

**First Unitarian Church of Oakland**  
**Minutes of the Board of Trustees Meeting**  
**April 25, 2017, 7 P.M.**

Present:

*Board Members:* Laurel Egenberger, Michael Fitzhugh, Kate Lenhardt, Janet McFarland, Suzanne Van Houten, Ella Wise, Rev. Jacqueline Duhart (ex officio)

*Absent:* Lisa Rosene, Claudine Tong, Kenji Oshima

*Visitors:* Carol Scott, Laura Tully, Bev Smrha, Dennis Rowcliffe, Bill Blakely, Noemi de Guzman, Dick Bailey, and Evelyn Seidman

The meeting was called to order at 7:00 p.m. There was an opening reading and chalice lighting.

Consent Agenda

Items approved:

The agenda

March meeting minutes

Items removed:

Monthly Finance Report

Property Committee Report (none received)

Notification of Actions Taken Since Last Meeting

We received Michelle Ma's resignation from the board.

New Discussion Procedure

Laurel instituted a discussion procedure by which each member, in rotation, will be given the opportunity directly to speak to the issue on the table, pass, or "pass for now:", to be returned to later.

Auction Report

Carol Scott presented the preliminary report on the Auction. [Attachment A]

Discussion:

Ella asked if there might be ways to memorialize some of the best practices around the auction in light of its success. Carol suggested that could be done. The board congratulated Carol and Jodie on success. Laurel noted that next, the Justice Council will need to meet with the Finance team and Board treasurer to plan a budget and manage the funds according to Church financial procedures. Suzanne suggested it would be great to work on lining up the leaders of the next auction.

Monthly Finance Report

In the absence of the Board Treasurer Bill Blakely, the interim lay financial lead, prepared a first quarter report. [Attachment B].

Discussion: The report was more of a first quarter report, but will in the future be monthly. Board members and Rev. Jacqueline expressed gratitude to Bill Blakely for his work in preparing the report. Ella Wise asked that the Board receive instruction at some point on how to read and what to look for in these reports. Laurel noted that this is the first attempt by the Board of Trustees to have and review monthly finance reports.

#### Signature Authority

Janet moved that signature authority for our checking accounts at Community Bank of the Bay be assigned to the Board Treasurer, Board President, the Parish Minister, the interim lay financial lead Bill Blakely), and the interim lay administrative lead (Kris Wedding Crowell) and that the Facilities Manager also be added as signatory to the facilities account. Suzanne seconded. Passed unanimously.

#### Right Relations

Laura Tully provided the board with a proposal regarding the formation of a Right Relations task force. [Attachment C] Janet moved to accept the proposal. Kate seconded. Unanimously approved.

#### Ministers' Reports

The Ministers' Reports were received. [Attachments D and E]

#### Ministerial Search

Suzanne moved to remove this from the agenda. Janet seconded. The motion passed.

#### District Assembly and General Assembly Delegates

We received 5 requests to serve as a delegate to General Assembly (GA) and two requests to serve as a delegate to District Assembly (DA).

Michael moved that Kurt Kuhwald, Bev Smrha, Alex Haider-Winnett, Charlotte Dixon, Claire Eustace be approved as delegates to GA and that Kate Lenhardt and Mary Foran be approved as delegates to DA. Suzanne seconded. Pastor Jacqueline is also a delegate. She also advised the board of her intention to invite congregants to a conversation about issues facing the UUA, UUA Presidential candidates, and delegates representing the congregation.

#### Administrative Visioning

Kate provided a short report on the Administrative Visioning Team and a job description for the Congregational Administrator

Break at 8:16 p.m. - Resumed at 8:28 p.m.

### New Vision

Ella reported that she and Suzanne have determined a time to discuss a future vision with Pastor Jacqueline.

### Intern

Kate and Pastor Jacqueline spoke with Rev. Lindi Ramsden of Starr King School. They determined that it is still possible to find an intern for fall, we have enough money set aside to pay a half-time intern for two years. There was a discussion about the resources required for mentoring the intern.

### Policy on Members as Employees

Suzanne moved to discuss the following motion. Ella seconded.

It shall be the policy of First Unitarian Church of Oakland that members and active friends may not be employed by the Church.

Exceptions to this policy are:

1. those members who are employed by the Church as of 25 April 2017 for the duration of their continuous employment in their current position.
2. those members who are employed in Religious Education positions for less than 10 hours per week.
3. those who work four hours or less per week, regardless of their position.

Michael recused himself from this discussion because his wife works part time for the church.

The motion carried four votes in favor and one abstention.

### Sabbatical

Kate moved to tabling this for later discussion at the retreat. Suzanne seconded.

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

The meeting was adjourned at 9:06 p.m.

Respectfully submitted,  
Michael Fitzhugh, Secretary