

Board of Trustees – Minutes – APPROVED

Oakland Center for Spiritual Living

Saturday February 11, 2024, 1:00pm on Zoom

Submitted by Rev. Sally Bartholomew, Secretary

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

Standing Agenda Items

Evocation

Check – in

Review of Action Items (listed below) – postponed until the next meeting.

Approval of Prior Meeting Minutes – Required approvals were obtained via online and email for January’s meeting minutes after this meeting. Rev Sally requested Steve, the Operational Coordinator, to post the approved minutes to OCSL’s website.

1. Minister’s Report - Rev Sunshine provided a written report prior to the BOT meeting. The BOT members asked questions, as needed for clarification, based on their reading of the report. Additional questions were provided and addressed via email subsequent to the meeting. Items of note included the following:

Highlights:

- February 19-23 CSL Annual Convention in Charleston, SC. OCSL had 5 delegates, including the senior minister, another minister, laity, young adult, and a practitioner/board member.
- Discussed postponing the scheduled OCSL Annual Meeting from March 10th to April 7th to allow more time for the Nominating Committee to coordinate potential nominees.

MOTION: Rev Sunshine motioned to postpone Annual Meeting to April 7th, Debi seconded the motion, all approved.

ACTION ITEM: Deborah and Rev Sunshine to complete action items necessary to ensure the Nominating Committee solicits nominees for open board positions.

2. Financial Matters / Treasurer’s Report - The OCSL Finance Committee attended the BOT meeting to provide commentary on their report of recommendations for reducing and eliminating the monthly cash deficit. Subsequent to this presentation, the BOT discussed the items presented, noted some were already in progress, and agreed upon the following additional action items.

ACTION ITEM: Steve Carter to follow up with Waste Management company to obtain monthly discount offered for Recycling. The center will retain the large bins sizes.

ACTION ITEM: Steve Carter to research cost to break the copier lease or reduce monthly usage agreement.

ACTION ITEM: Rev Sunshine and Steve Carter to meet with Cheryl Archer for follow up with the marketing work provided by City Scoop. Invite Cheryl to connect with Steve for ways she uses FaceBook, Instagram, the website, etc. with City Scoop.

ACTION ITEM: Elke will review the cash balances (monthly) and report to the BOT if they fall below \$200,000 so that additional actions may be taken. The Finance committee recommended using a \$200,000 total reserve balance cut-off point as the measure for when to take additional steps to reduce losses. The BOT agreed with this recommendation, noting the current balance is \$246,000.

ACTION ITEM: Elke and the Finance Committee to research options for the Summit CD, which is coming up for renewal soon.

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

ACCOUNTING REPORT

January 2024 ACCOUNTING REPORT

General Highlights for January:

Donations /Monthly: Total general contributions for the month are \$ 27,243.73, which is 11% decrease from the same month last year \$ 30,614.83.

Jan. had 4 Sundays this year and 5 Sundays last year.

General contributions were above normal range of recent months, and include an unusual single donation of \$5,000 that's almost half of the person's annual pledge.

Gross Profit-Income / Month: \$ 30,851.93

Total Expenses / Month: \$ 34,683.14

* **Net LOSS/ Month:** -\$ 3,831.21

Income points of interest:

Facility Use NET: \$ 1,222.00 (\$1,667.00 income & \$445.00 expense)

Education NET: \$ 1,260.00 (Income: Vision Board, Women's Group & Diversity Circle. No Payouts)

Expenses outside of regular/monthly:

\$ 1,172.70 - Ordination

\$ 2,110.14 - Property Tax

Personnel Expenses: \$ 17,928.44, which is within budget.

Sunday Musicians: \$ 2,200.00, which is within budget.

Balance Sheet - Funds as of end January 2024:

- BofA Operating Acct **: \$ 10,093.12
- BofA Education Acct: \$ 2,454.73
- BofA Bookstore Acct: \$ 2,420.78
- BofA Designated Acct: \$ 17,373.92
- BofA Buffer Acct: \$ 10,409.50
- Summit Building Fund Acct: \$ 6,753.08
- Summit CD: \$ 161,690.34
- Self Help MM Acct: \$ 105,536.15

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): \$ 13,715.00

* 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.

2024 DATES – Approved Meeting Dates:

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.

01/21, 02/11+, 03/17 (in person), 04/12-13*, 05/19, 06/16 (in person),
07/21, 08/18, 09/15 (in person), 10/20, 11/17, 12/15 (in person)

*BOT Retreat to thank previous (04/12 on Zoom) and welcome new BOT members, 04/13 all day (in person) retreat.

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

ANNUAL MEETING: April 7, 2024 (Sunday, after service)

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 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.**
2. 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:** Zero Waste Standard Operating Procedure policy draft emailed to Rev Sunshine.
3. BOT to develop a policy for use of designated funds (versus restricted funds), including a note regarding use of funds beyond initial designation when remaining funds are present. **Update:** Move to In Progress.
4. Sanford to work with Paul to resolve issue of Mrs. McManus’ tenant parking, which blocks reading of the water meter.
5. Elke to work with the Finance Committee to inventory and gather credit and debit cards formerly issued to board members and Administrative Coordinator. Tao provided a list via email.

Parking Lot:

1. Erin and Deborah reviewed the changes for the By-laws but need more time to develop the appropriate wording for the updates. Deborah proposed this item be **tabled until 2025’s Annual Meeting**. The following BOT changes are anticipated in 2024:
 - Debi Morris (Treasurer) is completing her term in March 2024.
 - Sanford Livingston is completing his term in March 2024.
 - Maureen French is completing her term in March 2024.
2. 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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3. 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.
4. 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.
5. 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:** Debi to continue as Custodian of Record with the Department of Justice for 2024.

Completed:

1. Rev Sunshine and BOT to review and update her (annual) Letter of Call (LOC), which was originally dated November 28, 2022. Maureen motioned to approve a \$50 per month allowance to cover personal cell phone expenses for Rev Sunshine. Motion seconded by Rev Sally and approved by all present. **Complete.**
2. 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. **Complete.**
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.
3. 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. **Complete.**

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