**First Unitarian Church of Oakland**

**Minutes of the Board of Trustees Meeting**

**September 27, 2016, 7 P.M.**

*Present:*

*Board Members:* Rev. Jacqueline Duhart, Laurel Egenberger, Michael Fitzhugh, Micheas Herman, Janet McFarland, Lisa Rosene, Emily Stoper, Claudine Tong, Kris Wedding Crowell (Chair)

*Absent:* Kenji Oshima, Suzanne Van Houten,

*Visitors:* Bill Blakely, Bob Crowe, Donna Fujioka, Linda Hodges, Kurt Kuhwald, Jodie Mathies, Bev Smrha

The meeting was called to order at 7:05 p.m. There was an opening reading and chalice lighting.

# Consent Agenda

The item “Approval of Expenditure of $2000 for a new sound system paid for from Musicopia” was removed from the consent agenda – and, in the absence of an explanation, was not approved.

“Approval of the agenda” was removed from the consent agenda, so that minor changes could be made. It was then unanimously approved.

The remaining item on the consent agenda, “Remove from the Board Policies, Section IV, Sub-Section M, “Trustee Nominating Committee,” was unanimously approved.

There was a multicultural exercise and reports from Rev. Jacqueline and President Kris.

Stewardship Report

Janet presented an extended Stewardship Report. Although much progress has been made in organizing the stewardship campaign, several positions are still not filled, including a co-chair and an organizer of the all-church kick-off meeting for the campaign that will take place on Oct. 16.

The theme of the campaign will be “Deepening our Connections.”

Board members took on key assignments in the campaign, including staffing a stewardship table and making phone calls to recruit volunteers for the campaign.

Discussion of Collaborative Leadership Model

More work is needed before the Board is ready to approve the model. Connections among its pieces need to be filled in. The model also needs a display showing who makes which decisions for each team. Rev. Jacqueline, Lisa, Laurel and Emily agreed to continue this work.

Auction Report

Jodie Mathies and Carol Scott are in charge of the auction, which will occur in Spring 2017. Jodie reported that this auction will have a different purpose and style from previous auctions. The team has set a low goal of raising $5000 for the church’s operating budget, based on advice from the Pacific Central District (PCD) that auctions are not a good way to provide major support for the church. Additional funds may be raised for causes outside the church, after consultation with Rev. Jacqueline and the Justice Ministries Collaborative Working Group. The auction will offer for sale relatively few objects; the emphasis will be on experiences and services.

Lisa will be the Board’s main contact with the auction. Ministers and staff members are empowered to OK decisions about the auction.

Discussion of Roles and Limitations of the Executive Team (ET)

The Board has a Committee on Board Policies, led by Laurel, who reported that the current Board policies must be revised, as they bear little relationship to the reality of how the Board functions.

Discussion of Supervising Model for the Church Administrator and the Facilities Manager

Kris stated that the Board will assign a primary and secondary contact for each of these positions. The secondary contact will become the primary when the current primary completes her/his term. These two contacts will be in charge of writing job descriptions for the persons supervised, setting annual goals, having periodic reports and/or meetings to review progress toward the goals, and setting up periodic performance reviews. Laurel explained that the Personnel Committee will provide a template for both job descriptions and performance reviews but will not actually perform them.

The Steering Committee will meet with Rev. Jacqueline to work out the details of how the Board’s supervision responsibilities will be met.

Decisions about Requirements for Anti-Racism Training

Kris announced that most but not all Board members have either completed an anti-racism training or plan to attend the Jubilee workshop that is being offered in October.

No votes were taken but there seemed to be general agreement on the following:

It is too late for the Board to agree to pay for staff members to attend this year’s Jubilee workshop.

When the church hires a new minister, completion of an anti-racism training should be a job requirement.

If staff members are required to take an anti-racism training, their expenses must be paid by the church.

Any mandates to take an anti-racism training should specify a time within which it must be taken.

The discussion raised the following other questions:

* Which staff members (if any) should be required to take an anti-racism training?
* For required staff trainings, should the church also pay for the staff members’ time (presumably at overtime rates)?
* Should Board and staff members be required to repeat the training if, say, more than 5 years have passed since the last time they took it?
* Should the church accept non-UU alternative anti-racism trainings, assuming that they meet a list of key requirements? If so, what should those requirements be?

After a process monitoring report and closing words, the meeting was adjourned at 9:25 p.m.

Respectfully submitted,

Emily Stoper