

June 16, 2024 FINAL Board of Trustees–Minutes

Oakland Center for Spiritual Living

Submitted by Rev. Aikya Param, Secretary

Board of Trustees Meeting Minutes June 2024, p. 1 - 6

Minister's Report, p. 7 - 20

Statement of Financial Position, p. 21 - 23

In Attendance: Rev. Sunshine Michelle, Nancy Hester, Deborah Jackson, Sam Ladion, Elke Moritz, Rev. Aikya Param, Beth Van Arkel with Finance Committee members Robert Leeds, Larry Wyman and Judith Roberts

Evocation

Check – in

Action Steps decided in this meeting for quick reference

ACTION STEP: Tao will email the Finance Committee about monthly trends, finance reports. The Finance Committee will meet quarterly and let the Board of Trustees know how they think we're doing and other recommendations to stay in the black with our finances. Elke acts as liaison. September 15, 2024 is the next Board meeting they'll attend.

ACTION ITEM: Beth Van Arkel will review the copier contract to see what the costs are for the copier, the cost to break it, and what the alternative is.

ACTION ITEM: Sam Ladion will look into the cost etc. for Alameda Pride (October 6, \$50) and Oakland Pride (September, \$300). He will also look into other fairs and festivals in the area and report back regarding costs and other requirements.

Finance Matters: Treasurer's Report

Elke reported that we show a gain this month so we are doing better. A down payment of \$2700 for an event was not included properly in past reports. That has been corrected. Facilities rental brought in \$6,500. The concert drew \$2,398. We did have some unusual expenses like the \$399 fee to take funds from the CD, the purchase of a microphone, and over-budget personnel expenses. We had \$233,368.19 in the Summit Account.

Beth Van Arkel reminded us that a cap of \$200,00 had been suggested by finance committee and the Board. So if we put that amount in a CD, only \$33,368.19 would be available to cover expenses and could be exhausted by the end of the year or beginning of next year. Reducing costs now to stay within our budget is important to not use up all of our available reserves. See Statement of Financial Position from Tao Becker, OCSL Bookkeeper in the Addendum.

Elke researched the plans of the Federal government to lower interest rates. Thus she strongly feels that we should put aside as much as possible for as long as possible so we have the current higher interest rate.

Rev. Sunshine suggested that we put less than \$200,000 aside for 18 months to have more funds available if needed.

Motion: Rev. Sunshine moved that we put \$150,000 from a money market fund into a CD for 12 months at 4 ½% interest earnings.

Seconded: by Deborah

Approved by 6 votes.

Beth Van Arkel will move the funds to a CD as soon as possible.

Finance Committee Input

Robert Leeds looked at possible savings and income. He highlighted the change from losing \$7,000 a month last year to \$3,000 a month in 2024, which shows we are headed in a positive direction. He stressed that we keep in mind that cutbacks in expenses have consequences to our services. Regarding personnel costs, he emphasized that staff salaries are not excessive.

Our regular PG&E bills are high and we should research how to save. Christopher Brown has a Smart thermostat NEST that works on wifi, purchased by Larry Wyman for us. We will be installing it to give oversight on PG&E expenses. Rev. Sunshine noted that our increased facilities use fees takes into account the higher costs of utilities when the facilities are in use by others.

Robert mentioned that if everyone increased their donation by 10%, we'd no longer run at a deficit, as a result of the recent letter from Rev. Sunshine. Also if facilities usage increased by 10%, we would no longer run in deficit mode.

Questions and Answers after reviewing financial sheets provided of expenses we can control

Question: Please explain "outside labor" for Youth and Family. We pay \$800 for it?

Answer: That is paid to Jacquie Onnipede as Director of Youth & Family for her consistent service in the Youth and Family program.

Discussion on Minister's Report

Rev. Sunshine brought the Board's attention to the dog policy on pages 10 and 11 of her report. In concurrence with Paul Presutti, they feel a clear policy is needed. This policy addresses: sensitivities to animals (dander), hygiene and keeping our building clean, safety concerns, fear of animals, altercations, etc. Here is the image of the poster being recommended:



Motion: Rev. Sunshine Michelle moved that we enforce a policy that only certified service animals are allowed, not emotional support animals and that we post signs like the one above in the Sanctuary and Social Hall.

