

Board of Trustees – Minutes – FINAL

Oakland Center for Spiritual Living

Saturday March 17, 2024, 1:00pm in Person

Submitted by Rev. Sally Bartholomew, Secretary

In Attendance: Rev. Sunshine Michelle Coleman, Maureen French, Elke Moritz, 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 for the February minutes will be obtained via online and email after this meeting.

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

ACCOUNTING REPORT

February 2024 ACCOUNTING REPORT

General Highlights for February:

Donations /Monthly: Total general contributions for the month are \$ 19,662.79, which is a 1.49% decrease from same month last year \$ 19,960.34

Feb. had 4 Sundays this year & last year. General Contributions were in the normal range of recent months.

Gross Profit-Income / Month: \$ 23,731.63

Total Expenses / Month: \$ 30,920.80

* **Net LOSS/ Month:** -\$ 7,189.17

Income points of interest:

Facility Use NET: \$ 2,705.00 (\$ 3,435.00 income & \$730.00 expense)

Significant Expenses outside of regular/monthly:

Sr. Minister Conference Costs \$ 569.70 (part of annual budget)

Personnel Expenses: \$ 17,322.22, which is within budget.

Sunday Musicians: \$ 1,500.00, which is below budget.

Balance Sheet - Funds as of end February 2024:

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- BofA Operating Acct **: \$ 29,210.75
- BofA Education Acct: \$ 2,054.73
- BofA Bookstore Acct: \$ 3,189.21
- BofA Designated Acct: \$ 17,373.92
- BofA Buffer Acct: \$ 10,409.75
- Summit Building Fund Acct: \$ 6,753.08
- Summit CD: \$ 161,827.67
- Self Help MM Acct: \$ 85,783.73

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): \$ 10,580.00

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

ACTION ITEM: Rev Sunshine and Board President to standardize all staff LOC, obtain signatures, and file with CSL.

ACTION ITEM: Steve Carter to put potential celebration event dates on the OCSL calendar for the 80th Anniversary Celebration.

ACTION ITEM: BOT to schedule date for 2024 Fundraising activities. Note: Original date, April 21, 2024, needed to be repurposed as the first new BOT meeting.

2. 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:

- Andy Robbins will be releasing the **Music Director position**. Rev Sunshine will be asking Kev Choice to continue scheduling musicians until the position is filled. No written procedures have been created or documented for this role.
- Susan Brecker will be releasing the Facilities Use role. Rev Sunshine to consider posting this stipend position as a part-time position.
- Rev Sunshine is in the process of coordinating with other Oakland based CSLs to create and organize a trip to Bali with Spirit Tours for September 2025.
- OCSL's 80th anniversary will fall on August 10th 2025 and Rev Sunshine would like to begin organizing an event team now.

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- Letters of Call (LOC) for the newly licensed ministers are in progress and will likely require the continuing staff minister LOCs to be updated to include CSL Home Office language.
- Survey response details are being tabulated and will be shared with the BOT soon.

3. Calendar Items – OCSL Events: <https://oaklandcsl.org/calendar/>

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.

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

*RESCHEDULED to 04/21 - 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), 2025 meeting to be scheduled.

New Agenda Items

4. **Open Discussion:** - No new agenda items.

5. **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

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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:** Draft in progress between Rev Sunshine and Tao Becker.
4. Sanford to work with Paul to resolve issue of Mrs. McManus' tenant parking, which blocks reading of the water meter. **Update:** Details regarding property history to be added to policy.
5. 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.
6. Elke, Sanford, and the Finance Committee to research options for the Summit CD, which is coming up for renewal soon, consider early withdrawal and reinvestment with better rates.

Parking Lot:

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.
Update: Debi to continue as Custodian of Record with the Department of Justice for 2024.

Completed:

1. Deborah and Rev Sunshine to complete action items necessary to ensure the Nominating Committee solicits nominees for open board positions. **Complete.**
2. Steve Carter to follow up with Waste Management company to obtain monthly discount offered for Recycling. The center will retain the large bins sizes. **Complete.**
3. Elke to inventory and gather credit and debit cards formerly issued to board members and Administrative Coordinator. Tao provided a list via email. **Complete.**
4. Erin and Deborah reviewed the changes for the By-laws. More time needed to develop the appropriate wording for the updates. Deborah proposed this item be **tabled until 2025's Annual Meeting**. The following BOT changes were **completed** 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.

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5. Steve Carter to research cost to break the copier lease (6 years) or reduce monthly usage agreement. **Complete.**
6. 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. **Complete.**

NEW ACTION ITEMS:

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