

Board of Trustees–Minutes–FINAL

Oakland Center for Spiritual Living

Sunday, April 21, 2024 in person in Rev. Sunshine Michelle Coleman’s office

Submitted by Rev. Aikya Param

In Attendance: Rev. Sunshine Michelle, Maureen French, Rev. Sally Bartholomew, Beth Van Arkel, Deborah Jackson, Sam Ladion, Rev. Aikya Param, Elke Moritz, and Nancy Hester.

Evocation

Check-in

Review of Action Items: No Action items from the prior Board meeting available.

NEW ACTION ITEMS

ACTION ITEM 1. Reverend Sunshine Michelle Coleman clarifies who can sign on which accounts.

ACTION ITEM 2. Rev. Sunshine Michelle creates a calendar to include fundraising events like the parking Lot Party, May 5 Melanie de More concert, Hold Everyone Up, and the outdoor event co-sponsored by OCSL, Heart and Soul and East Bay.

ACTION ITEM 3. Sam Ladion and Reinhart send Sunshine Michelle a memo regarding what is needed for the San Francisco Pride Weekend.

ACTION ITEM 4. Rev. Sunshine sends letter to all members of OCSL encouraging them to increase their tithing for this year to help us with our deficit.

Calendar Items

May 5 – Melanie de More, Hold Everyone Up, 4 PM. Register on [Eventbrite](#)

May 11 – Insurance meeting. Our insurance renewal is due.

Saturday, May 18, Fundraising Meeting, 1 to 4 PM

Next Board Meetings

May 19, June 16, July 21, and September 15

MINUTES

Maureen French, the past Board President, came to give us some direction based on her experience. Maureen agreed to remain available to advise. She won’t attend meetings but will be available by phone to advise us. All at the meeting appreciated that offer.

Beth Van Arkle suggested that, for Board Members to communicate with each other, there could be a text group, something like bot@oaklandcsl.org.

The BOT meeting minutes, once approved, upload to oaklandcsl.org website under the *About Us* tab. When clicked, the dropdown list shows *Board of Trustees*. A click there reveals the current Board members and, on the right side, are the *OCSL By-Laws*, the most current board meeting minutes to read, and past meeting minutes to download.

Election

There are now eight board members. The ninth position is unfilled. We held an election. Rev. Aikya Param said she could serve as Secretary since she had held that role on the Board at CSL Vallejo and at Agapae Bay Area. Rev. Sunshine nominated Rev. Sally Bartholomew as President, Beth Van Arkel as Vice President, and Nancy Hester as Secretary.

Rev. Sunshine said that she nominated Nancy because of her other past experiences. Rev. Sally and Beth accepted their nominations. We voted for Secretary. Rev. Aikya was elected.

Rev. Sunshine mentioned that the Secretary is the communications person for the board. The person holding that position is listed in official documents and may receive communications to pass on to the Board from outside organizations and agencies. She also notifies Board members of the day, date, time, and place for regular and special meetings. In addition, she takes notes at the meeting, and prepares and distributes draft minutes to those present. They go out via Microsoft Word and are received by members as a Google doc. From the upper right-hand corner of the Google doc, members should choose “suggest” and then add their additions and corrections next to the relevant part of the draft. The secretary can revise or add these. The updated draft is sent back to Board members for approval. Once approved, it is Final and goes to Steve Carter. He sends the Final version to members via Breeze and posts a printed version on the Social Hall Bulletin Board.

Current 2024 Officers of the Board:

President: Rev. Sally Bartholomew
Vice President: Beth Van Van Arkle
Secretary: Rev. Aikya Param
Treasurer: Elke Moritz

Treasurer’s Report

Oakland Center for Spiritual Living

March 2024 ACCOUNTING REPORT

General Highlights for March:

Donations /Monthly: Total general contributions for the month are \$ **22,124.67**, which is a 7.79% increase from same month last year \$ 20,526.14.

March had 5 Sundays this year & only 4 Sundays last year.

General Contributions were in the normal range of recent months.

Gross Profit-Income / Month: \$ 26,943.42

Total Expenses / Month: \$ 32,382.62

*** Net LOSS/ Month:** -\$ 5,439.20

Income points of interest:

Facility Use NET: \$ **3,180.00** (\$ 3,810.00 income & \$630.00 expense)

Significant Expenses outside of regular/monthly:

\$ 255.00 Piano Tuning

\$ 241.72 Annual Zoom subscription

\$ 342.50 New Computer & setup (Sanctuary)

\$ 300.00 Quarterly Computer Maintenance

Personnel Expenses: \$ 17,002.93, which is within budget.

Sunday Musicians: \$ 3,300.00 (\$350 over budget with Instruments added for Easter Sunday.)