Seconded by Nancy Hester.

Unanimously approved.

Fundraising events planned in a special Board meeting are on page 2 of the Minister's Report, included as an addendum here. The dates for some still need to be finalized.

The chair dedication can make up \$10,000. We have 250 chairs. We could have four tiers of \$500 (for organizations), \$200, \$100, and \$50 (for individuals). Rev. Sunshine suggested that we market it as a fundraiser for the 80th Anniversary happening August 2025.

RESEARCH NEEDED

Janitorial Expenses

Javier is paid at a monthly rate. When we have renters, his fee is added to what they are charged. There was interest in knowing how many times a week Javier comes for regular servicing of our facility and how many hours he spends.

Landscape Labor

Work is done on the grounds four times a month. The question was asked if we could manage with three times or two, instead of every Friday.

Phones

We have eight phones/lines and we pay \$4,000 per year for them. There was a suggestion to research if all those lines are needed. The monthly expense includes the contribution towards the Sr. Minister's cell phone that is used for work purposes. Beth said she would speak with Steve Carter and Paul Presutti for more information.

Kitchen Supplies and Food

Someone asked if we could host lunch after service once a month. A suggestion was made to have a "bring a friend" Sunday and then supply lunch after service to encourage mingling.

When Sanford and family provided food, they donated all costs so that donations collected were a fundraiser for the Center.

Sam suggested a Food Truck once a month. Rev. Sunshine has looked into this and found different prices. Sanford might be able to recommend a good service.

Approval of the May 2024 minutes

There was a discussion about challenges some members had with access to oaklandcsl.org. In the training on using Google Docs on Sunday June 23, Ron will work with us to resolve these. Two additional Board members added their approval of the minutes so they are now FINAL. Rev. Aikya will send the FINAL version to Beth Van Arkel and to Steve Carter.

Update on Credit and Debit cards

Tao was converting two of the cards to one for operations expenses, so some cards could be canceled. All cards are in safes and accounted for per Beth Van Arkel.

Copier Use and Expense

We are allowed per contract to make 3000 Black and white copies and 1,150 color copies a month. The average charge is 1 cent per black and white copy and 7 cents per color copy.

Participation in Fairs and Festivals

The following Fairs and Festivals are coming up. Our participation increases our visibility.

Alameda Pride - October 6 which costs \$50

Oakland Pride Fair - September \$300

Laurel Street Fair August \$400

Graduation

Dheanon, a nephew of Sanford Livingston, gave OCSL a lot of free service cooking in the kitchen when we were offering meals for special events. We'll get his address from Sanford. Beth will submit a check request to send him a gift from the Board

Motion: Beth Van Arkel moved that we send him a check for \$150 as a wedding gift and thank you.

Seconded by Deborah.

Unanimously passed.

Recognized Needs

We need a committee of volunteers as well as Coordinators for Membership and Volunteers and hospitality..

Calendar Items:

2024 DATES – Regular BOT meetings held on the third Sunday of each month. Remaining are 07/21, 08/18, 09/15, 10/20, 11/17, 12/15 (all in person unless otherwise agreed on)

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

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. 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)

Action Items

In Progress:

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. **Beth, Gabriella, and Amy to finalize.**

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 & needs to be added to facility rental agreements (related to above item).**

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. **No new Update: Tao and Rev Sunshine to draft policy.**

Parking Lot:

Deborah Jackson and Erin Gaffey (Nominating Core members), 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 no longer being drafted and proposal is withdrawn.**

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.**

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.**

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.**

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Updated and Completed Action Items:

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. Need update on who's certified and who still needs to be. **Rev. Sunshine Michelle, Jacquie Onnipe and Debi are actively working on this.**

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. **Completed except for the closing of several cards.**

Action Item: Steve Carter to see if fees can be reduced for Waste Management and PG&E and contract be broken with copier lease to reduce monthly usage fee.

