

Board of Trustees Meeting Minutes - FINAL
Oakland Center for Spiritual Living
April 19, 2026

Present: Doug Myers, Deborah Jackson, Rev. Dr. Sunshine Michelle Coleman, Suzanne DuBois, Nancy Hester, Elke Moritz

Pray in by Suzanne
Check In

Finance Matters - Elke

General Highlights for March:

Donations /Monthly: Total general contributions for the month are \$ 23,991.55, which is 8.96% increase from the same month last year \$ 22,019.12.

March had 5 Sundays this year & last year.

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

Gross Profit-Income / Month: \$ 26,528.70

Total Expenses / Month: \$ 26,823.60

*** Net LOSS/ Month: - \$ 294.90**

INCOME points of interest:

Facility Use NET: \$ 684 (\$899 income & \$215 expense)

Education NET: \$ 110 income (no expense)

EXPENSES outside of regular/monthly...

\$ 354 IT Software annual subscriptions (\$274 Zoom & \$80 Accounting)

\$ 200 AV Maintenance & Training

Personnel Expenses:

\$14,811.85, which is within budget range.

Sunday Musicians: \$ 2,050.00, which is within budget for a month with 5 Sundays.

Balance Sheet - Funds end of March 2026

- BofA Operating Acct *: \$ 22,822.41
- BofA Education Acct: \$ 1,000.00

- BofA Bookstore Acct: \$ 1,731.72
 - BofA Buffer Acct: \$10,416.30
 - Vanguard Acnt Fed. MM Fund: \$ 6,121.54
 - Building Fund, Summit & Self-Help Acct: \$ 7,079.37
 - Self Help MM Acct: \$ 10,848.58
 - Self-Help, 3 CDs: \$ 213,289.21– Mature June 17 (2x \$15K) & June 24
 - BofA Designated Acct: \$ 16,882.83
- * Deferred Income: received & held in Operations bank balance at end of month reported (NOT yet shown as income): \$ 790 Facility Use

Upcoming Maturing CD

Discussion held regarding the CDs that mature around mid June. This needs continued discussion at the May 17th board meeting. Deborah asked for a recommendation on the CD from Elke. Doug asked Elke to meet with him after meeting with the Finance Committee no later than April 30.

Action Items

Elke offered to provide updated information prior to the meeting. Also, Elke will speak with the Finance Committee to get their weigh in on this decision. Elke also offered to move forward with the finance committee to advise of Beth's request.

Rev. Sunshine asked all members to be prepared with your suggested outcome as to how to move forward.

Doug - speak with Tao to confirm who the signers are on all our accounts. Elke will ask Rev. Sunshine to review signers on a quarterly basis.

BOT Contact Information

As requested in meeting, here are all email/phone #s for BOT members:

Doug Meyers - iamspiritboy@gmail.com; 415-215-4978

Deborah - celebrateyourself@yahoo.com; 510-220-6175

Nancy - nkkjewels22@gmail.com; nhester@oaklandcsl.org; 510-910-5476

Rev. Sunshine - revsunshine@oaklandcsl.org; 510-414-1091

Suzanne - sduboisvallejo@comcast.net; 510-390-3282

Elke - emoritz@sbcglobal.net elke@oaklandcsl.org; 925-550-7861

Once Steve has updated Doug and Suzanne's OCSL email addresses the format will be similar to the others above.

Ministers Report

Rev. Sunshine asked BOT members to read the minister's report prior to continuing the meeting. All members took time to complete the review. It was suggested that the minister's report comes out quarterly rather than monthly, given all that Rev. Sunshine has on her plate. Due to Rev. Sunshine's surgery (out June and July) there will not be a minister's report for these months.

For the June/July BOT meeting, Rev. Sunshine suggested having Rev. Geri attend meetings.

Preschool Issue

Rev. Sunshine asked the BOT if we should move forward with renting space to the preschool for one year. Rev. Sunshine and Suzanne made proposed changes to the lease agreement which they will present at a meeting April 20 with Piedmont School. **Elke:** yes, lets try it for a year as long as they agree to monthly rent increase to \$1500; **Doug** - take a leap of faith, I feel we should try it for a year; **Suzanne**, I'm concerned about the financials, lets make sure the lease is clear if we choose to continue after a years time; **Nancy** - yes, lets try it for a year then reevaluate; **Deborah** - yes, as long as our proposed changes (\$1500 rent increase) are met by Piedmont School; **Rev. Sunshine** - lets try it for a year and see how it works for OCSL. Rev. Sunshine and Suzanne will update the BOT after the meeting.

Elke stated lets make sure we are covered in the lease for utilities usage which includes water, electricity, janitorial supplies etc.

Elke asked Rev. Sunshine to check with OCSL's insurance company for any issues moving forward with the lease. Rev. Sunshine confirmed this had already

been completed. Suzanne offered to review the contract with real estate attorneys she is in touch with.

Action item: If all goes well, Rev. Sunshine and Suzanne will relay the information to the preschool contact with clearance to submit the licensing transfer application to the state of CA agency. Once approved and if we are ready to finalize and proceed with the executed contract, Doug and Rev. Sunshine will get together to review the contract, then present to the BOT for review, approval, and signature.

Deborah suggested that the BOT inform the community that we are moving forward with the preschool if all needs are met. Rev. Sunshine stated if all goes well with the meeting April 20 she will send a letter to the congregants listed in Breeze.

Accounting Files in Storage

Discussion held regarding the boxes in the storage shed and if we should keep them or have them destroyed. All boxes in the shed are labeled with the year and what's inside. Rev. Sunshine stated even though the boxes are labeled, someone needs to go through them to make sure the contents match the labels and nothing is inadvertently or mistakenly shredded.

Action item: Nancy offered to go through the boxes and will seek help to identify what's inside for accuracy.

Action Item: Deborah will check to see if we have a librarian in our community.

Doug prayed us out then adjourned the meeting.

Next Board Meetings:

May 17
June 21
July 19
Aug. 16

Sept. 20

Oct. 18

Nov. 15

Dec. 20

Open Forums: