

**Center for Spiritual Living, Santa Rosa
(A Science of Mind Community)**

Minutes of the Annual Membership Meeting Sunday, March 21, 2021

BOARD MEMBERS PRESENT:

1. Rev. Edward Viljoen, Senior Minister and Chief Administrative Officer
2. David Powers, President
3. Nancy Reynolds, Vice President
4. Bob Hart, Treasurer
5. Barbara Frohlech
6. Robin Zolotoff
7. Julie Burns
8. Mary Ann Granieri
9. Kate Luna
10. Dinna Withrich

BOARD MEMBERS ABSENT: None

BOARD CANDIDATES PRESENT:

1. Anne Marie Cheney
2. Randy Coleman
3. Jan Peterson

PARLIAMENTARIAN: Paul Corbett, Practitioner Emeritus

BOARD RECORDING SECRETARY: Linda Hann, Chief Operating Officer

BOARD PRACTITIONERS PRESENT: Adrienne Bowes, RScP, and Diane Tapogna, RScP

OPENING OF THE ANNUAL MEETING AND CALL TO ORDER: 1:00pm

President David welcomed everyone to the 2021 Annual Meeting of the members of the Center for Spiritual Living, Santa Rosa. He introduced Jeff Basham, our Zoom Host and former trustee, who will be assisting him in conducting the business of the meeting and determined that a quorum was present.

President David then asked all current trustees to join the meeting by turning on their cameras at this time.

President David called the meeting to order and indicated that this is a public meeting, and it is being recorded to be posted on our website to satisfy the public meeting requirement and continued participation in the meeting indicates consent to be recorded and for the recording to be posted.

INVOCATION:

Diane Tapogna, RScP, began the meeting by giving the invocation.

Recognizing this beautiful moment of being together. In which we describe we describe the beauty and power of the One Life. That Life that is eternal and infinite and so very generous. The One creative

power that brings forth all new ideas. All wholeness. All healing comes from the source of life. And because it is everywhere all the time it is right here and now in this meeting in this precious time together. We each are an emanation of this living spirit, of this creative power and so too is our Center for Spiritual Living Santa Rosa a manifestation of the love of the Divine. So from this understanding of unity I am able to speak this word of prayer on behalf of everyone here and behalf of our Center and I accept for this meeting today a joyous and beautiful experience of connection of love of grace. I know that all the business is handled with ease and every question is answered from the heart and that we are together in support of our Center. So I am celebrating this goodness that is unfolding in our lives and all the lives that are touched by our beautiful Center and from a place of celebration that I am entrusting this word of prayer into that divine mind knowing that it is manifesting for us in this very moment and I let it be as it is and so it is.

SACRED COVENANT:

Following the Board's traditional opening for its meetings, President David Powers read the Board Covenant:

Our identity as the Board of Trustees is to be completely humble, gentle, and patient with one another in love. We make every effort to keep the unity of Spirit through the bond of peace. We each perceive that we are one with all people and all are one with us. There is no separation.

Our Vision is Unity

Our Purpose is Expressing Love through Service

Our Intentions are:

- 1. To embrace spiritual principle and practice as the foundation of our activities*
- 2. To maintain a big picture awareness*
- 3. To articulate our vision, values, and philosophy*
- 4. To maintain a high level of service and stewardship*
- 5. To be ambassadors of the Center*
- 6. To communicate openly and regularly*

First Adopted October 2001

Revised November 2008

HOUSEKEEPING FROM 2020 INFORMAL ANNUAL MEETING:

President David indicated that there were some housekeeping items from the 2020 Informal Annual Meeting that needed to be addressed. He reminded the members that due to the "Shelter in Place" order by State and Local governments, the 2020 annual meeting was held via Zoom and we had no way to ensure that a quorum was present. At that meeting, actions were taken which still need to be ratified by the vote of members. Those actions include the following:

- Approval of the financial statements for the year ended December 31, 2019
- Approval of the minutes from the 2019 annual membership meeting
- Approval of the minutes from the 2020 informal annual membership meeting and
- Approval of the slate of candidates appointed as Trustees in 2020

These matters have been available for viewing on our website for the past month.