Action Item: Rev. Sunshine and Sanford to move Summit CD money to Self Help money market fund to increase interest payments received and Elke and Finance Committee to search for best CD rate to move money to. Money moved by Beth Van Arkel; transfer to CD upon approval by Board; CD to be at Self Help for 4.5%. **Will be complete when Beth goes to the bank with one of current signers.**

Action Item: Rev. Sunshine to clarify who should be signers on all of OCSL accounts and arrangements be made for new signers to meet at banks to change/update signature cards. Update: Agreed on new signers to be added for B of A- Beth will arrange such upon receipt of May approved minutes; Summitt's signers are OK; **Rev Sunshine and Board need to determine who will be new signers at Self Help, Prepare letter for bank and place names in BOT minutes, before going there to arrange paperwork to complete such.**

Closing Prayer

ADDENDUM

June 2024 Minister's Report

Oakland Center for Spiritual Living
Prepared by Rev. Sunshine Michelle Coleman, PhD

Purpose

Share key highlights of the ecclesiastical and administrative functions of ***Oakland Center for Spiritual Living (OCSL)*** with the Board of Trustees in order to a) understand the operations of the Center, and b) provide documentation for information, review, assessment, and improvement of the Center's operations. Note: Not all areas of the Center are mentioned; only those areas that have changed, highlights, or considerations to note.

Post Annual Meeting

- Rev. Sunshine Michelle drafted and distributed a letter to the community via Breeze from her and the Board of Trustees as a follow up to the annual meeting inviting people to increase their giving and speaking to our need for increased revenue, and our current financial status. The letter will also be shared from the pulpit, per the suggestion of a finance committee member. She will monitor giving levels with Tao Becker (bookkeeper) to determine if giving goes up.

Fundraising

- Rev. Sunshine Michelle consulted with Susan Brecker (facilities use), Steve Carter (administration) on the master calendar to schedule dates for the fundraising activities that the board agreed to (see list on next bullet). She also is conferring with potential leads for these events to get their input. Dates are almost finalized. Other internal community activities will also be added to the master calendar so we have a full picture of the activity schedule, such as recognition events (Practitioners, volunteers, Y&FM).
- Board member Nancy Hester volunteered to be the Fundraising Lead (yay!)
- Here are the list of activities, proposed dates/timeframes, Board leads and potential committee members/leads, so that event planning committees can be assembled and the events planned and advertised:

Fundraising List

- Chair Dedication: July - Dec. Rev. Sunshine (Paul Presutti, Craig Ferguson)
 - Advertise as 80th Anniversary (August 2025) activity
- Yard Sale: August/September, Nancy Hester (Paul Presutti, Trecia Gregore)
- Silent Auction: Friday September 27/Saturday September 28 - Nancy Hester (Gariella Condie, Maureen French)
- Halloween Costume Bingo: Sunday October 27, Nancy Hester (need Lead, Paul Presutti, others)
- Sound Healing Event: separate or joint (weekend) - Rev. Sunshine & Nancy Hester (plus committee)
 - Wellness Day (labyrinth walk, card readings, nutrition, fairy hair, etc.)
 - Sound Healing Concert (singing bowls, gongs, sounding)
- Holiday Art Crafts Faire: Sunday, December 15 –Deborah Jackson (plus committee (one day only 12/15 after service)
 - Next year marks the 80th Anniversary of Oakland Center for Spiritual Living in August 2025. We need to create an Anniversary Committee this summer to begin brainstorming activities to raise funds and celebrate our Center.
 - 80th Anniversary events: Nancy Hester & Rev. Sunshine (need full planning committee)
 - Talent Show - Spring 2025
 - Anniversary Gala event (costume ball?) - August 2025

Community events to intersperse on the calendar:

- Community visioning session (1-3 parts)

- Author panel and book signing (Irene Sardanis, Rev. Aikya Param, Eleanor Vincent, Craig Johnson, Marnie Curry, Ms. Lupe's son, Susan Urquart-Brown, others?)
- Art show - Peggy Cotton, Alice Herndon, Tricia Gregoire, Constance Chapman, Sheila Foster (jewelry), Rev. Dr. FranCione
 - Board discussed this being part of the silent auction or perhaps an in person component to the auction
- Volunteer Recognition
- Y&FM Recognition

