

Board of Trustees Meeting Minutes - FINAL
Oakland Center for Spiritual Living
Sunday November 16, 2025

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

Pray In

Elke gave her treasury report update:

General Highlights for October:

Donations /Monthly: Total general contributions for the month are \$ 27,331.90, which is 32.4% increase from the same month last year \$ 20,642.54.

Oct had 4 Sundays this year and last year.

General Contributions were high compared to recent months (Notes below).

Gross Profit-Income / Month: \$ 29,868.16

Total Expenses / Month: \$ 26,893.46

*** Net GAIN/ Month: \$ 2,974.70**

Income points of interest:

General Contributions for Oct. included \$6,000 from 1 person, that is approx. ½ year of their giving. Even if we count only \$1,000 of that \$6,000 (1 month avg. of that giving), the General Contributions would be \$22,131.90, which is at the high end of normal range in recent months.

Facility Use NET: \$ 570.00 (\$1,150 income & amp; \$580 expense)

Expenses outside of regular/monthly:

Regular every other month water bill landed in Oct: \$903

Personnel Expenses: \$ 15,103.13, which is within the general budget.

Sunday Musicians: \$ 1,700.00, which is within budget.

Balance Sheet - Funds as of end October 2025

- BofA Operating Acct *: \$ 27,998.63
- BofA Education Acct: \$ 1,000.00

- BofA Bookstore Acct: \$ 1,429.93
- BofA Buffer Acct: \$10,414.99
- Vanguard Acct Fed. MM Fund: \$ 2,390.94
- Building Fund, Summit & Self-Help Acct: \$ 6,749.45
- Self Help MM Acct: \$ 10,767.15
- Self-Help, 3 CDs: \$ 209,788.94
- BofA Designated Acct: \$ 18,871.23

* **Deferred Income:** received & held in Operations bank balance at end of month reported (NOT yet shown as income): \$50

Veterans Day Holiday

This agenda item was discussed amongst the Board members. According to the OCSL Employee Handbook, this holiday was not listed. What was posted is Thanksgiving and the day after Thanksgiving as paid holidays. As OCSL is now closed on Fridays, it was decided to add Veterans day as a paid holiday in lieu of the day after Thanksgiving.

MOTION:

Reverend Sunshine proposed the motion to add Veterans Day as an OCSL paid holiday and remove the day after Thanksgiving as a paid holiday. Beth seconded the motion & all other Board members approved this motion. This update will be posted in the Employee Handbook, effective January 1, 2026.

Thank you Cards

Thank you cards were signed and will be mailed by Beth to selected individuals who provided exceptional services and used their own money for the 80th Gala celebration on September 20, 2025 or for tree branch removal and plumbing services.

New Members

Reverend Sunshine said there are four to six new OCSL members who will be presented to the congregation for approval and added to our membership in 2026.

They are;

Nancy Taylor
Heavenly (sp) Walker
Patricia Alquist
Donovan Alquist
Jeanne Divault*
Susan Teague*

These individuals have completed the OCSL quick start as well as new member orientation and application.

*These individuals are on hold as they have not yet submitted an application or attended orientation .

Reverend Sunshine will confirm the new members next week and present to the congregants at Sunday service on November 23, 2025.

Update on new Board members

This is still ongoing for recruitment/identification and finalization of application form.

Letters to other faith groups

Beth drafted a letter which she shared with the Board that would go out to other centers of faith, inviting them to use our facility as a rental for events. The letter was received well by the Board.

ACTION ITEM:

Beth forwarded the letter to Reverend Sunshine for input/edits. The purpose is to expand the use of our facility and bring in extra income.

Policy/procedure for monies left by Jeff for youth

ACTION ITEM:

Beth will ask Jackie O if there is a policy re: use of money from the contribution made by Rev. Jeff re: how it can be used. If there is none, Beth will draft one for use of Y & F funds since it has been used to support youth camp costs but was recently used as a grant to a college student. Proper use of such funds is not yet resolved.

Mandated Training for reporting child abuse

OCSL paid \$369 for 50 people to do an on-line training and receive required certifications. This training process expires in 6 months.. To date there has been no one who completed the training .

ACTION ITEM: Reverend Sunshine will follow up with Jackie O and Tao to identify those individuals who need this training, notify them and correct problems with access to training model so training can be completed before the online training date expires.

Part Time Assistant Replacement

Discussion was held regarding the replacement of Peggy Cotton's position. It was agreed that we need to search for a replacement so Peggy can help train this new replacement prior to her departure by the end of this year. An outside consultant has

been identified by Rev. and presented to Board at a cost savings (\$15 per hour for up to 10 hours per week for Kayce Lee).

ACTION ITEM: Rev. will prepare independent contractor agreement for 4 month trial, and Board approved.

Summit Bank Deposit

Beth deposited the \$300.00 check which was transferred from the Operations fund to the Facilities checking account at Summit Bank because the bank started charging \$8 per month for not having a minimum balance of \$2,000 . We moved \$5,000 from this account to the CD at Self Help as the balance does not meet their minimum requirement, but adding \$300 will. The Board approved of this transfer by email. She also provided Summit Bank with the required paperwork for the change in signers on this Facilities account.

CSL application for assistance

Board agreed we should complete the application even though grants have been awarded for this year's program and CSL will send it to one of their consultant ministers who will meet with us to discuss the possibility of assistance for a fee.

ACTION ITEM: Beth will complete and send an application with Rev Sunshine's input to her summary of the forum's suggestions.

Minister's Report

None this month, but to be sent to Board in Dec as it will be provided every 2 months now,

Action Items

- ☐ Move forward with updating Breeze in Jan. 2026. The first step will be for Reverend Sunshine to get in touch with Sam's suggested person and perhaps Lonnie. The end game for Breeze:
 - clean data
 - segmented in a process that makes sense
 - create new definitions
- ☐ Update and make a master copy of the OCSL Employee Handbook
- ☐ Reverend Sunshine will follow up with Jackie O and Tao re: mandated training before the online training date expires and prepare the contract for a new assistant (see above)
- ☐ Beth distributed 2026 calendar for all to start adding dates for events so we are planning ahead for 2026 events

☐ Beth to complete and send CSL assistance application.

Next meetings will be December 7, re: minister contract extension & December 21, 2025 Board meeting with the Finance Committee:

Pray Out