

Meeting of OCSL Board of Trustees
2/16/25
1:00 pm

Evocation Prayer by Nancy
Present: Elke, Rev Sunshine, Deborah, Nancy, Beth, Sam

Check-In

Finance Matters

Gross Profit-Income / Month: \$ 34,574.57

Total Expenses / Month: \$ 34,759.04

*** Net LOSS/ Month: -\$ 184.47**

INCOME points of interest:

Facility Use NET: **\$ 5,346.00** (\$ 6,616 income & \$ 1,270 expense) – Very high this month

Education: **\$ 1,400.00** Vision Board Party (no related expense)

Kitchen Income: **\$ 73** from Potluck Sunday (small, but a step forward)

Bookstore Sales NET: **\$ 485.55**

EXPENSES outside of regular/monthly:

\$ 2,152.02 Property Tax (payment 2 of 2 annual)

\$ 213.93 Loss on stock donated in Nov., by time sold in Jan.

\$ 793.52 New Equipment for Bookstore Sales Register & Credit Card Processing

Cost covered by Bookstore savings in 2024.

New system will result in ongoing cost savings on register subscription & payment processing fees.

Personnel Expenses: \$ 18,014.44, which is over budget

Admin Support was about \$450 over the average/month budgeted for 2025

Sunday Musicians: \$ 1,750.00, which is within budget

Balance Sheet - Funds as of end January 2025:

- **BofA Operating Acct **:** \$ 25,180.44
- **BofA Education Acct:** \$ 1,000.00
- **BofA Bookstore Acct:** \$ 2,555.51
- **BofA Buffer Acct:** \$ 10,412.62
- **Vanguard Acnt Fed. MM Fund:** \$ 2,315.86
- **Summit Building Fund Acct:** \$ 6,753.08
- **Self Help MM Acct:** \$ 70,145.38
- **Self-Help CD:** \$ 154,123.92
- **BofA Designated Acct:** \$ 18,348.45

**** Facility Use Deposits** received & held in Operations bank balance at end of month reported (not yet shown as income): **\$ 8,435.00**

Agenda Items:

Board resolution language for insurance covering volunteers for workers' compensation as per policy was approved as follows:

Resolution Wording for Workers' Comp Insurance:

"Authorized Volunteers with Oakland Center for Spiritual Living are covered by the provisions of Section 3363.6(a) of the California Labor Code."

California Labor Code Section 3363.6(a) for private, nonprofit organizations states that the board of directors of the organization must declare in writing and prior to injury that a person who performs voluntary services without pay be deemed an employee of the organization while performing such services.

Review and Discussion of Revised 2025 Budget Draft (from Tao)

Motion was made to approve the revised 2025 budget with reduced expenses and reduced salaries and reduced income: All in favor. Budget approved.

Discussion on Town Hall Break Out Ideas, based on Rev. Geri's minutes of the meeting.

Discussion on the 80th Anniversary, the Tip Jar, Car Wash, marketing, community building, i.e. potlucks, other ideas and volunteer challenges.

- **BOT agreed to start on March 23, 2025 the Kick Off for monthly potlucks at the Annual Meeting, and then to continue every fourth Sunday of the month.**

Confirmation of language for Staff Ministers' housing allowance in letter of calls:

Determination: this is to further certify that the undersigned is aware that Section 107 of the

Internal Revenue Credit of 1986, as amended, provides that in the case of a minister, gross income does not include the rental allowance paid him/her as part of his/her compensation, to the extent used by him/her to provide a home, and that such tax exclusion for a rental allowance is available only to the extent the allowance is so used. [IRS Section 107. Reg. SS. 1.107 - 1 (a)]

Wording for LOC: "The undersigned hereby represents and certifies, subject to penalties of perjury, that I shall receive my housing allowance in accordance with the applicable provisions of the IRS Code and Regulations thereunder and shall apply my allowance to or for qualified parsonage housing expenditures. I further certify that I am aware of my obligations to the church, and to the IRS, to make full disclosure and to report properly for income tax purposes the extent to which any portion of my housing allowance receipts are not applied to parsonage-related housing expenditures during the year in which I receive such payment."

The 80th Anniversary will be held at Oakland Center for Spiritual Living - indoors and outdoors. Plans are as follows:

Sept 19 is set up with celebrations on Sept 20 and Sept 21. Gala event is on the 20th

- Ernestine and Nancy are working on caterers, table set up, etc. Paul and Rev Geri are providing some input too
- Rev Geri and Rev Sunshine are looking at the history of OCSL
- Potential Music: Kev on the piano in concert and a jazz combo during Gala Event
- First Fundraising is on March 29 via a cell phone class (Android and iPhone users). Ron Marshall is willing to help; Car-Trunk sale is also being planned for Spring or Summer

Annual Meeting - need to speak on OCSL's finances, need for new Board members & volunteers, discuss the 80th anniversary events and we should have auxiliary representatives speak about their ministries, etc.

. Rev. Teresa Gardner rescinded her resignation letter as staff minister

. Nancy offered to help in admin work while Peggy is off for a bereavement period

Elke plans to continue to handle the payroll even after her surgery unless she is physically and cognitively challenged.