Tri-Community Collaboration Event

- The Centers for Spiritual Living Centers in Oakland are collaborating to host a multi-center outdoor gathering on Saturday August 17, 12 - 5 pm at the Martin Luther King, Jr. Regional Shoreline Park. The event includes OCSL, East Bay Church of Religious Science, and Heart and Soul Center of Light. This is an important intra-communal event.
 - The budget per center is \$500-\$1000 per center (\$1500 - 3000 total). The three senior ministers have been discussing and planning this event for the past couple of months and have assembled an events team with two people per center (6 person team). A logo has been created for the event with the intent of printing and selling T-shirts.
- This is a feel good event across the various communities who have mixed and mingled for years. The event team will create a registration mechanism once the food option is settled (the biggest cost of the event besides the venue).

Facilities Use - Susan Brecker, RScP

This is the summer schedule - May, June, July, and

August May

Saturday May 4th

Celebration of Life for Corie Rameriz, Sanctuary and Social Hall - 5 hours

Gross Income \$1,390.00

Net Income 960.00

Tuesday - Saturday May 7 - May 11th

Relational Somatic Training, Social Hall - 5 days

Gross Income \$5,000.00

Net Income \$3,900.00

Friday and Saturday May 31 & June 1

Relational Somatic Training, Social Hall - 2 days

Gross Income \$1,860.00

Net Income 1,640.00

June

Saturday June 15

Sons of Norway, Social Hall - 3 hours

Gross/net Income \$300.00

Saturday June 15

Relational Somatic Training Social, Social Hall -2 hours

Gross Income \$695.00

Net Income 480.00

Saturday June 29

Celebration of Life - Anthony family, Social Hall - 4 hours

Gross Income \$1,115.00

Net Income \$890.00

July

Saturday July 20

Bay Area Fisk Alumni Picnic, Patio - 3 hours

Gross Income \$420.00

Net Income 300.00

Saturday July 27

Celebration of Life for Nidra Foster, Sanctuary & Social Hall - 4 hours

Gross Income \$1,634.00

Net Income 980.00

August

Saturday August 3

Cello/Piano Recital, Sanctuary - 1 1/2 hours

Gross/net Income \$300.00

Sons of Norway, Social Hall

Gross/net Income \$300.00

Saturday August 17

Celebration of Life for Olivia Walter, Sanctuary & Social Hall - 5 hours

Gross Income \$1,441.00

Net Income \$976.00

Dances for Universal Peace, Social Hall - 14 hours

Gross/net Income \$1,080.00

Bookstore - Linda Wyman

Sales were pretty good last month and we were able to get back in the black by a small amount (\$0.99!!!).

Total Sales: \$1,322.73

Purchases: (905.18)

Transaction Fees: (56.43)

Lightspeed (Vend)(119.00)

Adjusted Profit \$242.11

OCSL 50% \$121.06

Carryover this month: $(120.07) - 121.06 = 0.99$

Lightspeed Report:

Total Sales \$1,322.73

Cost of Goods (980.62)

Adjusted Profit \$342.20

Profit Margin 26%

There are still some remaining purchases to be reimbursed in June, but anticipate being able to start building back my Carry Over Balance in June. July – there are more statues – Yoga and meditation. Then a Clearance Sale in August.

Manufacturers start having their sales for the Holidays in August and September. We try to take advantage of free shipping and other deals during that time.

Marketing & Engagement

The committee is focused on the following:

- Assessing how to proceed with the work of CityScoop for marketing support. Their articles written on our behalf need significant editing and take up a lot of our time; the team thinks it may be more efficient for us to generate the articles ourselves. The article content that CityScoop is adding to our website may be inaccurate and could serve as a detractor from our target audience, i.e. use of the terms Christian. The payment option has moved to automatic deduction, which is not desired or optimal for us. Rev. Sunshine discovered that our CityScoop representative has full authority over our website (and possibly over our social media accounts), which needs to change as soon as possible.
- There is a complication with this behind the scenes that she is exploring having to do with access and control. We are lacking in expertise in this area, which makes it a challenge to resolve the issue. However, it is being addressed and Rev. Sunshine will keep the board apprised as needed.
- There has been a positive increase in engagement through the CityScoop efforts, according to the metric reports received. The posting that volunteer community member Sage Ardis is doing on Facebook is also helping to boost the visibility of the Center. The \$300/month discounted rate is good until the end of the year, which is a bonus. Once the fundraising calendar is set, CityScoop can help market those events and activities for increased visibility if we choose to continue with

them for the remainder of the year, which Rev. Sunshine is deciding upon.

