

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

Minutes of the Annual Membership Meeting Sunday, March 23, 2025

BOARD MEMBERS PRESENT:

1. Rev. Edward Viljoen, Senior Minister and Chief Administrative Officer
2. Adrienne Bowes, President
3. Vicki Dodson, Vice President
4. Karen Hatten, Treasurer
5. Jan Davis
6. Jerry Huffaker
7. Mary Munat
8. Greg Summers
9. Maxine Wilkinson
10. Lawrence Edwards

BOARD MEMBERS ABSENT: None

BOARD CANDIDATES PRESENT:

1. Iris Maitland
2. Lawrence Edwards
3. Olivia Kinzler

BOARD CANDIDATES ABSENT: None

PARLIAMENTARIAN: Paul Corbett, Practitioner Emeritus

BOARD RECORDING SECRETARY: Linda Hann, Chief Operating Officer

BOARD PRACTITIONERS PRESENT: Lorena Fisher, RScP, and Sheri Pool, RScP

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

President Adrienne welcomed everyone to the 2025 Annual Meeting of the members of the Center for Spiritual Living, Santa Rosa. She introduced Jeff Basham, our Zoom Host and Technical Director, who will be assisting her in conducting the business of the meeting and determined that a quorum was present.

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

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

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

- Approval of the minutes from the 2024 Annual Membership Meeting;
- Presentation of the financial condition of the Center;
- Electing this year's trustees; and
- Inducting our new board of trustees

INVOCATION:

Sheri Pool, RScP, began the meeting by giving the invocation.

SACRED COVENANT:

Following the Board's traditional opening for its meetings, President Adrienne 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 Adrienne provided important information on how we will conduct business virtually.

1. First, when I ask 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 Adrienne asked for a motion to approve the minutes from the 2024 annual membership meeting.

Motion: Member Lynn Ruebush

Seconded: Member Janet Tobin

Vote: Motion passed with a 98% “yes”

Finances:

At this time, President Adrienne 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 2024 year-end financials and is here today to provide his assessment.

President Adrienne indicated that after Mark McDonell’s presentation, we will hear from our Treasurer, Karen Hatten, 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 indicated that the financial statements are fairly stated in accordance with these accounting principles and that is the optimal result in an independent accountants review.

Mark reminded the members that the 2024 Financial Statements are available for viewing on the Center’s website and commented that the following can be found on said statements:

- From the “Statement of Financial Condition”, you will learn about the status of recent historical efforts to develop a portfolio of investments and certificates of deposit to provide liquidity and income to insure that the Center can endure through its future financial challenges.
- From the “Statement of Activities” and “Statement of Functional Expenses”, you will learn about the present levels of Center income, particularly contributions, and how that income is allocated to the programs to carry out the Center’s mission, namely celebration services, member services, youth and family, bookstore, and education.
- From the “Statement of Cash Flows”, you will learn about the Center’s future and how positive cash flows from operations are being used to repay debt and invest in order to expand services for years to come.

At this time, President Adrienne welcomed Treasurer Karen Hatten. Highlights of Treasurer Karen’s report include the following:

- Total contributions for 2024 were \$860,000 which is close to the same amount we had in 2023.
- There has been an increase in “unidentified” donations which are dollars put into our offering baskets that are not tied to a particular congregant. This indicates to Treasurer Karen that new people are attending services.
- We gave a flower to 364 new visitors in 2024.
- We inducted 14 new members in April 2024 and 20 members in January of this year.
- Room rental income was over \$33,000, which is almost double from 2023. Treasurer Karen commented that we have a number of nonprofit groups that rent rooms on a weekly or monthly basis which is great steady income and several nonprofit organizations rent our facility for annual events.

