

Board of Trustees Meeting Minutes– FINAL

Oakland Center for Spiritual Living

Sunday, September 14, 2025

Attendees: Rev. Sunshine, Beth Van Arkel, Elke Moritz, Deborah Jackson

Absent: Nancy Hester, Sam Ladion

Evocation

Check – in

Finance Matters: Treasurer's Report for August summary:

Gross Income: \$27,198.67

Gross Expenses: \$27,206.50

Net loss: - \$7.83

See details in August 2025 Accounting report

OCSL is spending less and making more income overall this year so net loss is greatly reduced.

Agenda items:

1. Review and approval in advance of August BOT minutes after several minor changes are made.
2. Update on 80th Anniversary committee gala budget & event finalization: Preliminary budget presented by Rev. Sunshine was authorized by email for expenses of \$9,050, although additional payments are expected. We have sold 146 tickets and the capacity is 200 tickets. Discussed need for draft event budgets to be presented in advance so the Board can review and revise as needed before funds are promised to participants, since the Board has final approval for finances of Center and should preauthorize any unbudgeted items and those over \$500 per our policy.
3. Decision regarding status of Facilities account money at Summit Bank:

Motion made, seconded and approved to move \$5,000 to Self Help money market fund and leave remaining balance in Summit checking account in order to gain some interest on the Facilities account and maintain a relationship with this local bank (Fund balance is \$6,753.08).

Action items: Beth to make the transfer and Rev. Sunshine to update the letter to Summit bank regarding authorized signatures of Beth, Rev. Sunshine and Larry Wyman. Decision made to move funds because Summitt only offered minimal interest (.04 for MM, .03 for savings and .15 for CD).

4. Planned joint meeting with the Finance Committee for October 19 to create a strategic plan regarding fundraising, growth of membership, increased tithing & volunteers and 2026 budget for Center.

Action items: Elke to notify Finance Committee members of need to attend this meeting after Sunday service and members will be notified that the last open forum will be on 10-26-25 since we previously agreed to hold these on 4th Sundays after our potlucks.

5. Decision made to continue non-profit partner program in 2026 as being done this year and announcing nomination process and updating form for congregants to apply in October. Discussed the idea of partnering with East Bay CSL to help with their community outreach programs and to include organizations that our congregants can participate in, like the Alameda County Foodbank and Meals on Wheels as we have done in the past.
6. Discussed CSL revitalization program and whether we would like to apply for their assistance with things like BOT development, marketing, increasing membership and income.

Decision made to send in application after members of Board have provided their input.

Action item: Beth sent a form to the Board since she participated in their listening circle and had the form and asked the Board to send her their suggestions for the form by Oct 1.

7. Possibility of visioning with the community in 2026 suggested by Rev. Sunshine (as part of a forum or town hall or as a spiritual practices educational program).
8. Preparation of formal written policy regarding the transfer of dormant funds to Operations account and expectation of tithing to Center by the groups raising money that Board approved; Board agreed to make it a written policy and disseminate it to Leadership Team and other groups at Center.

Action item: Beth will draft policy in format of others and submit to the Board and Rev. Sunshine will send it to appropriate groups.

9. Changes needed for payroll reporting explained by Elke and notification of employees and revision of personnel manual to correspond; implementation date is October and Tao has drafted a letter to employees to explain change in timing of reporting and payments.

Action item: Rev. Sunshine will modify the draft letter and provide it to employees.

10. Linda Wyman inquired if we would like her to order mugs or shirts with our window logo on them that members have asked for as there are minimums for such orders. The Board decided if she can't make that decision as manager of the bookstore because she needs some financial assistance from the Board then she needs to provide us the costs for minimal order and what she needs from the Board.

Action item: Beth informed her of this decision.

Minister's Report (no report provided and Board agreed to bimonthly reports instead of monthly)

Rev. Sunshine reported that the Gala Committee is considering doing a 50-50 raffle at the event to raise extra funds, that a new membership class is being planned for November and that 2 certified classes are being planned for Fall and 2 for Winter. Deborah suggested that SOM short classes be considered for after Sunday services to educate new attendees on our philosophy.

Calendar Items/ 2025 DATES:

BOT 2025 meeting dates remaining: 11/16, 12/21

Open Forum meeting remaining: 10-26-25

Finance & BOT meeting: 10-19-25

Closing Prayer