- Website consultation has not yet happened to determine how much it will take to upgrade our website as funding is available. This action is still on her list and will be addressed in the upcoming weeks so that we have the information to make better and informed decisions about improvements that will support and yield increased visibility, participation, and thus funding.

Facilities & Maintenance

- There was a complaint submitted to the City of Oakland about blighting on our landscaping (overgrowth). It was referred to the Facilities team (Paul Presutti, Christopher Brown, Sanford Livingston, Larry Wyman) to research and respond with a copy of response to Rev. Sunshine. Steve researched the blighting ordinance and we are not in violation that we know of. We pay Rosa's landscaping for weekly service to keep our landscaping on the property maintained and in compliance. We will respond accordingly by the June due date listed on the complaint.
- There were two safety issues that came up in the past few weeks; one by phone, the other in person:
 - The phone call was someone saying they wanted to commit suicide, Rev. Sunshine was unavailable, and they didn't want to speak to a woman. Steve spoke with them to try to identify what they needed. They eventually started asking for money and hung up.
 - Someone showed up in person, rang the doorbell to the Education Building, Steve answered it, and had a hard time exiting the person. She said she was a former member, but he had a hard time identifying what she needed and how we could help. He didn't get her name.

- Rev. Sunshine was alerted to these two situations several days after the fact. She is working with Steve on protocols to share with the staff on how to handle such situations. There may already be protocols that exist, but the current administration is unaware of them.
- Steve requested Paul to move the security camera/screen to the front door by the doorbell so that the view of who is there can be more easily seen. Rev. Sunshine will work with Paul on this issue.
- Dog policy. Rev. Sunshine and Paul Presutti have been discussing implementing a dog policy. There have been several instances where dogs have been in the sanctuary in regular and special services. Paul has done some research and the two of them would like to implement a policy allowing certified service animals (dogs) only (excludes comfort animals). This policy addresses: Sensitivities to animals (dander), hygiene and keeping our building clean, safety concerns - fear of animals, altercations, etc.
 - **ACTION: The policy is being presented to the board for approval at the June 16, 2024 meeting; then we will proceed.** The policy* basically excludes all animals except certified service animals, according to the picture and language on the poster below, which would be posted in the foyer of the sanctuary and in the social hall once approved. If approved, we can also put a notice in the newsletter alerting people of the new policy.
 - *To Rev. Sunshine's knowledge, there is no policy manual where such language can be listed and posted for people to refer to. This can be a point of consideration and implementation.

Practitioners & Ministers

- June 30 is Practitioner Recognition during service where 5 year increment pins (including Emeritus) will be awarded, commitment vows will be recited, and Practitioners will be featured during the service. Pins have not been awarded since the pandemic so we are

catching up on this important recognition, which ministers are also included in.

- Rev. Sunshine requested to speak at the June Practitioner meeting to share the needs of the Center and to ask folks to step up. There are several gaps that are in need of attention, namely membership, volunteers, kitchen, education, and compassionate care. We've had a few people step forward in some areas, which are highlighted in various sections within this report; however, we need additional support.
 - There is an intention to identify others in the community who are new to volunteering to step up. This will yield greater commitment and focus if it is a specific request, which has worked in several instances. Otherwise, we will need to get creative in how to fill these gaps (see gaps list later in the document, page 12).
- The Practitioner Leadership Council (PLC) initiated a vote among the Practitioner Core to change their by-laws to increase the number of PLC members to six, which was approved. They have two new candidates to vote into office: Peggy Cotton and Dylan McClintock, which will likely be approved (the vote is in motion right now). This will add more leadership and new energy to the group, which currently consists of Susan Brecker, Andy Robbins, Dodie Chaney-Fernandes, and Susan Urquhart-Brown (3 are emeritus Practitioners).
- Revs. Sally, Geri, and Katherine were Sunday service speakers on May 26, June 2, and June 9 respectively. There was a light reception on May 26 for Rev. Sally and on June 9 for both Revs. Geri and Katherine to honor them releasing their letters of call to move in other directions within their ministries.

