**First Unitarian Church of Oakland**

**Minutes of the Board of Trustees Meeting**

**October 25, 2016, 7 P.M.**

*Present:*

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

*Absent:* Suzanne Van Houten

*Visitors:* Bill Blakely, Linda Hodges, Judith Hunt, Bev Smrha, Steve Thomasberger

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

# Consent Agenda

**Emily moved and Kenji seconded a motion to approve the consent agenda, which included:**

**Approval of supervision teams for the Church Administrator (Lisa Rosene and Emily Stoper) and the Facilities Manager (Kenji Oshima and Emily Stoper)**

**Approval of a special Board meeting on Dec. 20 and cancellation of the Board meeting on Dec. 27 (for lack of a quorum)**

**The motion passed unanimously.**

Notification of Actions Taken since Last Meeting

Approval of September 2016 minutes by email

Response to Questions from Personnel Committee Members

Two members of the Personnel Committee, Judith Hunt and Bev Smrha, sought clarification of the charge to the committee, since they had been asked to take on operational tasks, though their formal charge says their duties are limited to policy recommendations. The requests have not come from the Board but from church teams.

**Motion by Micheas, seconded by Lisa, that the Board send a communication to the Executive Team, the Finance Team and other church bodies that interact with the Personnel Committee clarifying what should and should not be requested of the Personnel Committee and requesting that anyone with a personnel question should go to the Board or the Church Administrator. Passed unanimously.**

The Personnel Committee’s first task will be to develop an employee handbook to be used by both employees and supervisors.

Response to Question from the Auction Team

At the previous Board meeting, the auction team had informed the Board that it wished to plan to allocate $5000 of the funds it raises to the church for its operations, with any funds raised beyond that being donated to outside groups. But the draft church budget for 2017 specifies $8000 as the figure to be raised by the auction. The auction team requested a Board decision on the amount to be allocated to the church.

**Motion by Lisa, seconded by Emily that the auction should plan to allocate the first $8000 that it raises to church operations. This passed 7-1.**

**(A previous motion, made by Laurel and seconded by Micheas, stated that the auction should plan to allocate the first $5000 that it raises to church operations. It failed, with a 4-5 vote.)**

Minister’s Report

Rev. Jacqueline noted that she has appointed the following members of the worship team: Daisy Quan, John Myhre, Jane and Gary Facente, Lynn Gallogly, Sara Watts and Amanda Smith.

She also reminded the Board of the need to begin preparation for her sabbatical, which will take place from January to June 2018. Rev. Sheri may step up to a full-time position while she is away.

Executive Team Report

Linda Hodges reported that the Executive Team has been focused on assisting with the stewardship campaign. There was no written report.

Stewardship Report

Janet reported that the campaign is well under way. The kickoff took place on Sunday, Oct. 16. All members of the congregation have now received their pledge packets, either by picking them up or by mail. House parties are under way and Board members are staffing tables during coffee hours. By the next Board meeting we will have a pretty good idea of the base for next year’s operating fund.

Approval of the Collaborative Leadership Model

**It was moved by Emily and seconded by Michael to approve the new Collaborative Leadership Model (aka the “org chart”) as a living experiment, including a number of suggested changes made by church members during the period in which it has been shared with the congregation. Passed unanimously.**

**It was moved by Emily and seconded by Michael to plan for quarterly discussions to assess and respond to the feedback received about the Model and to amend it if necessary. These discussions would rely on consultation with the Committee on Shared Ministry. Passed unanimously.**

**The Model is attached.**

Thanks to the work of Kris, a colorful round version of the model is available that better reflects the church’s commitment to shared governance (but does not contain full information).

Revisions to Board Policies

Laurel offered the following proposals in the ongoing series of updates to Board policies:

**1. Section IV. Board Role and Limit; E. President’s Role:**

***DELETE:
“*4. The President's authority does not extend to supervising or otherwise directing the Executive.”**

**2. Section IV. Board Role and Limit; G. Board Committees**

**Current: G. Board Committees*:*The By-Laws enable and govern the establishment of Board Committees.**

**Change to:**

**G. Committees of the Board: The By-Laws enable and govern the establishment of Board Committees and Advisory Committees.**

**1. In establishing Advisory Committees, the Board will:**

 **a. create a charter that includes the charge to the committee, the composition of the committee (including the number and term of committee members), and responsibilities.

b. inform the congregation of the committee’s formation

c. recruit committee members in a manner that
(i) establishes a clear path for interested congregants to apply
(ii) specifically considers under represented church constituencies
(iii) seeks to populate the committee with members who have relevant interest and experience**

**2. Members of Advisory committees will be appointed by a vote of the entire Board.**

**Michael moved and Micheas seconded approval of these changes to Board policies. Passed unanimously.**

Report on Supervising Model for Church Administrator and Facilities Manager

Kris offered the following report:

At the September Board meeting, the Board charged the steering committee and Rev. Jacqueline with the task of working out the details of how the Board of Trustees will meet its supervisory responsibilities.  We propose the following:

 Two individual Board members will take on the primary supervisory responsibilities for the church administrator and the facilities manager.

Church Administrator’s Team: Lisa Rosene and Emily Stoper

Facilities Manager’s Team: Kenji Oshima and Emily Stoper

To assure continuity, each of these teams has a member with more than one year left in their term; that should be the ongoing policy. The teams will meet monthly with the employees they supervise.  The first tasks will be to update the employees’ job descriptions and create short-, medium-, and long-range goals.  Subsequent meetings will offer times to check in on the goals, to affirm accomplishments, and to identify areas in which more resources or support are needed.  There will also be time to discuss any open issues/questions and to share information.  The steering committee would like the first meetings to happen by Friday, November 11.

Rev. Jacqueline led a lively discussion of Ch. 5, The Job of the Board, in *Governance and Ministry* by Dan Hotchkiss.

In the absence of a member of the Journey Toward Wholeness Team, the Board undertook to monitor its own process collectively.

After some closing words, the meeting was adjourned at 9:15 p.m.

Respectfully submitted,

Emily Stoper, Secretary