

First Unitarian Church of Oakland
Minutes of the Board of Trustees Meeting
August 22, 2017, 7 P.M.

Present:

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

Absent: Tom Smith

Visitors: Bill Blakely, Venee Call-Ferrer, Rev. Kurt Kuhwald, Steve Thomasberger

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

Added an update on the Visioning Team by Janet. Moved by Lisa Rosene. Seconded by Suzanne Van Houten. Passed.

Notification of Actions Taken Since Last Meeting

1. Approval of July Minutes

COSM Report Discussion

Steve Thomasberger answered board questions regarding the report. A congregational discussion of the report was set for Sunday, Sept. 17 at 1 p.m. [Attachment A]

Administrator's Report

Church Administrator Venee Call-Ferrer presented several reports on her many recent activities. [Attachments A - F]

Laurel Egenberger requested that the Annual Meeting be moved from March 11 to another date due to daylight savings. Venee will propose some possible options to the board.

Choir Director Search Update

Laurel Egenberger reported on Facilities Manager Stefan Schneider's behalf that several candidates have been evaluated and that two candidates are under serious consideration for the Choir Director role at this time. In the interim, church member Susan Keiter is leading the choir.

Monthly Finance Report and Finance Team Update

Lisa Rosene provided a finance report [Attachment G], including the following details:

- 1) The final total income from the church auction was \$16,533
- 2) We have budgeted \$2,000 to support a Pastoral Care Minister in 2017

The Treasurer will invite the Endowment Committee to a future meeting to answer questions about the current status and use of endowments.

Personnel Committee Update

Suzanne said that the Personnel Committee has completed the draft employee handbook and that she will request time during September's BOT meeting for discussion of it. Beforehand, board members will review and discuss the draft and the Personnel Committee will consult a lawyer to identify any possible legal issues with the draft. The Committee's goal is to finalize the handbook by October, at which time the board will need to vote on its adoption.

Break

The meeting paused for break and snacks at 8:09 p.m. It resumed at 8:20 p.m.

Sanctuary Church

Claudine Tong discussed the idea of what it would mean to be a Sanctuary Church and committed to sharing her research on the subject with the board in the future.

Stewardship

Janet McFarland provided an update on the upcoming Stewardship Campaign, noting that Hester Greene has volunteered to help. The tentative theme is "Called to Love."

Visioning Team Update

Ella Wise reported that seven people have been asked to serve on the team. All declined. Pastor Jacqueline suggested some additional possible individuals. A request for volunteers will be made in the Chalice Chatter. Board members working to get the team started will meet with Pastor Jacqueline to discuss the effort on Sept. 5.

Ministerial Sabbatical

Janet McFarland moved that the board establish a hiring committee composed of the following individuals:

- BoT President
- BoT Liaison to Personnel Committee
- Parish Minister (hiring only)
- Worship Associate (current or in recent past*)
- Pastoral Associate (current or in recent past*)
- JTW Member (current or in recent past*)

Lisa Rosene seconded. Passed.

Janet McFarland moved that instead of hiring one outside minister for both sabbatical ministry and pastoral care that we instead a quarter-time Pastoral Care Minister to start in September and serve in an ongoing position. Ella Wise seconded. Motion failed.

Executive session began at 9:00 p.m. and ended at 9:25 p.m.

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

The meeting was adjourned at 9:25 p.m.

Respectfully submitted,
Michael Fitzhugh, Secretary