

Board of Trustees Meeting Minutes
Oakland Center for Spiritual Living
Sunday, November 15, 2020 - 12:30 PM via Zoom

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

Evocation – Rev. Jeff

1. October 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: Complete

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	Dottie Baker
Dec 20	Larry Wyman

3. Financial Matters / Treasurer's Report

Financial report is now recording the PPP loan as a grant and income, leading to the delightful result of a \$29,000 profit in October. The Board recognizes, of course, that we have been falling short on our monthly tithes during the pandemic but we are open and grateful for this additional income that will put us in the black for the year.

There is a need for additional check signers. Zo and Anthony will be added. Debi will contact B of A.

4. Rev. Jeff's leave of absence

Robert began this big discussion with some background on the topic, then talked about the recent concerns and Jeff's decision to step back from his responsibilities to focus on his health. Jeff discussed the meetings he has had already with the staff ministers and the Practitioner Leadership Council. Both ministers and practitioners have expressed a great willingness to step up and support the Center. Speakers for Sunday and Wednesday services are scheduled well into 2021.

Robert presented a list of considerations that the Board and community leadership will need to explore –

- How exactly will things look going forward in terms of Jeff's reduced role, and the roles of the staff ministers, practitioners, and board members?
- What kind of adjustments will be made to Jeff's compensation? If Jeff's compensation is reduced will those funds be designated for something else such as stipends for the staff ministers? The possibility of a combination of salary and disability benefits was discussed as well as the importance of maintaining his insurance premiums.
- Are there any policies from Centers for Spiritual Living that could impact our decisions?
- The overall health of OCSL and its members must be supported with open, timely, specific communication, especially with all the uncertainty already at work in 2020.
- The financial health of the Center must also be supported since during the pandemic we have seen a downturn in attendance (via Zoom), donations and pledges for next year. We need to infuse new energy into supporting the wellness and engagement of the community.
- Various conversations will need to happen. Rev. Jeff has already begun with the staff ministers and practitioners. Robert will reach out to Rev. Geri and Rev. Carolyn Douglass. The leadership needs to share information with the congregation. Robert suggested that more information be shared by the first week of December, possibly with a special Zoom meeting.

Additional comments/questions from Board members included:

- Agreement on the importance of communication.
- The need for a specific point person.
- A need to look at the various ways Rev. Jeff's compensation is broken down such as housing allowance, salary, retirement and insurance.
- A recommendation to give the staff ministers a monthly stipend.
- A recommendation that Jeff's salary be proportional to the amount of hours he'll be working.
- Will the Minister's monthly report continue and who will do it?
- An addendum to the Letter of Call should be drafted specifying the new arrangement.

5. Update on Reopening Compliance

The switch to a more restrictive level means it is unlikely that we would be starting broadcasting from the sanctuary in the near future.

6. Facilities & Equipment Update

Due to a technical complication we do not currently have control of some aspects of our OCSL Facebook page. We are in consultation with Facebook and Home Office on how to regain ownership of our page so we can simulcast our services on our page.

7. Sr. Minister's Report

The question was raised as to the income from the choir occasionally practicing in our parking lot.

8. Youth and Family Update

Discussions are ongoing on what to do for Youth and Family Sunday at the end of the month. Debi will reach out to Luchan.

9. Update on Action Items (see below)

10. Additional Items

Beth would like a card to be sent from the Board to Richard Robinson.

Constance will be setting up an electronic folder to post the monthly Board minutes and financial statements since we can't post them in the Social Hall. Beth will reach out to her to see if she has been getting an electronic copy of the minutes.

Closing Prayer

New Action Items:

- Robert will contact Carolyn Douglass and Rev. Geri to continue the conversation about Rev. Jeff's position. Robert will also try to do more research on disability insurance.
- Debi will contact B of A about adding signers.
- Beth will contact Tao for a breakdown of Rev. Jeff's compensation.
- Debi will contact Luchan to make sure plans for Youth and Family Sunday are coming along.

October Action Items:

- Robert will email Constance to see how the Board can support her. **Done**
- Dottie to send Janine and Zo thank you cards for their work on the 75th Anniversary celebration. **Done**
- Rev. Jeff will work on Open Forum slides. **Done**
- Zo will contact ministries to see who is in need of volunteers. **In Process**