Balance Sheet - Funds as of end March 2024:

- **BofA Operating Acct **:** \$ 19,979.92
- **BofA Education Acct:** \$ 1,500.00
- **BofA Bookstore Acct:** \$ 1,876.08
- **BofA Designated Acct:** \$ 18,056.42
- **BofA Buffer Acct:** \$ 10,410.01
- **Summit Building Fund Acct:** \$ 6,753.08
- **Summit CD:** \$ 161,956.25
- **Self Help MM Acct:** \$ 86,023.02

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

Course deposits held in Education bank (not yet shown as income) as of end of month is \$ **0**

**** Facility Use Deposits** received & held in Operations bank balance at end of month reported (not yet shown as income): **\$ 9,800.00**

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

Many concerns came up as Elke gave this report. Board members did not know about our bank accounts. Questions included:

- How many accounts we do we have with Summit Bank and do they pay interest?
 - Elke said there were three and one is a building account
 - Self-Help and Bank of America are other bank accounts
- Who are the signatories for these accounts?
- Do the records including signatories need to be updated?

Deborah wanted to know who moves the Summit CD money to the Self Help money market account so we can earn more interest. Rev. Sunshine and Sanford will do this soon when they meet to change the signatories at the Bank. Rev. Sunshine wanted Sanford Livingston to stay on these accounts because of his expertise in finances. To add her and others as signatories to any accounts, she and Sanford would need to set a day and time to go to the bank(s) together. To expedite this, she called him and he agreed to be on speakerphone. Rev. Sunshine is away next week and Sanford is away the following week so they could not meet until the week of May 6th. New signatories need to be added to B of A account too, although Maureen and Sanford agreed to stay on as backups; Elke and Sanford need to arrange a date to do this too.

MOTION

Sally moved that present signatories on accounts remain. That includes Sanford Livingston, Maureen French, Beth Van Arkel, and Rev. Sunshine.

NO OBJECTIONS

MOTION PASSED

Beth Van Arkel suggested that we find other trusted people, such as members of the Finance Committee such as Robert Leeds and Larry Wyman, who could sign as well.

ACTION ITEM 1. Reverend Sunshine Michelle Coleman clarifies who can sign on which accounts.

On speakerphone, Sanford shared:

- There are three accounts at Summit
- Sanford and Rev. Gerri are the only signatories on the Self-Help account
- The money market account account brings in 4.07% interest. [Board should be looking at which accounts we have, and which are interest-bearing.]
- One of the Summit accounts is a Building Fund. It is a checking account which could be moved to something interest-bearing.
- There is a CD in Summit which expires in June or July; the money could be put elsewhere before it expires with little loss. Sanford suggests getting from Tao the name of the person she deals with to save time with any money transfers.
- Sanford is now also working in a similar capacity for CSL.org.

Rev. Sunshine Michelle thanked Sanford who agreed to remain as an advisor as Maureen French had done.

Fundraising and other Special Events

In lieu of a Minister’s Report from Rev. Sunshine, she suggested that we find a date to have a special meeting focused on Fundraising. Paul Presutti wants to know when the next parking lot party/yard sale can happen. When we have that event, all who rent our space for their meetings, cannot use the facility the week before, and we lose that income.

ACTION ITEM 2. Rev. Sunshine Michelle creates a calendar to include fundraising events like:

- Parking Lot Party
- Concert hosted by Thrive and OCSL who split the profits; we expect each organization to make \$1,000 after expenses.
- Outdoor Event cosponsored by OCSL, Heart and Soul Center of Light, and East Bay Church.

The co-sponsored outdoor event is a “feel good” event for the communities and the biggest expense is food.

- They’ve been meeting about this.
- Need to decide on a date.

FINAL – Board of Trustees Minutes – April 2024

- Expect each center to make between \$500 and \$1,000 but could charge a minimum amount to offset costs.

Future Board Meetings

These can be either in person, or on ZOOM, or hybrid., or alternate on May 19, June 16, July 21, and September 15.

SF Pride Weekend, Saturday, June 29 and Sunday, June 30, Beacon of Love

Sam Ladion and Rheinart are working together on this.

Volunteers needed for SF Pride weekend to collect tickets as people come in.

ACTION ITEM 3. Sam Ladion and Reinhart send Sunshine Michelle a memo regarding what is needed for the San Francisco Pride Weekend.

MOTION:

Nancy Hester spoke enthusiastically about the successful fundraising event she and Gabriella Conde did together with willingness to do it again.

Rev. Aikya Param moved that a Fundraising position be added to the Board, possibly Nancy Hester and/or Gabriella Conde.

SECONDED BY Deborah Jackson.

MOTION PASSED by unanimous show of hands.

Deborah suggested that there be no more motions and that the meeting be concluded.