**First Unitarian Church of Oakland**

**Minutes of the Board of Trustees Meeting**

**February 28, 2017, 7 P.M.**

*Present:*

*Board Members:* Rev. Jacqueline Duhart (ex officio), Laurel Egenberger, Michael Fitzhugh, Micheas Herman, Kate Lenhardt, Janet McFarland, Emily Stoper, Claudine Tong, Suzanne Van Houten, Kris Wedding Crowell (Chair)

*Absent:* Kenji Oshima, Lisa Rosene

*Visitors:* Bill Blakely, Noemi de Guzman, Donna Fujioka, Tom Haw, Laila Ibrahim, Joan Poulter, Dennis Rowcliffe, Carol Scott, Bev Smrha

The meeting was called to order at 7:10 p.m. There was an opening reading and chalice lighting.

Consent Agenda

The consent agenda contained these items:

Approval of the meeting agenda;

Suspension of Executive Team operations until further notice (by agreement of all concerned);

Revision of Personnel Committee Charter (to approve allowing an additional member) and addition of a new member (Helen Duffy).

It was approved without objection.

Notification of Actions Taken Since Last Meeting

Approval of January 2017 Minutes (by email)

Special Board Meeting on Feb. 12, 2017

COSM Report

Carol Scott and Donna Fujioka reported on behalf of the Committee on Shared Ministry (COSM). A great deal of its work is based on Rev. Robert Latham’s book *Moving on from Church Folly Lane,* which deals extensively with the danger of getting stuck in the transition between a pastoral church (with up to about 150 members on a typical Sunday morning) and a program church – a topic highly relevant to this church.

Carol asked for the Board’s approval of the creation of a COSM Subcommittee to deal with the many requests for church sponsorship of ministerial candidacies, which have been taking up an inordinate amount of COSM’s time. The Subcommittee would consist of one COSM member and two other church members. **Emily moved and Laurel seconded a motion to empower COSM to establish such a subcommittee; the motion passed unanimously.**

On another subject, it was pointed out that the Board needs an application and selection process to decide among multiple requests from ministerial candidates for ordination by this church, given that it lacks the resources to do more than one each year.

Endowment Team Report and Request

Joan Poulter is resigning from the Endowment Team, leaving two members, Tom Haw and Laila Ibrahim. The Board will need to replace Joan and renew the appointments of Tom and Laila. Team members felt it would be desirable to create 3-year, staggered terms, with the expectation that many members will be reappointed.

The team requested authorization to do an informational and fund-raising campaign for the church’s endowments this spring. After a subsequent discussion about the Capital Campaign (see below), the Board saw no problem with this campaign.

Capital Campaign Report

Noemi de Guzman reported that she and Dick Bailey, the co-chairs of the capital campaign (Dick participated by phone), would very much like to retire the mortgage in May (so that the church will not have to make further mortgage payments out of the operating budget). However, it appears that the campaign will fall short of this goal by about $14,000. Noemi and Dick could try to raise the money from a few wealthy “church angels,” but, in the inclusive spirit of the campaign, they much prefer to seek donations from the whole congregation, including newcomers and others who have not yet contributed to the campaign. They would like to raise all the needed funds by the annual meeting on March 19.

It was felt that this would not compete with the church auction, which will be in April, nor with the endowment campaign, which seeks funds from wills and other sources to build for the future. So the Board informally endorsed the proposed inclusive approach to raising the money.

By-laws Recommendations

Laurel Egenberger led the Board in its final review of the recommendations on changing the Church By-laws before they are presented to the congregation at the annual meeting on March 19. A copy of the final document is appended. No motions were made because the congregation will formally rule on the new By-laws.

The following decisions were made.

Under Article IV, Sec. 1, nothing will be added about requirements for Board members to take anti-racism trainings, because this matter is more appropriately dealt with in the Board Policies document.

Article IV, Sec. 5a, was deleted, as the phrase “out of covenant with the Mission” was deemed vague.

After some discussion of Article V, Section 5, the quorum at Membership meetings was left at 25%, as this was thought to be the right balance between inclusiveness and workability.

Article V, Section 8, was changed so that it now reads “Voting by proxy shall not be allowed. The Board of Trustees may allow for absentee voting on some matters."

In Article VI, Section 1b, about membership eligibility, the words “at the minimum of $100 per annum” were deleted.

The last article was changed from Article IX to Article X, correcting a typo.

Minister’s Report

Pastor Jacqueline used most of her report time to solicit advice from the Board about her presentation at the annual meeting.

Budget Revisions

Under Kris’s leadership, the following revisions were made to the budget that was approved at the January meeting.

Micheas made a motion, seconded by Laurel, to authorize an additional withdrawal of up to $22,157 from the Tom and Mary Ann Haw Fund to go toward Pastor Jacqueline’s salary. Passed unanimously.

Micheas made a motion, seconded by Laurel, to establish a fund for sabbaticals and employee leaves and fund it with $22,157. Passed unanimously.

Janet moved and Claudine seconded a motion to allocate $19,000 to the reserve fund and $20,000 to the intern fund. Passed unanimously.

On a motion by Claudine, seconded by Suzanne, the Nursery Assistant rate was raised to $18/hour. Passed unanimously.

On a motion by Micheas, seconded by Janet, the Sexton rate was raised to $18/hour. Passed unanimously.

On a motion by Emily, seconded by Michael, the following additional changes were approved by a unanimous vote:

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| |  | | --- | | $3,384 Health care adjustment | | $4,628 Fair Share payment to UUA to 100% | | $5,000 Addition to our reserve (in addition to the $4000 already allocated: $9000/year) | | $3,000 10 months of visiting Clergy for Pastoral Care | | $1,300 Fix heaters | | $   600 Support for Mark Morrison Reed Visit | | $   400 Partial funding, child care for church events (25 hours @ $16/hour) | | $1,000 Computers/IT expenses (partial funding: enough to buy cheap PCs and web support) | | $2,500 Carpet replacement | | $   500 Art and Soul  $2,752 4 hours/week custodian at $16/hour \* 43 weeks  $   500 Increase to stewardship support  $3,341 Adjustments to wages and salaries as reflected in the 2017 FINAL budget spread sheet | |  |  |

GRAND TOTAL: $28,905

SURPLUS: $111

Policy on Whether Employees can be Members

This was tabled until a future meeting, for lack of time.

Church Administrator Description and Search

This is necessary because Linda Hodges, the church administrator, has resigned. A committee will be appointed to make preparations and plans to hire a new church administrator.

The meeting included a multicultural exercise, a process monitoring report and some closing words.

The meeting was adjourned at 9:15. A brief executive session followed.

Respectfully submitted,

Emily Stoper, Secretary