

October 20, 2024 Draft BOT Meeting Minutes

Meeting held in Rev. Sunshine Michelle's office at Oakland Center for Spiritual Living

Attendees: Rev. Sunshine Michelle Coleman, Deborah Jackson, Sam Ladion- Vice President, Elke Moritz- Treasurer, Rev. Aikya Param, with Nancy Hester-Secretary, on the phone. Absent: Beth Van Arkel-President, on her way to Italy.

Evocation by Rev. Sunshine Michelle Coleman

Check-in

The minutes for the September 2024 BOT meeting were approved online. The Statement of Financial Activity (P&L) and Minister's Report attached separately.

Treasurer's Report - see page 5 for ACCOUNTING REPORT.

Elke Moritz presented the Treasurer's Report.

General Contributions were on the low end of normal even though total general contributions for September were almost 10% higher than for September 2023.

Regarding Net Income, January through June, Rev. Sunshine commented that we bought a second camera, with the Hefferlin funds reported on previously, replacing the other one stolen, to share our service with Livestream attendees. We reimbursed Paul for his donation toward repairs following the burglary.

The Bank of America operating account included a \$5,000 donation. The purpose the donor had in mind has already been covered by other funds. They said we could use the money as desired. For example, we could use it to purchase equipment for a hybrid classroom.

Deborah Jackson asked whether an annually recurring amount, such as for licenses and permits, was set aside to pay for this type of equipment. Rev. Sunshine replied, although that was not possible now, such recurring costs could be built into the budget.

Elke will request Tao to investigate why expenses went up in August, other than the increase in utilities.

Budget for 2025

Rev. Sunshine said that we need to partner closely with the Finance Committee as our fundraisers continue. Elke meets with the Finance Committee soon to assess where we are and where we need to go.

People in the community are slow to respond to suggested fundraising activities, which would bring in more income. Even before we had so many opportunities to participate in Center activities, response from the community was slow.

Sam Ladion said he thought we should have a special meeting on the budget. Board members, although willing, all have packed schedules in the coming holiday months. For this reason, the Board plans to keep our next scheduled meeting, November 17, and make it a longer meeting dedicated to the budget. At her upcoming meeting with the Finance Committee, Elke will invite

them to attend and give input. November 17 is during Rev. Sunshine's vacation. Sam Ladion asked if she could present her thoughts in bullet format beforehand to avoid breaking up her vacation. Rev. Sunshine prefers to participate personally instead, if she's available, because important insights come through dialogue and discussion. Sam suggests that other Board members write down the questions, recommendations, and action plans.

APPROVAL TO MOVE FUNDS from money market fund to operations or buffer account.

MOTION: Rev. Sunshine Michelle moved that we transfer \$10,000 from the Self-Help account to the buffer account.

SECONDED by Elke.

APPROVED with no objection by six members.

Update on Vanguard account and donation to it.

All necessary documents have been collected and submitted to open the brokerage account. We await the brokerage account number to give to the donor.

New policy for Designated and Restricted funds

If someone gives a restricted donation, such as for Youth Camp, then it must be saved for that purpose, recorded as such and reported in a special way. The new policy specifies a minimum of \$5,000 be designated as a restricted donation. We will attempt to use it for that purpose but can use it at our discretion, if needed, in keeping with our mission.

MOTION: Rev. Sunshine moved that the Designated and Restricted Funds Policy revised by Beth Van Arkel be approved and put in place.

SECONDED: by Sam Ladion

APPROVED: by 5 votes.

Update on Grant Request for \$30,000

Rev. Sunshine Michelle says an Unique Entity Identifier (UEI) is needed for processing of the grant. She has all the documents needed to register for the UEI. She will upload the necessary documents to get it, such as Articles of Incorporation, TIN/EIN status, and Fictitious Name status.

New Member Class

Three people completed the Quick Start class. Two may be interested in joining the center. None have committed yet to joining the Center.