. Senior Minister's Report (Highlights)

- Budget Reductions presented to a Special Town Hall Meeting on Jan 26 along with brainstorming for increased revenue streams. The board and finance committee had a special meeting on Jan 5 and discussed a partial balanced budget and budget reductions included.

- Proposed budget included line by line accounting and possible reduction including salaries or work hours. We are approximately \$3K per month in the red. General reductions were proposed. I.e. reduced speaker fees, 6 instead of 12 nonprofit partners, and other reductions. Pay related reductions were proposed to begin February 1. The Senior Minister and Board President spoke to each individual contractor and staff and provided a summary letter for each one to sign and keep a copy for their records. Notifications happened during the week of January 13. The Board agreed to these pay/work hour reductions for six months at which time, the financial status will be revisited and reassessed.
- Town Hall Potluck Gathering, January 26, 2025 (breakout session minutes on a separate letter)
- 80th Anniversary Committee members include: Nancy Hester (Chair), Sage Ardas, Rev Geri Carder, Gabrielle Condie, Shirley Strong, Rev Teresa Gardiner, Erbestine Calvin, Rev Deb Hammond, Rev Sunshine Michelle with more volunteers to be invited towards support and logistics implementation.
- Ecclesiastical Team - Ministers and Practitioners

. Rev Sunshine Michelle's LOC expired on Dec 31, 2024. An interim LOC was issued through January 31, 2025 so when deliberations about pay reductions were finalized, the renewed LOC was issued for service through December 2025.

. Board of Trustees nomination process: Deborah Jackson will assume the seat of Rev Aikya Param whose seat was recently vacated (one year remaining in the term). The only other BOT applicant is Dr. Suzanne DuBois RScP and the nominating committee recommended that she wait for another year before applying for the Board so as to have her more acquainted with the OCSL community.

. Alarm - ADT - Rev Sunshine requested Rev Deb to work closely with Steve Carter to create a more smooth running system and address a variety of issues.

. Season for Nonviolence (SNV) January 30 - April 4, 2025

Linda Wyman produced booklets for distribution to the community of the daily affirmations in time for the start of the SNV on January 30. Jacquie Onipede has picked up the baton and has shared with the youth and family ministry parents; they will rotate families each week to share the SNV affirmation of the day from the pulpit during service and what it means to the youth.

Jacquie and Rev Sunshine meet regularly to stay connected re Y&FM with the latter participating in the 80th Anniversary activities.

Special Needs teens and parents are involved by creating affirmations and word pictures for the OCSL weekly newsletter and on occasion on YFM instagram. Youth are creating connections via email, zoom, and at Center.

. Bookstore - Linda Wyman:

January is a stellar month. There are 3 new cashiers with a new Square System in place as the Lightspeed contract ends.

. Wednesday Midweek Oasis needs technical support. Peter Gum transitioned from technical support last January 31, 2025 with Peggy Cotton is rolling off from the AV Team. An interim support has been put in place with Rev Sunshine's son, Freddie Lambright, as acting tech support through February. Possible help may come from Ken Glass. A transition meeting was held before Peter's departure to ensure a smooth transition of duties during the ongoing midweek Oasis service.

AV Team - Peggy Cotton RsCP has transitioned from the Lead AV Team effective January 31, 2025. Current leads are self-led: Alice Herndon, Tricia Gregoire, Sam Ladion, Sylvia Hughes, Bob Read, Helene Cirillo, Krista Ko

Coffee Team :

Craig Ferguson and Amy Chovnick have rolled off from the kitchen team as prep and clean up for coffee/tea on Sundays. Three people stepped up: Andrea Baddell, Marilyn Marco and Susan Teague to work in the kitchen on Sundays.

. Website:

Rev Sunshine is exploring with Sage Ardas the possibility of cleaning up and updating OCSL's website which may be more cost effective than rebuilding an entirely new website. Ron Marshall RScP of Heart and Soul was also suggested to help.

. Chair Dedication - Blessing the First Block of Chairs:

Engraved plates have been received for 20 chairs. They will be dedicated during a Feb 23 Sunday Service.

Buddy Love Program:

Eleven people have been randomly paired into groups of 2 or 3. The people seem happy to have buddies to get to know and study with.

. Social Justice Ministry (SJM)

The group meets monthly on the first Sunday after service. A movie will be shown on Feb 15, Triple Six Eight, followed by a discussion. Three additional dates are requested.

∴ Women's Spiritual Empowerment Group (WSEG):

There is currently a 6 week session in progress that meets after service on select Sundays. The attendance ranges from 15 to 30 with a love offering collected that goes to the Center.

Marketing and Engagement Committee (M&EC):

Collaboration with the 80th anniversary committee will occur once the events have been finalized with ads going out via website, postcards,, etc. will be used.

2024 Giving Statements:

The giving statements were distributed on February 6, 2025. This project is a mail merge feature that involves reconciliation of donations by OCSL's bookkeeper, letter created by Rev Sunshine and a compilation and distribution letter and statement by OCSL's Operations Coordinator.

Prayer done by Sam and the meeting ended.