President David indicated that he wanted to move forward with the approval of these matters and provided instructions on how we will conduct business virtually.

President David indicated the following:

1. First, when he asks for a motion, if a member would like to make the motion or second any of the motions, they are to utilize the “raise hand” button on their device. The first two people to raise their hands will be announced as the persons who moved and seconded the motion.
2. Second, once a motion is made and seconded, an opportunity for discussion will take place. Those wishing to be acknowledged when discussion is called should also use the “raise hand” button on their device, and they will be acknowledged in the order they raised their hands. Jeff will give permission to talk, and members will need to unmute before beginning their comments.
3. Third, after discussion is complete, members will be asked to vote by an electronic poll which will appear on their screen. The results will be announced and displayed on member screens for viewing once the vote has concluded.

At this time, President David asked for a motion and second to approve the financial statements for the year ended December 31, 2019.

Motion: Allan Yeager
Seconded: Victoria King
Vote: 99% affirmative
Motion passed

President David thanked the members and asked for a motion and second to approve the minutes from the 2019 annual membership meeting:

Motion: Ron Ablor
Seconded: Tom Ford
Vote: 98% affirmative
Abstained: 2%
Motion passed

President David thanked the members and asked for a motion and second to approve the minutes from the 2020 informal annual membership meeting:

Motion: Stephen Hann
Seconded: Lynn Ruebush
Vote: 96% affirmative
Motion passed

And, lastly, President David asked for a motion and second to formally elect the slate of candidates appointed as Trustees in 2020 who have been serving as Trustees during the pandemic. They are Mary Ann Granieri, Kate Luna, and Dinna Withrich.

President David noted that this poll is slightly different than those that have been displayed thus far in the meeting, indicating that it has three questions, one for each the three trustees appointed in 2020

and asked the members to vote one option on each of the three candidates before submitting your vote.

Motion: Don Snow

Seconded: Patricia Copass

Vote: 100%

Motion passed

President David thanked the members and expressed our appreciation to Mary Ann, Kate, and Dinna for doing such an exceptional job serving in their first year as trustee during such a challenging time.

Finances:

At this time, President David asked that we move forward with this year's business and turn our attention to the matters of finance and introduced Mark McDonell. Mark is an independent CPA who has been associated with the Center for Spiritual Living, Santa Rosa, for many years. Mark has reviewed the 2020 year-end financials and is here today to provide his assessment.

Mr. McDonell explained the review process. He indicated that the independent review he performs is objective. He assesses whether the Center's finances are properly reported in accordance with generally accepted accounting principles. Mark performed a rigorous financial review and did not detect any exceptions.

He commended the Center for financial excellence during the past year when it faced a flood and closure of its bookstore, emergency roof repairs totaling \$60K, and the suspension of indoor gatherings and events to slow the spread of the deadly COVID-19 virus. Mark commented that the staff and community rallied together in a variety of ways to sustain the Center financially, including obtaining the Payment Protection Program (PPP) and Economic Disaster Loan (EIDL), a six-month deferral of mortgage payments, cutting costs to preserve resources, and continued financial support from the congregants allowed the Center to remain strong, resulting in an increase in net assets.

Mark's presentation was followed by the financial report by Treasurer Bob Hart who indicated that the financials have been on the website for the past 30 days and will remain there for viewing.

In his presentation, Treasurer Bob reviewed the financial impact of the pandemic, how the Center responded to that impact, and where we are now financially.