Safety deposit box for important papers canceled

Rev. Sunshine Michelle said that, once our new alarm system is activated, we will return our important papers to our own safe rather than renting a safe deposit box. Before activation of the alarm, many people need to be trained to use it. November 1 is our activation target date.

Fundraising

The chair dedication is moving slowly. Adding a star to the first 12 plaques in each category may motivate people to join that drive soon. Thus far, \$1800 has been raised through this program and eight orders have been submitted.

Bids have been coming in for the **Silent Auction**. Some of the items are on display in the Social Hall for viewing. Ron Marshall simplified the process to log in and bid. The auction was extended to early November. Sam Ladion praised Gabriella Conde for her announcement about the Silent Auction at Sunday service and reminded us that, thanks to the October 27 Costume Party, many people will see the display and learn about the Silent auction.

Calendared Dates

For 2025 Rev. Sunshine proposed an Annual Meeting on March 23 and Open Forums July 20 and October 19. Deborah Jackson mentioned that March is late for an Annual Meeting and recommended January or February instead. Rev. Sunshine mentioned that the meetings have been held in March for the past several years and we are replicating that schedule. She also mentioned that the financial books have to be closed for the previous year before we can report on it at the Annual Meeting. She will look into moving the meeting to late January or sometime in February.

Deborah Jackson said that nominating new members to the board may impact the date of the Annual Meeting and more. Sam Ladion asked if Deborah could meet with Rev. Sunshine to work out the dates and she agreed.

2025 OCSL's 80th Anniversary, EBCRS 50th, and Heart and Soul's 15th

The planning committee for our anniversary will include people with skills, dedication, and a history of service. Rev. Sunshine will select them.

East Bay Church celebrated its 50th Anniversary the weekend of October 19 and 20. Many ministers and members from other centers attended their Gala to acknowledge their years of service. Rev. Sunshine submitted a quarter-page ad in their anniversary booklet on behalf of OCSL.

Heart and Soul will celebrate their 15th Anniversary on November 2. Since OCSL celebrates its Sound Waves of Love event that same day, Rev. Sunshine extended her congratulations to them via video that will be shown at their Sunday service celebration.

Closing prayer: Deborah Jackson ended the meeting with prayer.

Oakland Center for Spiritual Living
September 2024 ACCOUNTING REPORT

General Highlights for September:

Donations /Monthly: Total general contributions for the month are **\$ 21,049.79**, which is 9.77% increase from the same month last year \$ 19,176.38

Sept. had 5 Sundays this year & just 4 Sundays last year.

General Contributions were on the low end of normal range in recent months.

Gross Profit-Income / Month: \$ 24,612.24

Total Expenses / Month: \$ 31,483.88

*** Net LOSS/ Month:** -\$ 6,871.64

Income points of interest:

Facility Use NET: **\$ 1,535.00** (\$ 1,895.00 income & \$ 360.00 expense)

Expenses outside of regular/monthly:

\$ 300.00 Quarterly Computer maintenance

\$ 807.00 Security System Installation

\$ 500.00 Oakland City Fire Safety Inspection

Personnel Expenses: \$ 17,074.79, which is slightly over budget.

Sunday Musicians: \$ 2,150.00, which is within budget (5 Sundays).

Balance Sheet - Funds as of end September 2024:

- **BofA Operating Acct **: \$ 22,172.27**
*** minus \$5,000 Donation that may be moved from Operations to Designated
= **\$ 17,172.27 Operations balance**
- **BofA Education Acct: \$ 1,000.00**
- **BofA Bookstore Acct: \$ 2,157.72**
- **BofA Buffer Acct: \$ 10,411.57**
- **Summit Building Fund Acct: \$ 6,753.08**
- **Self Help MM Acct: \$ 69,476.03**
- **Self-Help CD: \$ 151,855.65**

- **BofA Designated Acct: \$ 13,833.73**

*** \$5,000 Sept. donation is Not shown as Operations income, but as Other Designated Income, as it was intended for specific purpose. Pending to be moved from Operations to Designated bank account.

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): **\$ 300**

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

