

Board of Trustees – Special Meeting Minutes – DRAFT

Oakland Center for Spiritual Living

Wednesday, May 8, 2024, 1:00pm-ON ZOOM

Submitted by Rev. Aikya Param, Secretary

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

ACTION ITEMS:

1. Rev. Sunshine announces changes in the ministerial staff and Officers of the Board of Trustees at service on Sunday, May 12, 2024.
2. Date for computer training for Board Members put on the calendar. Nancy Hester brings lunch.
3. May 18 starting at 9 AM, a Special Fundraising Meeting held in Rev. Sunshine Michelle Coleman's office and she brings coffee and snacks. Sam Ladion will send ideas beforehand.

Evocation

Slate of Candidates

Current BOT President Rev. Sally Bartholomew starts the Senior Minister position at CSL Colorado Springs on June 1, 2024. She offered the following slate of candidates:

President: Beth Van Arkel
Vice President: Sam Ladion
Secretary: Rev.. Aikya Param
Treasurer: Elke Moritz

Rev. Sunshine Michelle Coleman requested those named in new roles to say whether they were willing and could serve in the position.

Beth Van Arkel said she needed some help with computer programs.

Sam Ladion said that, if no one else was interested in being Vice President, he was willing.

Rev. Sally declared that, since everyone was willing, we had a slate.

Nancy Hester seconded the slate of officers.

No one was opposed.

The new officers of the Board of Trustees were unanimously elected.

Rev. Sunshine Michelle will announce the changes in officers of the Board at service on Sunday, May 12. The start date for the new officers will be May 31.

Computer Training

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Rev. Sunshine Michelle Coleman noted that Nancy Hester lived with someone who was an expert in technology and asked Nancy if she thought he'd be willing to come teach our Board members. Rev. Sally wanted to be sure that he knew Google well because the use of Google Drive was important to the functioning of OCSL as a business. Nancy confirmed that Ron knew Google and would be willing to teach us. When he comes to do that, she will provide lunch.

Change in Ministerial Staff

Rev. Sally Bartholomew begins her new position as Senior Minister at CSL Colorado Springs on June 1. Revs. Katherine Saux and Geri Carder have released their Letters of Call as Staff Ministers. They are not leaving the community. Recently, OCSL had seven ministers and now there are four, namely:

Rev. Sunshine Michelle Coleman
Rev. Teresa Gardner
Rev. Allie Hutchinson
Rev. Aikya Param

Fundraising

The Fundraising Meeting will be on Saturday, May 18 starting at 9 AM in Rev. Sunshine's office. She will bring snacks and coffee. Sam Ladion will not be able to attend and is interested in fundraising events that happened in 2023 and how well they did. He can submit ideas beforehand for the meeting. Rev. Sunshine Michelle will send to Board members the list of fundraising events from 2023 and community survey results shared at the Annual Meeting. Members enthusiastically responded to Drag Bingo as a future fundraiser.

Recent good news: for our recent concert, THRIVE and OCSL each netted \$2,500 each.

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, 05/18/24 Special meeting-Fundraising, in person, 06/16 (in person), 05/19/2024, 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.

Ending prayer by Rev. Sunshine Michelle Coleman.

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

March 2024 BOT meeting minutes need approval by the Board of Trustees..

(From March minutes)

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.

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:** 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.

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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.

(From the April Board Meeting)

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

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

(From Special Meeting May 8, 2024.)

Rev. Sunshine Michelle announces to the congregation the changes in the ministerial staff: 1) Revs. Katherine Saux and Geri Carder release their Letters of Call as Staff Ministers, remaining in the community. Rev. Sally Bartholomew assumes Senior Minister position at CSL Colorado Springs effective June 1, 2024. Remaining Staff Ministers at OCSL are Rev. Allie Huthinson, Rev. Teresa Gardner, and Rev. Aikya Param.

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

ACTION ITEM: BOT to schedule date for 2024 Fundraising activities. **Fundraising Meeting set for Saturday, May 18, 2024 from 11:30 AM-1:30 PM**