

**Board of Trustees Special Meeting**  
**January 21, 2025, 3:15 pm**  
**Oakland Center for Spiritual Living**

**Present:** Reverend Sunshine Michelle Coleman, Deborah Jackson, Beth Van Arkel, Elke Moritz, Nancy Hester

**Absent:** Sam Ladion (on vacation)

I Pray In: Reverend Sunshine Michelle Coleman

**Objective of this meeting: Build harmony and trust amongst the board members;**  
**proposed agenda for the January 26 Town Hall meeting**

Townhall proposed agenda discussed for January 26, 2025. Robert and Judith will help facilitate the brainstorming in the breakout groups. Purpose of the meeting is to present cuts and reductions to congregants, and generate ideas and community engagement around increasing revenue.

- Share transparency with proposed cuts and reductions
- Brainstorm with congregation to get fundraising ideas and get people involved
- Reverend Geri offered to take notes for this meeting
- Nancy to give an update of the anniversary celebration and give member names. We will need volunteers for the gala event scheduled for September 19/20.
- In the town hall meeting, the plan is to break into small groups with a board member and/or a finance committee member each leading a group discussion. We will pass out paper/pencils and ask congregants to brainstorm ideas for various fundraising events. Reverend Sunshine felt no more than six people in a group. Beth suggested asking people to apply their skillset where applicable.
- Reverend Sunshine will meet with Robert to brainstorm and finalize the slide deck for the January 26 town hall meeting.

Elke raised a question about grants. There is an EIN# issue that requires resolution. We need to research this as the EIN issue could present a challenge if a grant were awarded. Rev. Sunshine suggested waiting to address this issue after we hear back on the status of the security grant.

Reverend Sunshine stated we need to increase tithing and generate new ideas to raise money. Additionally, we did receive a tithe from a sister community for \$1200.00.

**Vision Board Party.** Deborah stated 18 people signed up for the vision board class, and 30 people showed up the day of the class. It was a very successful event.

Reverend Sunshine Michelle stated the Minister's report will be forthcoming - busy month.

**New issue - Speaker Pool.** Reverend Sunshine stated that she started a Speakers Pool Program that allows practitioners to speak one Sunday per month . It will be an unpaid “opt in” program giving practitioners an opportunity to 1) practice speaking, 2) earn licensing credits, 3) have another mechanism for sacred service. It will also support the senior minister to speak less while not burdening the budget with extra fees. Eight people opted in so far. We will experiment with this - if we get 12 to sign up we will let it spill over into the following year. Reverend Sunshine Michelle also mentioned that one practitioner complained about non-payment and wanted to bring it to the attention of the Finance Committee and the Board. Reverend Sunshine Michelle discouraged the practitioner from escalating this issue and further explained her reasoning for this direction. The Board had discussion and supported the program as Reverend Sunshine Michelle designed it, including it being an unpaid opportunity. We can revisit it later if needed and as we have more revenue to distribute.

Reverend Sunshine Michelle also stated, regarding the volunteers, it will be better to fill current open assignments with several volunteers on the team to have a rotation, so the same people aren't doing the same task each week/month, in particular for the coffee/tea service

On Sundays.

**Letter of Call (LOC) for Senior Minister.** Reverend Sunshine discussed the impasse she is feeling as a result of the LOC not being finalized. It is usually renewed on an annual basis, not six months, which was the latest proposal. Deborah felt the LOC is based on the Board input and we never discussed a 6 month LOC. We need to have a written plan of financial recovery and review it quarterly, identifying who is responsible for what. We previously discussed waiting until January 26 to review the situation after the salary cuts.

Board agreed to redo the LOC for Reverend Sunshine Michelle and reissue with a one year contract. After 6 months, the salary may be reconsidered once we review the budget situation.

**Action:** Reverend Sunshine will suggest a rewrite of the language in question and share it with the Board for concurrence, finalization, and approval.

**Agape Rental Request.** Discussion was held regarding Beth engaging with the Agape Bay Area Board President, who wanted to explore using our facility for their services. Reverend Sunshine Michelle was concerned that she didn't know anything about this until Beth copied her and Susan Brecker on the communication to get more information, i.e. fees, logistics, etc. It was noted that the Board should have also been informed of this inquiry prior to a conversation All agreed that the next step is for Beth to communicate with the Agape Board President that this inquiry must go through the Board and Senior Minister.

Closing Prayer - Reverend Sunshine Michelle Coleman

