

## **Board of Trustees**

### **Oakland Center for Spiritual Living**

#### **Sunday, April 13, 2025 Final Minutes**

**Evocation- Rev Sunshine**

**Check – in**

#### **Finance Matters: Treasurer's Report**

March total expenses: \$27,214.31

March total income: \$28,730.05

Net gain for March: \$1,515.74

**It was acknowledged that our finances have been improving this year from a negative \$37 in Jan to a negative \$291 in Feb and the current month's gain. Rev Sunshine's leadership was acknowledged in helping us to move toward a balanced budget, as well as previous reductions in salaries and services.**

**Net gain this month primarily resulted from chair donations, kitchen tip jar, coin drive and memorial donations.**

#### **New Agenda items:**

1. Election of Board officers for 2025:  
**MOTION: Rev Sunshine motioned to retain current positions for Board since we do not have any additional members and Deborah seconded the motion. All officers agreed and the motioned passed. President- Beth Van Arkel, Vice President- Sam Ladion, Secretary- Nancy Hester and Elke Moritz-Treasurer.**
2. Update and approval of limits on new B of A credit cards for use by Tao and Rev. Sunshine:  
Completed and Tao is moving accounts from debit to credit card so the debit card can be closed in a couple of months and card with Zo's name on it can be cancelled. We still need to remove Debby's name from bookstore card. Rev Sunshine is using her new approved credit card for OCSL business only.
3. Request by Jacquie for Youth and Family phone line or email to register youth Sunday attendance: Beth advised her that she should arrange for an email for this purpose with Steve as we already closed extra phone lines to reduce costs so we don't want to add another line for more charges.

4. Review and approval of last 2 BOT minutes (March & Feb) needed and reviewed/discussed procedures for approving and reviewing and posting minutes going forward (Approval needed by majority by email to President this week for March, April and February minutes).
5. Update on 80<sup>th</sup> Anniversary committee plans, dates of fundraisers, etc. (detailed in Minister's Report)
6. Update on security grant and if we appealed denial: no appeal made as deadline was missed.

**Review of Action Items** (none for this month)

**Minister's Report** (see attached sent by Rev Sunshine) Highlights:

Gaps we need to fill are in membership, esp. for on- line congregants; volunteers; possibly a mentorship program for volunteers and Board members so replacing key positions is more seamless; name tags to be ordered and set up for use at events and services, June concert date has been canceled and waiting to see if can be rescheduled; Rev Sunshine will sunset marketing group for now and just use Sage for postings on social media and specific work needed to advertise individual activities; AV team has a new member- Karen; we need to decide about how Board will handle 6 month review of finances and salaries so employees have sufficient notice; and alarm will be set on Fridays and Saturdays unless there is an event, since no staff work those days.

**New ACTION Items:**

1. Rev Sunshine to send letter to congregants that did not renew their pledges for 2025.
2. Beth to ask congregants at next Open Forum if they read the minutes, treasurer's report and minister's report posted in social hall so we know if we should continue to place such in files on bulletin board there.
3. We are seeking Zoom technical support for Wednesday Oasis, so if anyone has any ideas, please share them with Rev Sunshine. Otherwise, we should consider stopping this mid-week virtual service.
4. Secretary will no longer include the parking lot, in progress, and partly completed items with future agendas unless one of Board members asks for it to be placed on agenda for action/update.

**Calendar Items:**

**2025 DATES:**

7-20-25 & 10-19-25- Open Forums in lieu of BOT meetings

BOT 2025 dates remaining: 5/18, 6/15, 8/17, 9/21, 11/16, 12/21

**Closing Prayer- Sam Ladion**

#### 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)

#### **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. **No new update.**

Status of front of house project to clean up Breeze membership and do on line self-check in (currently doing manual check in). **No new update.**

Monthly food service: potlucks on 4<sup>th</sup> Sundays (to be coordinated by Deborah). Tip jars every Sunday for snack food (coordinated by Andrea) and coin drive (coordinated by Rev. Deb). **Completed and continuing.**

Review of Ideas for generating more revenue to create a balanced budget for 2025 from Town Hall meeting (determine priorities, marketing, time frames and a plan for implementation, etc. as we are expected to still be short about \$3000 per month). **Follow-up meeting with congregation on 4-13-25 lead by Robert Leeds**

#### **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 2025.**

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 2025.**

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 2025.**

Rev Sunshine Michelle to work with Jackie to inventory who needs to be certified & by when in Live Scan. Noted cost of each certification ranges between \$75-100. **Update: Debbie 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 in 2025.**

Research and determine what equipment is needed for hybrid classes, what is current cost and who is doing this since last done by Rev. Katherine. **No new update.**

#### **Updated/Completed Action Items:**

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 closing of several cards when accounts consolidated & opening of new ones for Steve/Sunshine- in progress.**

Action Item: Steve Carter to see if fees can be reduced for Waste Management and PG&E and contract be broken with copier lease and computer service to reduce monthly usage fees. **Steve handled Waste Management negotiations & contract, other contract changes done by Beth and checked with Christopher on status of NEST for electrical usage monitoring- not installed. Also monitoring water usage/leak as bill was high and reduced services of employees and contractors-completed unless new reductions implemented.**

Action Item: **Resolution Wording for Insurance for Work. Comp. See approved language below:**

**"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. " Resolution authorized at last meeting.**

**Note: all other completed items removed from above action items.**