- Treasurer Karen proudly highlighted that we have \$694,000 invested in Certificates of Deposit. These CDs generated over \$38,000 in interest income last year, noting that the various CDs mature in different months throughout the year, which ensures sufficient liquidity to meet any unexpected expenses.
- Our bookstore produced \$14,000 in income in 2024 and Treasurer Karen remarked that this is particularly wonderful because it is managed and run solely by volunteers, including managers Alicia Carroll and Sue Sandholm.
- Fundraising activities this past year included the following:
 - The 70th anniversary celebration raffle brought in \$6,300;
 - The art sale of paintings donated by Michael Seymour raised \$9,200; and
 - Sophia and Atreyu's concert at our center raised over \$16,000 for our music ministry.
- Treasurer Karen also informed the members that the Center recently signed up with Car Donation Services where you can donate your unwanted motor vehicles, explaining that when Car Donation Services sells your vehicle, the Center will receive a portion of the profit.
- Expenses for most categories were very similar to costs in 2023, with the exception of the following:
 - Youth and Family Program. Expenses were higher due to teen camp and a growing program.
 - Tithing to the home office is approximately half the amount spent in 2023. This is a result of a conscious decision to reduce the amount that we tithe to the home office to help our cash flow. Treasurer Karen reminded the members that Dr. Edward has always taught us that contributions should be adjusted to reflect one's financial reality and we found it necessary to make adjustments to our home office tithing by committing to a yearly upper limit. The intention by the Board is to reevaluate our practice of charitable giving to the home office so that we can gradually increase the amount as our financial situation evolves.
- Treasurer Karen noted that our Stewardship Committee reviews every month's financials and they are always pleased to see the operating income exceed the operating expenses, which happens almost every month. Treasurer Karen remarked that our staff has done an incredible job controlling expenses and being very mindful of every dollar spent and, of course, all the work that the volunteers do helps our bottom line immensely.
- Trustee Jan Davis and COO Linda Hann have prepared a financial forecast for the next 5 years which is very helpful to know what the future will look like for our Center. Based on their conservative approach, it looks like we may have a negative cash flow for the next couple of years, with finances improving in 2028.
- Treasurer Karen reported that we ended the year with a positive cash flow for the first time in a number of years, noting that the following factors contributed to the positive cash flow.
 - Bequest of \$20,000
 - Number of large donor restricted contributions, including a \$15,000 donation for landscaping and \$12,000 donation for audio headsets for our Sunday video team.

- Legacy fund, managed by Abacus Wealth Partners, has grown to over \$878,000 at the end of 2024; and
- Long term debt will decrease substantially in 2028 when the mortgage on our building will be paid off which is about \$75,000 a year.

In summary, Treasurer Karen reported that our Center is very healthy and has improved financially this last year. She noted that it has been a privilege to hold the position of Treasurer this past year and thanks to our congregants, our education program continues to grow with classes, workshops and book studies, the youth and family program continues to grow and thrive, our attendance at Sunday services is inching upward ever so slightly, and with all of the member's support, she looks forward to a robust and thriving 2025.

President Adrienne 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 Adrienne asked for a motion and second to vote to accept the financial statements for the year ended December 31, 2024.

Motion: Member Gary Iocco

Seconded: Member Allan Yeager

Vote: Motion passed at 100%

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

Changes to the Bylaws:

President Adrienne indicated that the proposed changes to the Bylaws have been available for your review on our website for the past month.

President Adrienne asked if there are any questions related to the Bylaw changes and, if not, asked for a motion to approve the changes to the Bylaws as displayed on our website for the last month:

Motion: Member Chandra Farnsworth

Seconded: Member Anne Marie Cheney

Abstained: 13%

No: 1%

Vote: Motion passed at 87%

President Adrienne invited our current trustees to be on camera and introduced them to the members:

Terms ending March 2025:

Jan Davis

Jerry Huffaker

Terms ending March 2026:

Adrienne Bowes

Karen Hatten

Greg Summers

Terms ending March 2027:

Mary Munat
Maxine Wilkinson
Vicki Dodson

Election of New Trustees:

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

- Iris Maitland
- Lawrence Edwards
- Olivia Kinzler

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

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

Motion: Member Anne Marie Cheney

Seconded: Member Randy Coleman

Vote: Motion passed for all three candidates.

President Adrienne congratulated Iris, Lawrence, and Olivia and welcomed them to the Board of Trustees, expressing her gratitude for their service.

Farewell to Outgoing Trustees:

President Adrienne 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 Adrienne and Trustee Lawrence expressed heartfelt gratitude to outgoing trustees Jan Davis and Jerry Huffaker for their dedication, commitment, and years of service to the Board and community.

Message from Senior Minister:

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

Dr. Edward's message can be heard by clicking on the following link:

<https://cslsr.org/what-happened-at-the-annual-meeting/>

Induction of New Board of Trustees

President Adrienne 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”.

Rev. Russ informed the members that our Chief Operating Officer, Linda Hann, attends each Board meeting in her capacity and has 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
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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 Adrienne took a moment to acknowledge a few people that have been working in the background preparing for this meeting and who were fully 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 who have been at Board Meeting during the past year, holding the spiritual space for the work the Board has done.
- Practitioners Sheri Pool and Lorena Fisher who have been in service and on High Watch for today's meeting
- Member Paul Corbett, our Parliamentarian for today's meeting
- 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 Adrienne asked Prayer Practitioner Lorena Fisher to close the meeting by giving the Benediction.

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

Motion: Member Kathryn Jurik

Seconded: Member Randy Coleman

Vote: Motion passed at 100%

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

Meeting Adjourned: 2:22pm