

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

**Minutes of the Annual Membership Meeting Sunday, March 10, 2024**

**BOARD MEMBERS PRESENT:**

1. Rev. Edward Viljoen, Senior Minister and Chief Administrative Officer
2. Randy Coleman, President
3. Jan Peterson, Vice President
4. Jan Davis, Treasurer
5. Anne Marie Cheney
6. Adrienne Bowes
7. Karen Hatten
8. Jerry Huffaker
9. Lawrence Edwards

**BOARD MEMBERS ABSENT:** Greg Summers

**BOARD CANDIDATES PRESENT:**

1. Mary Munat
2. Maxine Wilkinson
3. Vicki Dodson

**BOARD CANDIDATES ABSENT:** None

**PARLIAMENTARIAN:** Paul Corbett, Practitioner Emeritus

**BOARD RECORDING SECRETARY:** Linda Hann, Chief Operating Officer

**BOARD PRACTITIONERS PRESENT:** Lorena Fisher, RScP, and Sue Robson, RScP

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

President Randy welcomed everyone to the 2024 Annual Meeting of the members of the Center for Spiritual Living, Santa Rosa. He introduced Jeff Basham, our Zoom Host and Technical Director, who will be assisting him in conducting the business of the meeting and determined that a quorum was present.

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

President Randy 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. President Randy indicated that continued participation in the meeting indicates consent to be recorded and for the recording to be posted.

President Randy provided an overview of the meeting, to include the following:

- Approval of the minutes from the 2023 Annual Membership Meeting;
- Presentation of the financial condition of the Center;
- Electing this years trustees; and
- Inducting our new board of trustees

**INVOCATION:**

Lorena Fisher, RScP, began the meeting by giving the invocation.

**SACRED COVENANT:**

Following the Board’s traditional opening for its meetings, President Randy 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*

President Randy provided important information on how we will conduct business virtually.

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.

**President Randy asked for a motion to approve the minutes from the 2023 annual membership meeting.**

Motion: Member Martha McCabe

Seconded: Member Janet Tobin

Vote: Motion passed with a 97% “yes”

**Finances:**

At this time, President Randy 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 2023 year-end financials and is here today to provide his assessment.

President Randy indicated that after Mark McDonell’s presentation, we will hear from our Treasurer, Jan Davis, and upon completion of her presentation we will open the floor for questions and comments.

Mr. McDonell explained the review process, indicating 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 in the United States. Mark performed a rigorous financial review and did not detect any exceptions and indicated that his independent review of the 2023 Financial Statements is available for viewing on the Center’s website.

At this time, President Randy welcomed Treasurer Jan Davis.

Treasurer Jan began her presentation by reminding the members that the complete 19-page financial report for 2023 is available for their viewing on our website. She then proceeded to provide a financial overview of the year, to include the following:

Our community is vibrant and growing thanks to our volunteers and members.

Two areas where we need improvement are as follows:

- Contributions are the Center’s biggest source of revenue. Contributions are down about \$150,000 compared to years before the pandemic. With that said, Treasurer Jan asked members, if they are able, to consider contributing a little more to support our Center.
- We had a negative cash flow of approximately \$40,000 in 2023, noting that in the last three years we had a negative \$100,000, \$60,000, and \$40,000 so our negative cash flow is getting more manageable. Treasurer Jan commented that we are fortunate that our Center’s leadership practiced good financial management and built up cash reserves that carried us through these past few years.

We also had the following positive financial news last year:

- The stewards are investing most of our cash reserves in Certificates of Deposits and we’ve gone from earning \$3,000 in interest to earning \$25,000 in interest last year.
- We raised \$16,800 at our art fundraiser.
- Our Education Ministry increased the ability to offer classes and workshops, in person and on Zoom, and made \$19,000 in 2023.
- In February 2023, we hosted VISTA, the annual meeting of the international Science of Mind movement. In addition to welcoming ministers and visitors in person from all of the United States and live-streamed the event itself, the visitors spent \$3,300 in our bookstore.

- Our bookstore earned \$12,000 in profit in 2023, noting that for the first time, our bookstore is contributing a profit over and above the expenses it takes to run it.
- We made \$18,000 renting rooms to other nonprofit organizations (almost three times what we earned before the pandemic)

President Randy opened the floor for questions or comments, specifically directed to our treasurer or CPA and asked Dr. Edward and C.O.O. Linda Hann to join our panel at this time.

**After questions were asked and answered, President Randy asked for a motion and second to vote to accept the financial statements for the year ended December 31, 2023.**

Motion: Member Lynn Ruebush

Seconded: Dinna Withrich

Vote: Motion passed at 99%

President Randy thanked the members and at this point introduced the current trustees.

Terms ending March 2024:

Jan Peterson, Vice President

Anne Marie Cheney

Randy Coleman, President

Terms ending March 2025:

Jan Davis, Treasurer

Jerry Huffaker

Lawrence Edwards

Terms ending March 2026:

Adrienne Bowes

Karen Hatten

Greg Summers, noting that Greg is unable to join us today

**Election of New Trustees:**

President Randy indicated that the Board of Trustees would like to introduce the slate of candidates for consideration and asked Vice President Jan to present the following candidates:

- Vicki Dodson
- Mary Munat
- Maxine Wilkinson

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

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

Motion: Member Mary Martin

Seconded: Member Chandra Farnsworth

Vote: Motion passed at 98% for Vicki Dodson, Motion passed 99% for Mary Munat. Motion passed at 98% for Maxine Wilkinson

President Randy congratulated Vicki, Mary, and Maxine and welcomed them to the Board of Trustees, expressing his gratitude for their service.

