

Board of Trustees Meeting Minutes - FINAL
Oakland Center for Spiritual Living
Sunday, October 18, 2020 - 12:30- 2:00 PM via Zoom

All members were present: Robert Leeds, President; Beth Van Arkel, VP; Larry Wyman, Secretary; Debi Morris RScP, Treasurer; Zo De Murro RScP; Anthony Prado; Dottie Baker; Rev. Jeff Anderson

Evocation – Rev. Jeff

1. September Board Meeting minutes approved via e-mail
2. Calendar Items:

2020 DATES – Pending Meetings

MONTHLY BOARD MEETINGS - Sundays at 12:30 p.m.:

11/15, 12/20

OPEN FORUMS in 2020: Nov. 8

2020 Rotating Note-taker for Board Meeting	
Jan 19	Barbara Gordon
Feb 16	Beth Van Arkel
Mar - retreat	Debi Morris RScP
Apr 19	Larry Wyman
May 17	Dottie Baker
June 21	Debi Morris RScP
July 19	Beth Van Arkel
Aug 16	Zo De Muro
Sept 20	Anthony Prado
Oct 18	Beth Van Arkel
Nov 15	Larry Wyman
Dec 20	Dottie Baker

3. Financial Matters / Treasurer's Report

Debi reported on finances and noted that we have pretty consistently been about \$3,000 in the red each month. This can largely be attributed to not being able to use the property for rentals. However, the PPP loan will be forgiven which will mitigate much of those losses.

Pledges continue to be made on-line for 2021. At last report we have received about 39 pledges with about half of our members increasing their pledge over this year.

4. Constance's Back Up

Jeff is in ongoing conversation with Constance to see if she needs assistance and/or back-up. Robert will follow up from the Board and send her an email asking her what specifically she needs help with and how the Board can assist her.

5. Reopening Process and Timetable

Larry reported on Alameda County's shift to the orange tier regarding COVID safety measures. That means we can legally open after October 26, 2020 with 25% capacity. However, our plan is to take the process slowly with our first step being open only with minimum staff on site to transmit the Sunday service live from the sanctuary. Rev. Jeff discussed how the Santa Rosa CSL is likely to remain closed to congregants until they can all gather together. We are considering small group activities like study groups or a bookstore sale and have asked members if they are interested in participating in in-person small group events.

6. Facilities & Equipment Update

Andy and Sam, the A/V consultant, are meeting next Tuesday to finish hooking up all the new A/V equipment and will be coordinating with Constance and Rev. Sally to test out the new systems.

We had a recent water leak and flooding in the entry way of the sanctuary and bookstore from a pipe that broke in the women's bathroom. Paul caught it fairly early and it has been repaired and carpets wet-vac'd. The plan is to change the same pipe piece behind the other toilets and to check for any moisture remaining that could cause mold and mildew within the month.

7. Open Forum – Nov 8

Rev. Jeff will prepare the power point slides and send the Board a copy to review. Jeff and Robert will lead the forum on Zoom with others participating as appropriate. It was suggested that the forum start right after services, preferably at 12:30 pm, in order to get more people to stay and attend this meeting.

8. Sr. Minister's Report

No questions and it had a detailed report on all the premises upgrades made by Facilities team.

9. Youth and Family Update

No updates

10. Update on Action Items (see below)

11. Additional Items

Larry described Linda Wyman's plan to have an outdoor bookstore sale next month to eliminate the inventory so new items can be delivered by the time we are able to fully

reopen. All of the safety protocols needed were discussed and will be in place and monitored.

Zo will be contacting all the ministries to see if any of them need more volunteers. This could be an opportunity for some OCSL members who are feeling disconnected to participate and engage with the community.

Janine Perry sent the Board a thank you letter for our help at the 75th anniversary parade and Dottie agreed to send her and Zo thank you notes for being the responsible parties for the successful Saturday celebration and Sunday videos.

Closing Prayer (with some southern California flair) - Debi Morris

September Action Items:

- Rev. Jeff will have on going conversation w/ Constance with her regarding defining her roles and responsibilities and needs for assistance-**being done**
- Robert will form/facilitate a small committee from the Board to review Constance's responsibilities and see where she can get support- **not done but he will send her an email asking how the BOT can support her**
- Dottie to send a thank you card to Andy on behalf of the Board for obtaining the camera-**done**
- Anthony to follow up with Janine to get more details about what she needs and when for the 75th anniversary-**done**
- Larry needs to sign LOC-**done**

October Action Items:

- Robert will email Constance to see how the Board can support her.
- Dottie to send Janine and Zo thank you cards for their work on the 75th Anniversary celebration.
- Rev. Jeff will work on Open Forum slides.