Music & Sound

- A shared calendar was created for Music and Sound and shared with the leads: Kev Choice (music), Deb Santa Maria (music), Peggy Cotton

(sound), along with Rev. Sunshine, Steve, and Tao so that the music and sound can be better managed and all the supporting logistics, particularly changes to the schedule. So far, things are flowing smoothly since Andy's departure, although we're adjusting to a new flow and creating a new rhythm; there was a recent last minute scramble due to a change in artist, which we want to avoid where possible.

Wednesday Midweek Oasis

- Practitioner Judith Roberts is the new co-host with Paul Presutti (continuing) for Wednesday Oasis starting in June. Rev. Sunshine Michelle will continue to curate the speaker schedule. Things have been flowing smoothly since Rev. Sally's departure as co-host thanks to the continuity of Paul being the host until a co-host was identified and trained.

Youth & Family Ministry

- Debi Morris, custodian for Y&FM for the LiveScan project, sent Rev. Sunshine a list of people who currently interact with our Youth program and already have valid LiveScan checks. We are beginning to plan for phases of LiveScan applications within our center, starting first with regular staff and volunteers who have most contact with Youth. We will be reaching out to these folks to begin scheduling as soon as possible.
 - The cost is \$46 each; we will invite people to donate the cost to OCSL if desired, otherwise they will be reimbursed. Rev. Sunshine will monitor costs with our bookkeeper, but expect it to be minimal since a number of people already have active LiveScans and those who don't will likely absorb the cost. Rev. Sunshine will keep the board apprised on this project, how it's going, and when we hit completion and full compliance.
- Rev. Sunshine will coordinate with Jacquie O. a Youth & Family Recognition ceremony before year-end to honor the staff and youth volunteers, as well as the youth who participate in the program.

Education Core

- This group is still in transition and trying to ground and settle. Our first meeting since the exit of Rev. Geri, Rev. Katherine, and Margo Tabet is forthcoming on June 18. Practitioner Dylan McClintock has joined the group, Practitioners Doug Myer and Judith Roberts will continue, and Dr. Suzanne DuBois has agreed to be the lead of the team (she may request a transition meeting with Constance Chapman). Rev. Sunshine will continue on this team ongoingly given its importance in the Center.
- We have great work ahead and Rev. Sunshine is optimistic that we will adjust and excel. We have great feedback from the community engagement survey and education focus groups to design and implement meaningful educational offerings for our community.
- We still need to either raise an additional ~\$3K to add to the \$3,700 Hefferlin grant received last year to outfit a hybrid classroom OR determine if OCSL is willing to pay the \$3K. There was enthusiasm and interest at the annual meeting at moving forward on this item. We will keep these needs in mind as we reconstitute the EdCore and move forward.

Compassionate Care

- This continues to be a gap area. With Rev. Geri releasing leadership responsibilities, more support will be required for this team, which Rev. Sunshine will seek from within the Practitioner Core. This area is also listed in the next section as a gap area requiring support.
- Ministry of Prayer - Practitioner Alice Knutson will be assuming the lead of this area from Dorothy Mendez at the end of June. The two will train together as the torch is passed. There is a lot of excitement about this transition, which has a lot of promise. Yay!

Leadership Team

- Rev. Sunshine scheduled a Leadership Team meeting for Saturday June 29, 10:00-11:30 am. The intent is to meet on a regular cadence (monthly, bi-monthly, quarterly), which has always been the intent but there have been many other distractions. The intent of the meeting is to share successes, challenges, and vision for ongoing leadership and greater alignment.