**Farewell to Outgoing Trustees:**

President Randy indicated that the Board would like to take a few minutes to thank our outgoing trustees and said that they will receive a silver emeritus name badge to recognize their service and let congregants know that they are people who are likely able to answer questions about the Center or point them in the right direction. The departing trustees are also invited to join the Alumni Trustee Group that meets monthly for former trustee dialogue and to maintain camaraderie and be of further service to our Center.

President Randy and Trustees Karen and Adrienne honored and acknowledged trustee Anne Marie, Vice President Jan, and President Randy with messages of love and gratitude. Each trustee was thanked for their dedication, commitment, and service to our Board and the Center for Spiritual Living, Santa Rosa.

**Message from Senior Minister:**

At this point in the meeting, it was President Randy's pleasure to turn the meeting over to our Senior Minister, Dr. Edward Viljoen.

Dr. Edward thanked President Randy and indicated that the most significant report that he can give to our members is that we made it through another year, making us 70 years old as a spiritual community in Sonoma County and now thanks to our virtual services and radio ministry, we reach beyond Sonoma County.

Dr. Edward invited our members to join him on Sunday, June 30, 2024, at 10am for one service to celebrate our 70th Anniversary with lots of community singing, followed by a brunch, a raffle, and the creation of a community time capsule.

Dr. Edward also expressed his appreciation to our newest members and friends who found their way to our Center and have become a part of our community, some by way of online, some in person, some through education, many have made their home in our Wednesday Evening Service and some will be joining our new Circles for Spiritual Connection.

Dr. Edward took a moment to thank those members and friends who never left us and have stayed strong and supportive throughout these past few years, noting that some have realized that the virtual connection really works better for them, and others have made their way back to in-person attendance, and still others are doing both.

He also acknowledged and thanked those who are no longer with us on the planet, but who have been part of the building and growing of this community and invited the members to visit our community remembrance pages to remember.

Dr. Edward's inspiring message continued to highlight our organization's history and the steady growth of and interest in Science of Mind in Sonoma County since 1954 confirming that we are here. People who are drawn to learning about the working of our minds and how to apply them creatively to the good of social and individual improvement. And we intend to be here for whoever feels the call to look within for self-determination, to have a relationship with that something that is the source of creativity and compassion.

**Induction of New Board of Trustees**

President Randy turned the meeting over to Rev. Russ Legear to lead our time of recommitment and the induction of our new Board of Trustees.

Rev. Russ indicated that it is our tradition to charge each new Board of Trustees to hold our Center in Sacred Trust. He 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. To set the tone for our Trustees who will be committing to fulfill the duties of their position, Rev. Russ asked our amazing 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? If so, you can shout it out at your screen, if you want.”.*

*“And do you commit to continuing in your own regular spiritual practice to the best of your ability so as to contribute to a world that works for everybody?. Thank you for your recommitment”.*

Rev. Russ indicated that the trustees are governed by a covenant that was read at the start of this meeting today and that this covenant is a commitment to be humble, gentle, and patient with one another as they attend to the business of our Center. It is a commitment to strive to make spiritual principle and practice be the foundation of all of the work that they do together on behalf of our spiritual community.

*“So to our wonderful trustees, on behalf of the members of our Center, I ask you, “Will you commit to keeping a spirit of unity and love on the Board by striving to see each other as an expression of the Divine? If so, please say, “I will”.*

So, our Chief Operating Officer, Linda Hann attends each Board meeting in her capacity so I have invited her to read the intentions stated in the covenant as a refresher for those trustees that are renewing their service and to those trustees that are starting their service today.

C.O.O. Linda Hann thanked Rev. Russ and indicated that it has been her pleasure to attend each Board meeting since joining the staff in 2018 and while every Board is unique and every trustee brings different life experiences to the role what has been consistent is that every trustee that she has encountered has a deep love and respect for our Center and community and that has simply been a joy and pleasure to witness. With that said, C.O.O. Linda read the following intentions:

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

*On behalf of the members of our Center, Rev. Russ asked the trustees, “ Will you commit to keeping these intentions in the forefront of your awareness as you serve on the Board? If so, please say, “I will”.*

*“After hearing your willingness to abide by the vision of this covenant, on behalf of the members of our Center and through the power of Spirit within each one of us, I declare you to be our newly elected and installed Board of Trustees. Please join me in welcoming our new Board of Trustees into sacred service”.*

President Randy took a moment to acknowledge a few people that have been working in the background preparing for this meeting and who were in service today to ensure that we had a smooth virtual experience.

- Allan Yeager who has been working behind the scenes to deliver the registration and information for this meeting.
- Our practitioners, Christine Ruddy and Don Snow, who have been at Board Meeting during the past year, holding the spiritual space for the work the Board has done.
- Practitioners Lorena Fisher and Sue Robson who have been in service and on High Watch for today's meeting
- Member Paul Corbett, our Parliamentarian for today's meeting
- Practitioner Teresa Jansen, our Zoom co-host and Assistant Virtual Stage Manager.
- Former trustee, Nancy Reynolds, who has been monitoring the Q&A and answering questions.
- Linda Hann, our C.O.O., who has been monitoring the meeting, ensuring accuracy, and taking the minutes.
- And, Technical Director and Practitioner Jeff Basham who is serving as our Zoom host and virtual stage manager today.

President Randy asked Prayer Practitioner Sue Robson to close the meeting by giving the Benediction.

**President Randy reported that we have now concluded all business on our agenda and asked for a motion to adjourn our meeting.**

Motion: Member Chandra Farnsworth

Seconded: Member Jennifer Mann

Vote: Motion passed at 100%

President Randy thanked everyone for attending and participating in this vitally important event.

Meeting Adjourned: 2:20pm