He reported that 2020 contributions remained strong and consistent; however, revenue for events, workshops, bookstore sales, and fundraising was non-existent since the Center was physically closed. Thanks to the efforts of many people, the education department shifted to online classes, and we were able to generate 75% of the previous years income. Overall, the loss of income for 2020 was approximately \$310k. In response, we cut costs wherever we could, we experienced a voluntary reduction in staff, and obtained Federal funding. Even with emergency sewer and roof repairs totaling \$76k, we ended 2020 with \$200k less in expenses than we had in 2019. In terms of Federal funding, we applied and received a \$150k Economic Disaster Loan (EIDL) and \$127k Paycheck Protection Plan (PPP). The last which was forgivable.

Taking all of this into consideration, Treasurer Bob projects a shortfall of \$120k and believes we have sufficient resources to see this crisis through 2021 and expressed his gratitude to everyone who helped us get through this unprecedented time.

After Mark and Bob's presentations, President David opened the floor for questions or comments specifically directed toward our Treasurer or CPA.

After questions were asked and answered, CPA Mark and Treasurer Bob and asked for a motion and second to vote to accept the financial statements for the year ended December 31, 2020.

Motion: Reed Dickinson

Seconded: Chandra Farnsworth

Vote: 100% affirmative

Motion passed

Bylaws:

President David thanked the members and indicated that the next item of business is the proposed Amendments to the Bylaws of the Center for Spiritual Living, Santa Rosa.

The changes to the Bylaws are being proposed by the Board of Trustees of the Center for Spiritual Living, Santa Rosa. These proposed changes have been available for viewing on our website for the past month.

President David asked for a motion and second to change the Bylaws as proposed by the Board of Trustees of the Center for Spiritual Living, Santa Rosa.

Motion: Tamayra Hulme

Seconded: Walter Withrich

Vote: 91% affirmative

Motion passed

Trustees:

President David thanked the members and at this point in the meeting introduced the current trustees, asking them to waive at the camera as their name is called.

Terms ending today:

- Barbara Frohlech
- Robin Zolotoff
- And himself, David Powers

Terms ending March 2022:

- Julie Burns
- Bob Hart, Treasurer
- Nancy Reynolds, Vice President

▪ Terms ending March 2023:

- Mary Ann Granieri
- Kate Luna

- Dinna Withrich

President David indicated that the Board of Trustees would like to introduce the slate of candidates for consideration and asked Vice President and Chair of the Nominating Committee, Nancy Reynolds, to present the following candidates:

- Anne Marie Cheney
- Randy Coleman
- Jan Peterson

As required by our Bylaws, President David asked if there are any other nominations from the floor.

Hearing no nominations, President David asked for a motion and a second to accept the slate of candidates as presented by the Board of Trustees.

Motion: Janet Tobin

Seconded: Victoria King

Vote: 100% affirmative

Motion passed

President David congratulated Anne Marie, Randy, and Jan and welcomed them to the Board of Trustees, expressing our appreciation for their service.

Farewell to Outgoing Trustees:

President David then took a moment to thank our outgoing Trustees, indicating that each will receive a Trustee Emeritus Badge. When we return to in-person services and you see a person wearing such a badge, you will know that they have served on the Board and are likely able to answer questions that you may have regarding our Center – or point you in the right direction. Departing Trustees are invited to join the Alumni Trustee group which meets monthly for a former Trustees Dialogue, to maintain camaraderie, and to be of further service to our Center.

Trustee Mary Ann thanked outgoing trustees, Barbara Frohlich, Robin Zolotoff, and President David Powers. She honored and acknowledged each of these trustees for their dedication, commitment and service to our board and the Center for Spiritual Living, Santa Rosa. The reflections that she read were written by their fellow board members with much love and gratitude.

MESSAGE FROM SENIOR MINISTER:

Dr. Edward began his message by acknowledging that one of our previous staff ministers, Rev. Jeff Anderson, passed away recently. Rev. Jeff had been the Senior Minister of our community in Oakland for quite a while and his passing brings up sadness and grief for so many that he wanted to let us know that we are letting his home community, Oakland, take the lead in what observations and ceremonies will take place and we will be certain to keep everybody informed.

