

**First Unitarian Church of Oakland**  
**Minutes of the Board of Trustees Meeting**  
**June 27, 2017, 7 P.M.**

Present:

*Board Members:* Laurel Egenberger, Michael Fitzhugh, Kate Lenhardt,, Kenji Oshima, Janet McFarland, Suzanne Van Houten, Lisa Rosene, Ella Wise

*Absent:* Claudine Tong, Rev. Jacqueline Duhart (ex officio)

*Visitors:* Bill Blakely, Dennis Rowcliffe

The meeting was called to order at 7:03 p.m. There was an opening reading and chalice lighting.

Consent Agenda

Items approved:

1. The agenda

Items removed:

1. Generosity team
2. Right Relations

The president moved to table the following items until a later date:

1. De minimis employees serving on the board
2. Policy on Group eMails

Notification of Actions Taken Since Last Meeting

1. Approval of June Minutes
2. Appointment of Vanee Call-Ferrer as Congregational Administrator

Board Vacancies

Two people have indicated interest in joining the board. The soonest we can have a special meeting for an election is July 16. After discussion, July 23 was chosen. There must be a quorum (25 percent) of the members for the meeting to take place. Although a third vacancy can be filled by appointment, there was general agreement that it would be preferable to fill that vacancy via the special election.

Journey Toward Wholeness (JTW) Assessment

JTW reported via email that the assessment team was recently in place and would be getting organized and report to the Board in August.

Finance report

Lisa distributed an overview of the entire 2017 budget and spending, current as of June 27. Spending appears to be on track look to be in good shape and are not in any danger in any budget categories at this time. Stefan has so far obtained two estimates on replacing our carpets, both of which were \$2,000 more what we budgeted.

Lisa requested a motion to move \$6,000 into the facilities account at Community Bank of the Bay to cover ongoing line item 5200: Building and Facilities. Suzanne seconded. Passed unanimously

### Calendaring/Stewardship

Janet initiated a discussion of how and whether October house parties might support Stewardship. She noted significant enthusiasm about house parties from several members and the ways in which they might support other activities.

#### Discussion:

Michael expressed support for house parties, but concern about leaning on people with houses. Laurel expressed concern about keeping intertwined activities (the ministerial search, visioning, etc.) separate and about the costs we're going to incur in relation to the ministerial search and the sabbatical. Janet expressed some concern about the amount of effort that it could require to put house parties together. Lisa pointed out that Walnut Creek hosts a successful annual church potluck with themed tables.

Break for snack: 8:02 p.m. - Resumed at 8:13 p.m.

### Personnel Committee Update

Suzanne asked the board to review and comment on the draft handbook by mid-July so it can go back to the Personnel Committee for consideration. Laurel encouraged the board to work together so that its feedback is of one mind. Kenji implored the board to ensure that a lawyer review it before it is adopted.

### Ministerial Search

We have been assigned a ministerial transition coach, Rev. Pallas Stanford, Regional Transitions Team. Her plan is for us to have a workshop this fall for the Board and possibly some other congregational leaders around preparing for the ministerial search.

#### Discussion:

Laurel noted that the search committee will need a budget of about \$9,000 to \$10,000. There was some discussion of how the 7- to 9-person search committee will be selected.

### Role of Liaison to Board Committees

Laurel said it has said that there is need to come up with a definition of what duties liaisons to board committees have.

#### Discussion:

Suzanne said that the liaison should be a person who attends the meetings of the committee to which they are a liaison, but does not actually do the work of the committee. The Personnel committee said they would like for liaisons to bring feedback from the board to them. Lisa said the liaison's can differ by team. It was agreed that we'd seek more input from cim

### Visioning

Ella said the plan is to introduce the need for visioning in Sept., gathering feedback from the congregation in many venues, then brainstorming to come up with draft visions before gathering feedback from the congregation again. Ella and Suzanne are working to find a couple people to spearhead the recruitment of a team to lead meetings and handle some of the logistics.

Suzanne asked

### Sabbatical

At the Leadership Retreat, there were group discussions about the work Pastor Jacqueline does and what needs to be covered in her absence during the sabbatical. It was concluded at the retreat that we will need to hire a sabbatical minister for 75% time to cover the areas of Worship, Pastoral Care, and Supervision.

### Discussion:

Janet asked about the potential timing of hiring a pastoral care minister for 6 hours a week or so. The board discussed whether or not we had set aside money for such a position.

The open meeting closed for executive session at 8:55 p.m.

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

The meeting was adjourned at 9:10 p.m.

Respectfully submitted,  
Michael Fitzhugh, Secretary