded the motion. All in favor.

* Sanctuary will be opened to the public on Tuesdays and Thursdays over the noon hours as a place of solace, prayer, and peace.
* Practitioner Renewals for 2023 are complete. One Practitioner achieved Emeritus status (Andy Robbins).
* 2024 Budget is in development.
  + Developing a 1-3 year strategic plan
* Several people are transitioning out of current roles. More to follow later.

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

* Updates on Fundraising efforts and events
  + Music Event, held successfully on November 17th. - net proceeds raised is $1,208
  + Vision Board Party & Calendar – 2024 event to be held January 20, 2024.
  + Craft Fair ready to go with all vendor table spaces filled.
* 2024 Budget Planning (target December to begin)
* 2024 Pledge Campaign (repeat of 2023 Pledge campaign)
* Hefferlin Grant of $3,700 was approved for OCSL to create a Hybrid Class setup and update of sound equipment.

**MOTION:** Debi Morris motioned, Maureen French seconded to establish a Finance Committee to regularly review financial statements and provide guidance to the BOT for necessary actions for decreasing expenses and increasing revenues throughout the year. Suggested committee members included: Larry Wyman, Judith Roberts, and Robert Leeds.

**MOTION:** Debi Morris motioned, Maureen French seconded for research (of prevailing interest rates) and movement of funds based on best preservation of interest retention. Amount recommended for immediate transfer into the Operations account was $40,000.

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

**ACCOUNTING REPORT**

***General Highlights for October 2023:***

**Donations /Monthly:** Total general contributions for the month are **$ 23,930.34**, which is .5% decrease from the same month last year $ 24,049.37.

Oct. had 5 Sundays this year &amp; last year.

General contributions were at low end of normal range of recent months.

**Gross Profit-Income / Month:** $ 26,106.43

**Total Expenses / Month:** $ 31,064.83

**\* Net LOSS/ Month:** -$ 4,958.40

**Income point of interest:**

Craft Faire Vendor Fees: $ 245

Facility Use NET: $ 504

Bookstore Sales NET: $ 206

**Expenses outside of regular/monthly:**

$ 325 In-House event costs (Marian Williamson)

$ 250 extra for Sound Tech training

**Personnel Expenses:** $ 17,325.39, which is within budget.

**Sunday Musicians:** $ 2,400.00, which is within budget.

**Balance Sheet - Funds as of end October 2023:**

● **BofA Operating Acct:** $ 19,046.96

● **BofA Education:** $ 2,765.77

● **BofA Bookstore:** $ 3,127.19

● **BofA Designated:** $ 12,956.28

● **BofA Buffer Account:** $ 10,408.53

● **Summit Building Fund:** $ 8,099.77

● **Summit CD:** $ 161,283.48

● **Self Help:** $ 124,562.43

Education &amp; 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 **$ 0.**

**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), **12/16 (Saturday 9am)**

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 and BOT to review and update her (annual) Letter of Call (LOC), which was originally dated November 28, 2022. **No new update**: Rev Sunshine and Maureen to meet and review proposed new LOC.
2. 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.**
3. 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.**
4. 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. **See new Action Item below.**

**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.

* 1. 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.

1. 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.

1. 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.
2. 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.
3. 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.
4. 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.
5. BOT to develop a policy for use of designated funds (versus restricted funds). **No new update:** See Finance Report for updates.
6. 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 work with Tao to begin using electronic (ACH) payments, instead of physical checks, where possible. **Completed**
2. 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. **Update**: The questions asked were addressed by John and a final report issued to the BOT. No outstanding questions remain. John has been paid. **Completed.**

**NEW ACTION ITEMS:**

1. Maureen French to propose a group of congregants to serve on a Finance Committee to regularly review financial statements and provide guidance to the BOT for necessary actions for decreasing expenses and increasing revenues throughout the year by next BOT meeting.

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**End of File**