**First Unitarian Church of Oakland**

**Minutes of the Board of Trustees Meeting**

**December 20, 2016, 7 P.M.**

*Present:*

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

*Absent:* Michael Fitzhugh, Kenji Oshima

*Visitors:* Bill Blakely, Linda Hodges

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

Consent Agenda

On a motion by Lisa, seconded by Suzanne, the Board unanimously approved the consent agenda, which included only one item, Approval of the meeting agenda.

Notification of Actions Taken Since Last Meeting

Approval of November 2016 Minutes (by email)

President’s Report - Kris

The Board will soon begin preparing for the church’s Annual Meeting, on March 19. The President has reminded the Nominating Committee to recruit new Board members, who will be elected at that meeting.

Emily will seek two new members for the Committee on Shared Ministry.

The President stated that the congregation only paid 2/3 of our fair share to the Unitarian Universalist Association (UUA) in the 2016 budget. For many reasons, we need to move quickly to pay the full fair share amount. For example, we lost the opportunity for a substantial UUA subsidy for an intern minister in 2017-18 because we were not paying our fair share.

Stewardship Report - Janet

We are still projecting that the Stewardship campaign will ultimately take in $440,000. (Some members found this figure overly optimistic; alternative projections were as low as $416,000.) $477,000 would pay for the entire wish list in the 2017 budget. Board members were invited to begin writing thank-you notes for the pledges already received.

Clarification: One-time donations to the church that are not designated as pledges only count toward the Stewardship total upon donor request. There is a separate line in the budget for one-time donations that are not pledges or otherwise designated toward the Stewardship Drive.

Approval of Recommendations for Revisions of Church Bylaws - Laurel

Discussion began at the beginning of Article V (since the Board completed its review of Articles I-IV at the previous meeting).

Article V, Sec. 4 – Rev. Jacqueline questioned the wisdom of permitting the ministers, acting unanimously, to call a special meeting with the written endorsement of 20% of the members. They are granted the power, in another provision, to do this with the support of the Board.

Article V, Sec. 5 – The current quorum at business meetings is 15% of the membership; the draft suggests a change to 40%. Several members thought 25% was the reasonable figure.

Article VI, Sec. 1(g) currently requires the Board to hold its meetings “at the same time each month.” A suggestion was made that this be changed to “monthly, according to a regular, announced schedule,” giving the Board some more flexibility.

Article VI, Sec. 1. A new subsection, “l,” was proposed: “Approval of minutes should be by those who were present at the meeting.” The previous subsection requires all actions approved between meetings to be by unanimous vote. Since the Board now routinely approves minutes by email vote between meetings, this clarification seems desirable.

The new Bylaws will be proposed for approval by the congregation at the Annual Meeting. A version showing the proposed changes will be made available electronically to the congregation and a series of meetings will be held to discuss them with the congregation. Laurel and Laura Tully will organize the approval process.

Both ministers and the executive team submitted reports in writing, which were not discussed at the meeting.

After some process monitoring by the Board itself and some closing words, the meeting adjourned at 8:25 for an executive session to discuss personnel matters. It reconvened at 9:00 to discuss the 2017 budget.

2017 Budget

Emily moved and Janet seconded a motion to move the item “$1500 for a Club UU leader” from the wish list to the regular budget. This passed unanimously.

Emily moved and Janet seconded a motion to approve the budget as presented (attached) and to postpone consideration of all the wish list items and to put on hold all the additional expenses highlighted in the master budget document. This passed with 6 ayes and 1 nay.

The meeting adjourned at 9:30 p.m.

Respectfully submitted,

Emily Stoper