

**August 25, 2024 Special Board of Trustees Meeting– Minutes  
First Church of Religious Science dba Oakland Center for Spiritual Living**

**Submitted by Nancy Hester**

**In attendance: Reverend Sunshine Michelle Coleman, Elke Moritz, Reverend Aikya Param, Beth Van Arkel, Nancy Hester, Sam Ladion (by telephone). Absent: Deborah Jackson**

**Purpose**

- **Update on burglary that took place 8/19/24**
- **Open Brokerage account with Vanguard to receive \$2500 stock donation by congregant**

**Open Brokerage Account**

Reverend Sunshine shared with the Board a congregant wants to donate stock valued at \$2500.00 Reverend Sunshine put the congregant in touch with Elke who initially researched the process of using Merrill Lynch. Merrill referred her to Vanguard as it was more cost effective. To set up this account we need the following:

- 1. Articles of incorporation**
- 2. Specify who will be on the account**
- 3. Minutes indicating signers on the account**

It was agreed that Elke and Reverend Sunshine will be signers on the account once it opens. Reverend Sunshine stated the account name should include Oakland Center for Spiritual Living, as well as First Church of Religious Science Oakland. There is no cost to open the account. The only time there will be a fee is when we sell the stock. The value of the stock sold is also tax deductible.

Reverend Sunshine stated the donor wants to remain anonymous. We can sell the stock when it reaches maturity. Moving forward, this could be another vehicle to use for people who want to donate stock. Elke will research opening this account and any costs and get back to the Board.

**Motion: Elke suggested we open a Vanguard brokerage account referred to us by Merrill Lynch.**

**Seconded by: Beth Van Arkel**

**Approved by 5 members.**

The application, articles, and minutes need to be faxed to Vanguard to open this account. Previous articles of incorporation are listed as First Church of Religious Science and Rev. Sunshine suggested we also include Oakland Center for Spiritual Living as dba.

### **Burglary - August 19, 2024**

Cameras captured footage on August 19th at 1:20 am of a break-in in the sanctuary. The janitor discovered the break-in at approximately 6:30 am after working in the education building. The entry was made on the side door by the stage with a crowbar. Bar was removed from the door. It appears this break-in was done by one person. Javier initially called Paul who then called Reverend Sunshine. Reverend Sunshine then dialed 911 for police and Paul called Beth. All 3 of them came to the Center and Police arrived in an hour. Only the sanctuary was entered.

Many internal doors were damaged by use of the crowbar. Replacement locks were installed where needed. All rooms were entered and ransacked. The person also forced open most file cabinets in the sanctuary offices.

Paul installed brackets on the inside door of entry to secure it. Reverend Sunshine suggested to Paul to leave the side door as it is for now until we determine our longer term solution.

Reverend Aikya asked Reverend Sunshine if she notified the neighbors and she indicated only the school below us was notified.

- AV room was broken into, two laptops and two cameras stolen
- They did not open the safe
- Bookstore was trashed, petty cash stolen and \$100 bank & Sundays sales deposit & cash register drawer from file cabinet and bookstore were stolen
  - Linda purchased a new register drawer for the bookstore & the bank will be kept in safe when bookstore closed
- Door to electrical room requires repair
- Silver bowl in the prayer room was stolen

- Reverend Sunshine's office was trashed as well

Reverend Sunshine filed a claim with our insurance company. Our insurance deductible is \$2500.00.

Reverend Sunshine asked for Board approval during the week of the incident for replacement of one AV camera so we could transmit Sunday service online. She explained that Andy did buy a new replacement camera and we need to reimburse him.

Paul called Christopher Brown inquiring about an alarm system and he recommended ADT. Paul and Rev. Sunshine met with an ADT rep the week of the incident on Friday August 22 regarding installation of an alarm. It is suggested to arm each building with two keypads and up to five motion sensors per building. Installation cost is approximately \$3000 for both buildings, with an ongoing \$52 monthly service fee. There is a possibility of a discount of up to 50% for installation. Christopher suggested that we only have an interior alarm as the noise is piercing if we had it outside the building. We could always add an exterior alarm at a later date. Also, we are charged for false alarms.

Reverend Sunshine will meet with Paul and Christopher for clarity on how many keypads we need. Reverend Sunshine stated we could also get an app to arm/disarm the alarm once we get approval at a minimal extra fee. Once we get a final quote from ADT Reverend Sunshine will send it to Paul and Christopher for recommendation and their input, as well as the Board for approval.

We still need to assess the repair of the damage caused by the burglary.

Reverend Sunshine wants to move quickly on the installation of an alarm system. We also need to secure papers of importance, such as the deed of property etc.

Elke asked if we will get a discount on our insurance policy for additional safety measures if we get the alarm system.

Reverend Sunshine called St. Theresa School next door to OCSL to let them know about the burglary. They have a Bay Alarm system installed. They shared with Reverend Sunshine that we may be able to get a grant offered by the State of CA, which is offered to faith-based organizations to increase security. This could

possibly pay for our alarm system. We must apply for a grant no later than September 23, 2024. We need to find a grant writer to support our submission.

**Motion: Offered by Reverend Sunshine. Based on further research, we move to get an alarm system for both buildings based on cost, affordability.**

**Seconded by: Rev. Aikya**

**Abstained: Elke**

**Approved by 5 members pending getting the actual information on cost, 1 abstaining**

Beth and Rev. Sunshine removed important papers from the safe for protection and recommended that we purchase a lock box at our bank for those items. Beth went to our B of A bank to see if we could get a safe deposit box there, but none are available at this time. We would need to locate another branch with boxes available. Beth obtained an application for one at Summit Bank where we also have an account. Elke stated we need to create an inventory of what is in the box.

**Motion: Reverend Sunshine suggested we get a safety deposit lock box for important papers.**

**Seconded by: [Beth Van Arkel](#)**

**Approved by 5 members**

Meeting adjourned at 1:45 pm.