

Board of Trustees Meeting Minutes - FINAL
Oakland Center for Spiritual Living
March 15, 2026

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

Absent: Sam Ladion, Elke Moritz

Pray in by Nancy
Check In

Finance Matters - Beth presented in absence of Elke

General Highlights for February:

Donations /Monthly: Total general contributions for the month are \$21,058.01,
which is 5.80% increase from the same month last year \$19,903.06

Feb. had 4 Sundays this year

General Contributions were in the lower range compared to recent months.

Gross Profit-Income / Month: \$ 22,879.93

Total Expenses / Month: \$ 26,390.93

*** Net LOSS/ Month: - \$ 3,511.00**

\$ 11,725 less income than prior month

\$ 4,831 less expense than prior month

INCOME points of interest:

Facility Use NET: \$ 300 income (no expense)

Education NET: \$ 113 income (no expense) – Diversity Circle & Women's
Group

EXPENSES outside of regular/monthly...

\$ 617 regular every other month water bill landed in Feb.

\$ 250 fix network issue with large printer

Personnel Expenses: \$ 14,125.60, which is within budget range

Sunday Musicians: \$ 1,650.00, which is within budget

Balance Sheet - Funds as of end February 2026

- BofA Operating Acct *: \$ 24,253.59
- BofA Education Acct: \$ 1,000.00
- BofA Bookstore Acct: \$ 1,317.61
- BofA Buffer Acct: \$10,416.03
- Vanguard Acnt Fed. MM Fund: \$ 6,102.98
- Building Fund, Summit & Self-Help Acct: \$ 7,072.43
- Self Help MM Acct: \$ 10,833.67
- Self-Help, 3 CDs: \$ 212,565.88 – Mature June 17 (2x \$15K) & June 24
- BofA Designated Acct: \$ 17,072.83

* Deferred Income: received & held in Operations bank balance at end of month reported (NOT yet shown as income): \$ 0

Agenda Items

Approval of transfer of sold stocks from Vanguard Acct. All agreed to transfer \$ at appropriate time to the Operations account and leave a minimum amount in Vanguard. Motion by Beth and seconded by Rev. Sunshine, Deborah and Nancy agreed.

Reverend Sunshine suggested that we remove the parking lot and in progress items from future review as completed or in progress like Breeze review or no longer needed, except for two items to remain under old business:

- 1) Documentation Project-Beth agreed to finish the job descriptions for staff and volunteers started by Zo and her in past for Rev. Sunshine's review;
- 2) Items related to youth and family, ie. child abuse training on line before our paid amount expires for our licensing and live scanning of appropriate persons.

Beth will be rolling off as Board President for 2026, but she has agreed to continue to assist the new President.

Status of marketing our facility: letters with brochures already sent to related faith and wellness groups. Nancy will do emailing to event planning contacts soon. Rev. Sunshine suggested that while we do not yet have a revised brochure, she can include a link which will send groups to our website featuring photos of our spaces. Nancy will also research local schools for this mailing to send to them as well.

Rev. Sunshine suggested that we increase the price of our space rental by 10% across the board. Motion made by Rev. Sunshine to approve facilities use increase by 10% effective May 1, 2026. Beth seconded the motion, Nancy and Deborah agreed. **New rental fees approved.**

Calendar planning. OCSL will again host the online live auctions. This online auction will take place on August 13 and will run for two weeks, ending August 30. Gabriella and Nancy are team leads for this event.

OCSL will host a rummage sale beginning afternoon of June 19, ending June 21. Nancy and Robert are currently working on gathering volunteers for this event and will create guidelines for a successful event.

Quote from solar company provided by Beth to potentially save on our expensive monthly PG & E bill. Rev. suggested we present this item at the annual meeting on March 22 as this would require a capital campaign.

Renewal of copier lease. OCSL's current copier cannot do a good job with printing on card stock, which is also very time consuming. Steve presented a comparison of a new copier and current one as lower monthly cost that showed over 3 years the cost savings could be \$6528. Deborah asked for a deeper research on the anticipated new copier costs, as we need an analysis on cost to print outside OCSL. Beth will speak with Steve to get more detailed information on how often he has to use outside printing before we move forward with this decision of renewing or cancelling the contract. (Note that Steve advised he uses an outside printer about 3 times a year for approx. \$222 each time.) Copier company lease expires at the end of 2026 and they have offered to lower our rate to \$298 monthly but want another 3 year lease to do so.

Status of performance evaluation of staff per LOC: Rev. Sunshine has spoken to Steve, Tao and Peggy; however nothing has been formalized in writing.

Playschool rental of the nursery at OCSL. Rev. Sunshine has met with the executives for this project as there is still much to do before moving forward, one of which is licensing our facility through the State. We need to submit an application of transfer to the state and Paul is assisting Rev. Sunshine with this process. Additionally we need to present this opportunity to the congregation during the upcoming annual meeting March 22. We also need to get input from legal counsel, our insurance and the Fire Dept. Rev. Sunshine showed the Board an updated layout of the proposed space behind the sanctuary and education building that the school would like to permanently set up for their playground.

Budget approval process policy/procedure presented. Motion was made by Rev. Sunshine regarding approval of the OCSL Budget Procedure Beth seconded the motion, Nancy and Deborah agreed. **Policy approved.**

Rev. Sunshine will send us draft PP slides that she and Tao are preparing for our review for the annual meeting on 3-22-26 and she requested that the future meetings/agenda show all the meeting dates for the year.

Discussion of Rev. Sunshine's performance evaluation was discussed. Board members presented feedback from the staff to Rev. Sunshine. Overall Rev. Sunshine is performing an excellent job while carrying a heavy load as the senior minister of OCSL.

Listed below are proposed dates for board meetings for remainder of 2026, which have usually been the third sunday of each month:

April 19

May 17

June 21

July 19

August 16

September 20

October 18
November 15
December 20.

Pray out by Rev. Sunshine

Next board meeting is scheduled for Sunday, Apr 19, 2026 .