

**Board of Trustees Meeting Minutes
Oakland Center for Spiritual Living
Sunday January 18, 2026**

Present: Deborah Jackson, Elke Moritz, Sam Ladion, Rev. Dr. Sunshine Michelle Coleman, Nancy Hester, Beth Van Arkel

Pray in/Check In

1.The meeting kicked off with the topic of requesting 2026 budget approval. We currently have a deficit of \$37,510 for the 2026 estimated budget, so we need to get the following on calendar for this year:

- Include \$2000K/month to add to facilities rental. Rev. Sunshine created a marketing letter to support the new rental for this year and Beth & Nancy are sending marketing letters to various planners and faith groups
- Host 2 speakers for this year. Judith Roberts may have a contact for one
- Host two concerts to bring in \$5K each.

Beth made a motion to proceed with this plan. Deborah seconded the motion, remaining members approved.

Elke read treasurer's report:

General Highlights for December:

Donations /Monthly: Total general contributions for the month are \$27,792.52, which is 1.63% decrease from the same month last year \$ 28,251.91

Dec. had 4 Sundays this year & 5 Sundays last year.

General Contributions were higher than the normal range of recent months (notes below).

Gross Profit-Income / Month: \$ 30,718.57

Total Expenses / Month: \$ 28,897.02

*** Net GAIN/ Month: \$ 1,821.55**

INCOME points of interest:

General Contributions high: One person gave \$5,000 in Dec. above their regular giving.

It is a normal pattern for Dec. to have a bit higher general contributions than the preceding months, but for 2024 & 2025 Dec. was relatively even higher than the past patterns.

Income from Christmas eve service is categorized as General Contributions (like Sunday Service). However, the music & sound for that evening are budgeted/shown as In-House Event Expense.

Facility Use NET: \$ 607.00 (\$1,030 income & \$423 expense)

Bookstore Sales NET: \$618.69 (\$2,085.51 income & \$1,466.82 expense)

EXPENSES outside of regular/monthly:

\$ 525.00 Christmas Eve Service Music & Sound (In-House Event)

\$ 490.00 Restream (annual – IT Software)

\$ 603.58 regular every other month water bill landed in Dec.

Admin support \$200-\$400 above regular range, with transition, but still within budgeted amount.

Personnel Expenses: \$ 15,804.90 which is within budget range.

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

Balance Sheet - Funds as of end December 2025

- BofA Operating Acct *: \$ 28,718.04

- BofA Education Acct: \$ 1,000.00

- BofA Bookstore Acct: \$ 1,862.13

- BofA Buffer Acct: \$10,415.52

- Vanguard Acct Fed. MM Fund: \$ 2,406.25

- Building Fund, Summit & Self-Help Acct: \$ 7,058.22

- Self Help MM Acct: \$ 10,803.17

- Self-Help, 3 CDs: \$ 211,195.99

- BofA Designated Acct: \$ 16,889.58

* Deferred Income: received & held in Operations bank balance at end of month reported (NOT yet shown as income): \$1,910 Facility Use

Additional Highlights

January – December 2025
Gross Profit-Income: \$ 357,853.53
Total Expenses: \$ 354,680.33
Net GAIN: \$ 3,173.20

Rev. Sunshine suggested we get a cake for the annual meeting in March to let the congregation celebrate our good story to tell. Deborah suggested we include food for this event. Rev. Sunshine will include this in upcoming announcements.

2 - Update/Board Recruitment

Deborah has recruited two people who want to be on the Board for 2026. Both One of the candidates are Practitioners: Doug Meyers and the other is Susan Due Bois. There are others who have not yet completed their requirements. John Rossel is interested, however, he has not completed the Foundation class. We need to offer the Foundation class again so others can qualify for the Board member position.

Board members coming off for 2026 include Sam Ladion, Beth Van Arkel and Elke Moritz. Nancy and Deborah will stay on. Beth offered to help train the new president. Also needing training is Elke's replacement as Treasurer. Erin would like for Rev. Sunshine to approve suggested interview dates for new members.

3. Assistance from CSL- There was no outcome from the meeting that Beth and Rev. Sunshine attended with Rev. Drew who was representing CSL regarding organizational assistance application.

4. Pledge Drive

Rev. Sunshine will send out an email by the end of month for those who have not fulfilled their pledge.

5. Procedure donated stock shares

We sold the stock in the Vanguard account. Now we have about \$6K in cash in the account. This sale was approved via email by Board members. Rev. Sunshine stated that since we are transferring the stock's proceeds to the Operations account at BofA, all the signers on this account have to sign for the transfer. So we may need to have Vanguard give us a check for the cash amount and deposit that in the Operations account, unless alternative approval

can be arranged for automatic transfers linking the accounts. However, it was decided to wait for this final process.

6. Facilities Rental

We need a new one pager for the facilities rental to replace the current one. Beth suggested a one pager that goes out with the letter we are sending to advertise renting our space. We should include photos with at least 4 shots. Rev. Sunshine will ask Kaycee to help with this update. The Board agreed to support this cost for promoting increased facility use. Deborah suggested sending the mailer to previous users of our facility to encourage their reuse. We can also ask the congregation to let people know of our facility rental, and perhaps include this as a slide in the announcements. Nancy volunteered to do the emailing for the updated rental of our facility to planners on a list provided by Robert's friend. Beth will send hard copies to various local faith groups. Perhaps we can place a poster board on an easel in the social hall (with flyers for pick up) inviting readers to actively spread the word about renting the Oakland CSL facility.

7. Policy/procedure grants to youth

Jackie O. sent the current policy that Youth & Family has been governing by, so the Board decided no further action for policy/procedure is needed.

8. Mandated training

Jackie O. and Rev. Sunshine spoke. We have until mid year to complete the training. Beth suggested we try to access the system beforehand. Also we need a firm expiration date. Rev. Sunshine will speak with Jackie O. to try and access the system. Technically the Board should also be scanned and take the training online, as well as the staff and a few practitioners, 10-20 people max. The term started when we paid for it, for 1 year. Rev. Sunshine could include this in the minister's report.

9. 2026 calendar year planning

Do the live or silent Auction in August. Nancy and Gabriella will handle it. Beth is looking into another sound concert event we can do for April. Rev. Sunshine is looking at a fall concert. We also discussed doing a parking lot sale and holiday craft fair. Board members chairing these events need to check with Susan Becker's master calendar to get dates scheduled. Remember to coordinate with

Rev. Sunshine so she can approve the activities and maintain the big picture view of activities for the Center.

For the employee handbook Nancy as Secretary and Rev. Sunshine are the only ones to have electronic revision access. Elke will set up a call w/Nancy to review the handbook/retirement section and addition of Veterans Day holiday replacing the day after Thanksgiving as a holiday when OCSL is closed. We could have the Secretary keep the original copy of the handbook and update Rev. Sunshine as needed. A hard copy needs to be kept in the Admin office and the online version file in Steve's office along with policies, etc.

Rev. Sunshine spoke with volunteer Lani Krantz about update Breeze. Perhaps Sam's friend can sit in on the meeting as backup.

The Minister's report received and Rev. Sunshine advised on key points.

Pray out