Gaps Needing Leadership

- Music - Rev. Sunshine Michelle is serving as the lead for music for now, but we need an OCSL lead to work with the lead musicians at some point. Music is so integral and critical to the service that it requires strong leadership and coordination with the Senior Minister.
- Membership - We need someone in this role who can help Rev. Sunshine think creatively about and reassess membership (including online), which has significantly changed since the pandemic. Rev. Allie mentioned having ideas in this area that she and Rev. Sunshine will be talking through and potentially implementing.
- Volunteers - lead position continues to be vacant and is an important role
- Education - See update above in the section. This area is in motion and stability is in sight.
- Compassionate Care - See update above in the section. The Ecclesiastical Team will have to coordinate and jointly pitch in here as needs arise.
- Facilities Use - Susan Brecker is looking to eventually release this position or have additional support. Rev. Sunshine is looking to post this position since it is a paid part time position, which will hopefully draw interest, although the pay is nominal.

ADDENDUM 2

Statement of Financial Position

Oakland Center for Spiritual Living			
Statement of Financial Position (Balance Sheet)			
As of May 31, 2024			
	Total		
ASSETS			
Current Assets			
Bank Accounts			
B of A ...0164 - OPERATING _cc ..6427, ..5132	23,833.19		
B of A ..7935 - BOOKSTORE_cc ..9052	2,584.62	2,584.62	
B of A... 2478 - PAYROLL	845.32	24,678.51	Operations & Payroll
B of A...3235 - BUFFER Savings	10,410.53	10,410.53	
B of A...3492 - EDUCATION.. cc 4887, (9691, 9642)	1,145.69		
OCSL Education Scholarship Fund	527.29		
Total B of A...3492 - EDUCATION.. cc 4887, (9691, 9642)	\$ 1,672.98	1,672.98	
B of A...3551 - DESIGNATED	0.00		
Designated OTHER	3,700.00		
Pastoral Care Fund	1,584.33		
Practitioner's Fund			
Practitioner General Fund	4,426.66		
Total Practitioner's Fund	\$ 4,426.66		
Social Justice Ministry Fund	740.00		
SUM Fund	282.00		
Y&F Fund	6,268.43		
Total B of A...3551 - DESIGNATED	\$ 17,001.42	17,001.42	
Cash Bookstore (Register & Petty Cash)	213.13		213.13
Self Help Money Market ..5690	233,363.18		
Self Help Reg. Savings...5690	5.00	233,368.18	
Summit ... 9110 BUILDING FUND	6,753.08	6,753.08	
Total Bank Accounts	\$ 296,682.45	296,469.32	213.13 296,682.45
Accounts Receivable			
Accounts Receivable (A/R)	2,706.57		
Total Accounts Receivable	\$ 2,706.57		

Other Current Assets				
Contribution/Grant Receivable	7,115.44			
Disputed Charges	77.78			
Inventory BOOKSTORE Asset	9,342.31			
Prepaid Expenses				
Pre-paid Bookstore Expense	1,071.00			
Prepaid Liability Insurance	2,519.30			
Prepaid Worker's Comp	353.00			
Total Prepaid Expenses	\$ 3,943.30			
Undeposited Funds	993.28			
Total Other Current Assets	\$ 21,472.11			
	\$			
Total Current Assets	320,861.13			
Fixed Assets				
Land	91,837.00			
Total Fixed Assets	\$ 91,837.00			
	\$			
TOTAL ASSETS	412,698.13			
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable (A/P)	3,856.33			
Total Accounts Payable	\$ 3,856.33			
Other Current Liabilities				
Deferred Income - Facility Use	0.00			
DEPOSITS - Facility Rental Pre-Pay				
Credits Pending	2,695.00			
Total Deferred Income - Facility Use	\$ 2,695.00			
Employee Payroll Payable	3,287.04			
Gift Certificates Outstanding	81.20			
Sales Tax Payable	218.07			
Total Other Current Liabilities	\$ 6,281.31			
Total Current Liabilities	\$ 10,137.64			
Total Liabilities	\$ 10,137.64			
Equity				
Retained Earnings	421,360.14			
Net Income	-18,799.65			
	\$			
Total Equity	402,560.49			
	\$			
TOTAL LIABILITIES AND EQUITY	412,698.13			

Accrual basis Monday, June 10, 2024 9:19 PM GMT-07:00				