

Board of Trustees – Minutes – APPROVED

Oakland Center for Spiritual Living

Saturday January 21, 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) –

Approval of Prior Meeting Minutes – Required approvals were obtained via online and email for December’s meeting minutes. 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:

- An inventory of the center’s credit and debit cards is in progress, with the intention of gathering all no longer needed (assigned to former board and employees) and establishing cards for Senior Minister and new Operations Coordinator.
- A project to clean and refresh data in Breeze is in the planning phases. The objective is to focus on data and demographics to better serve our community.

ACTION ITEM: Elke to work with the Finance Committee to inventory (develop a list including: name on card, last four of account number, issuing bank) and obtain and secure in the safe any credit and debit cards issued to former board members and/or Administrative Coordinator. Tao provided a list via email.

2. Financial Matters / Treasurer’s Report - Tao provided the Treasurer’s Report to BOT via email.

MOTION: Maureen motioned to approve the budget without a COLA, Rev Sally seconded the motion, all approved.

ACTION ITEM: Sanford to work with Paul to resolve issue of Mrs. McManus’ tenant parking, which blocks reading of the water meter.

ACCOUNTING REPORT

December 2023 ACCOUNTING REPORT

General Highlights for December:

Donations /Monthly: Total general contributions for the month are \$ **22,807.58**, which is 7.15% decrease from the same month last year \$ 24,562.96.

Dec. had 5 Sundays this year & 4 Sundays last year.

General contributions were a bit above normal range of recent months, and include a one-time year-end donation of \$3,000.

Gross Profit-Income / Month: \$ 30,393.15

Total Expenses / Month: \$ 36,573.53

*** Net LOSS/ Month: -\$ 6,180.38**

Income point of interest:

Kitchen/Food Income: \$ **288.00** Dec. 17 th (no related expense)

Facility Use NET: \$ **1,511.00** (\$2,036 Income & \$525 expense)

Craft Faire Vendor Fees: \$ **473.89 in Dec** (+ 245 Oct + 260 Nov = \$978.89 Total Income)

DESIGNATED Operations Donations: \$ 3,700 Media Grant & \$300 for CityScoop Marketing

Expenses outside of regular/monthly:

\$300.00 - CityScoop Marketing (offset by \$300 donation to cover)

\$ 294.00 - Jetstream annual

\$ 592.28 - Constance Retirement celebration

Estimated water bill may be a few hundred more than should be (meter access blocked by car)

Personnel Expenses: \$ 22,063.19 , which is above the budget amount.

\$4,567 extra Admin, includes \$ 3,268.20 Constance Vac. Pay and \$ 1,298.89 Steve payroll overlap

Sunday Musicians: \$ 2,100.00, which is within budget.

Balance Sheet - Funds as of end December 2023:

- BofA Operating Acct **: \$ 11,628.72
- BofA Education Acct: \$ 1,643.51
- BofA Bookstore Acct: \$ 2,080.98
- BofA Designated Acct: \$ 19,228.51
- BofA Buffer Acct: \$ 10,409.22

- Summit Building Fund Acct: \$ 6,753.08
- Summit CD: \$ 161,553.13
- Self Help MM Acct: \$ 125,244.99

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 \$ 150

** Facility Use Deposits received & held in Operations bank balance at end of month reported (not yet shown as income): \$ 12,440.00 – for 2024 events from Feb to June 2024

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

+Meeting date shifted one week earlier due to CSL Convention Feb 18th-23rd.

*BOT Retreat to thank previous and welcome new BOT members, 03/16 all day retreat.

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

ANNUAL MEETING: March 10, 2024 (second 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.

Parking Lot:

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. **Update: Proposed language is drafted, but still needs work.**
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 April 2024 (after Annual Meeting)**. The following BOT changes are anticipated:
 - 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.
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.**

NEW ACTION ITEMS:

ACTION ITEM: 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.

ACTION ITEM: Sanford to work with Paul to resolve issue of Mrs. McManus' tenant parking, which blocks reading of the water meter.

End of File