

**Board of Trustees Meeting Minutes
Oakland Center for Spiritual Living
Sunday October 19, 2025**

Attendees: Beth Van Arkel , Sam Ladion , Elke Moritz, Deborah Jackson , Reverend Sunshine Michelle Coleman, Nancy Hester

Part 1 of meeting included the following Finance Committee members: Robert Leeds, Larry Wyman , Judith Roberts

Evocation

Check in

With Finance Committee - Item 3 of Agenda (items 6 and 7* were not discussed as Larry had to leave at 1:30)

Progress/coordination efforts w/other CSL churches in Oakland

We need to take advantage of CSL's home office revitalization program. During the upcoming open forum, let's break off into groups to fine tune certain areas. Robert's vision - we need to increase the congregation and expand membership. Are we engaging new people enough? Are we creating an environment that makes people want to stay? If not, how can we grow membership? Robert is working on open spots for volunteers. We definitely need help in the kitchen.

Larry suggested that we mention the potluck every Sunday as opposed to the Sunday prior to the potluck just to keep it on people's radar. It was suggested that we direct new visitors to a practitioner after service to make them feel welcome and to inform them of what goes on at our center.

It was agreed that we will start the update on Breeze with the new year so we can fine tune the membership status and better communicate to congregants. Sam has a friend who can help with this process. Sam suggested that we collaborate with other communities to help promote membership. Reverend Sunshine requested another meeting at a future date with the finance committee as we only had an hour discussion.

Reverend Sunshine stated that she has been in communication with HSCL and EBCRS for ideas on working together and perhaps offering classes. Robert suggested that we do visioning to facilitate this process. Reverend Sunshine suggested we get an outside

person to help guide the board and finance committee to better meet demands of strategic planning.

Board Meeting Discussion Began

Elke stated the new payroll changes are in transit with the new pay schedule being the 10th and 25th of each month. This change is effective with the last payroll of October 2025.

Gross Profit income for month of September: \$37,769.98

Total expenses for month: \$36,873.34

Net gain for month: \$896.64

Facility use net: \$300.00 (income only, no expense) much lower than months prior

Education net: \$245.00 (income only, no expense)

Gala Sept. only net: \$5,966.86. Gala tickets were \$16,096; gala donations \$649; gala expense \$10,778.14 (there were some gala donations & a bit of expense in prior months).

Total 80th anniversary gala net (for all months to date): \$6,120.97

Personnel expenses: \$15,291.08 which is within budget.

Sunday musicians: \$2,050.00, which is \$250 over budget for the special 80th anniversary month.

Balance sheet - fund a of end of September 2025

- BofA operating acct* \$28,878.71
- BofA education acct: \$1000.00
- BofA bookstore acct: \$2,611.95
- BofA buffer acct: \$10,414.72
- Vanguard acct fed. MM fund: \$2,382.76
- Bldg. fund, summit & self-help acct: \$6,748.52
- Self help MM account: \$10,747.97
- Self help 3 CDs: \$209,077.48
- BofA designated acct: \$17,985.87

Y*Deferred income: received and held in operations bank balance at end of month reported (not yet shown as income): 0

Additional highlights

Jan - Sept. 2025

Gross profit income: \$269,932.35

Total expenses: \$268,881.14

Net gain: \$1,051.21

There is a new pledge campaign being launched next month via Rev. Geri (November). This includes a new logo for the pledge for the new year. We are at 80-90% fulfillment of submitted pledges for 2025.

Deborah stated each month the kitchen collects at least \$150.00 for donations for the food at the community potluck. The collection in the donation jar on other than potluck Sundays have been less than \$100.00.

We agreed to send Christopher a thank you card for in-kind donation for Rosa's gardening services to remove falling tree branches. Additionally the board needs to give several thank you notes to various donors. We also need to give recognition to the major contributors as well as volunteers. Robert Leeds and Andy Robbins are working on a volunteer recognition event. Sam offered to speak with Robert and Andy about volunteer recognition ideas.

Updating signatures for signers at Summit Bank. We are adding Robert Leeds and Larry Wyman of the Finance Committee to the list of approved signers. Present signers include Beth Van Arkel and Rev. Sunshine Michelle Coleman.

Action Item: Rev Sunshine to prepare letter to Summit Bank re new signers and Beth will take this, Board minutes and bank forms from signers to Summit.

Reverend Sunshine stated that CSL home office is offering a class for board member development. The cost is \$49.00.

Reverend Sunshine and Deborah suggested the nominating committee begin recruiting board member candidates. Deborah mentioned two people who have already voiced interest in applying. She will check to make sure they are currently members. She also has several people in mind to join the board for 2026. Sam suggested that we use visioning for this process.

Finalization of formal written policy

Beth read the inactive funds and tithing policy to the board. It was suggested we change the policy to read "tithe 10% plus" to indicate 10% as a minimum amount for internal groups raising funds to give. The Board approved this change. Reverend Sunshine asked Beth to correct the policy and reissue it and she would disseminate it to the leadership group. (Done)

Open Forum

Reverend Sunshine has begun preparing the agenda for the open forum taking place October 26. Tao is working on the new budget. We will need \$25K to break even next year. Board members are to review power point slides in advance of the forum when drafted and sent by Rev. Sunshine and Tao.

Minister's Report

Rev. Aikya wants immediate release from her letter of call due to health conditions. Reverend Sunshine suggested the release to be October 31, 2025. It was voted on and the Board agreed to this release.

Reverend Sunshine stated that we need to introduce the visioning process for the various OCSL groups as a part of their spiritual practice.

Open Forum and Board meeting dates remaining: 2025

October 26 (Open Forum), November 11; December 21

Proposed dates for Annual Meeting, Open Forum, and Board meetings - 2026 (3rd Sunday for Board meetings; 4th Sunday for Open Forums on Community Potluck day))

January 18; February 15; March 22 (Annual meeting); April 19; May 17; June 21; July 26 (Open Forum); August 16; Sept. 20; October 18; November 22 (Open Forum); December 20.

***Agenda item 6:** Planning for BOT development and recruiting new members for March of next year.

Agenda item 7: Decision regarding completing application to CSL for assistance (form sent to you for comments).

Closing prayer