Dr. Edward also acknowledged that in the year 2020 we saw the exit of quite a number of beloved people in our community and let our members know that we have a community remembrance page where, with the permission of the family, we display photos and information as a tribute to those that have departed. Dr. Edward paid tribute to some of the congregants who have passed, including Practitioner Carol Seymour, Diane Savory, Micah Price, Karl Kowalski, Penny Elliot, Luanne Wolff, Rev. Maria Sepasi, Mondell Brazell, and Catherine Grace.

Dr. Edward spoke of the loss we have experienced this year and the need for us stay connected and the yearning for us to get back together at the Center. He talked about the creation of the re-entry team whose job it is to monitor local and state health guidelines to determine how and when we can safely return to in-person services. He talked about our plan to create a hybrid service where, when it's safe, we can have a small group of attendees watch in person while we live-stream the service for those watching at home. He talked about the tremendous amount of work that it will take to make this a reality and his appreciation for our staff and volunteers, especially our audio team who are working tirelessly behind the scenes to make this happen. Knowing that our virtual community is expanding, he promised that services will continue to be uploaded to serve that growing population. He expressed his sorrow for jobs lost due to the pandemic and praised Rev. Siota Belle's commitment to our community in her new role as Spiritual Support Minister. He spoke of Rev. Joyce Duffala's planned retirement and our need to hire a new Assistant Minister which is in the works. Dr. Edward visions us being together soon, slowly, and safely back in our spiritual home.

INDUCTION OF THE NEW TRUSTEES

At this point in the meeting, it is our tradition to charge each new Board of Trustees to hold our Center in Sacred Trust. Dr. Edward indicated that we, the witnesses of this ceremony have an opportunity to renew our commitment as members of the Center for Spiritual Living, Santa Rosa. So, to set the tone for our Trustees who will be committing to fulfill the duties of their position, Dr. Edward asked the members:

Do you commit to continue to be loyal, active, and supporting of your spiritual community here at the Center for Spiritual Living, Santa Rosa to the best of your ability?

Do you commit to continue in your own regular spiritual practice to the best of your ability so as to contribute to a world that works for everybody?

To the new Board of Trustees, welcome to your induction ceremony. You will now hear from a friend or family member that will be asking you if you are willing to commit to the responsibilities of holding this Center in sacred trust.

To charge Julie Burns . . . Sylvania McCormick

To charge Bob Hart . . . Jan Davis

To charge Nancy Reynolds . . . Rev. Tara Steele

To charge Mary Ann Granieri . . . Practitioner Emeritus Jennifer Mann

To charge Kate Luna . . . Donna Hoover

To charge Dinna Withrich . . . Alicia Carroll

To charge Anne Marie Cheney . . . Wayne Stanfield

To charge Randy Coleman . . . Shannon McGee

To charge Jan Peterson . . . Linn Harding

To charge Dr. Edward Viljoen . . . Kevin Viljoen

On behalf of the members and community, Rev. Tara Steele, Community Minister charged the trustees to hold this Center in Trust by asking them, "Are you willing to accept this charge?"

At this time, President David took a moment to acknowledge a few people who have been working in the background:

- Donna Hoover, Volunteer, who helped approve your registrations for this meeting
- Rev Tara Steele, Zoom Co-Host, who has been monitoring last minute registrations
- Practitioner Teresa Jansen, Zoom Co-Host and Video Coordinator
- Linda Hann, COO, who has been monitoring the meeting, ensuring accuracy, and taking minutes
- Practitioner Jeff Basham, who edited all the videos you've seen, and who is serving as our Zoom host, today.
- Paul Corbett, Parliamentarian.

President David asked Prayer Practitioner, Adrienne Bowes, to close the meeting by conducting the Benediction.

After the Benediction, President David reported that we have now concluded all business on our agenda and asked for a motion to adjourn our meeting:

Motion: Anne Snyder

Seconded: Chandra Farnsworth

Vote: 99% affirmative

Motion passed

MEETING ADJOURNED AT 2:39PM