

First Unitarian Church of Oakland
Minutes of the Board of Trustees Meeting
September 26, 2017, 7 P.M.

Present:

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

Board Members Absent: Michael Fitzhugh

Visitors: Dennis Rowcliffe, Venee Call Ferrero, Mark Watanabe, Bev Smrha, Helen Duffy.

The meeting was called to order at 7:03 p.m. There was an opening reading on September's theme of "prosperity" and a chalice lighting.

Consent Agenda

Items approved:

1. The agenda, with added item on JTW Audit saved to end, if time permits.
2. Administrator's Report [Appendix A]

Notification of Actions Taken Since Last Meeting

1. Approval of August Minutes

Spiritual Practice

In temporary place of the multicultural exercise, Laurel introduced a book on lay leadership as a spiritual leadership: *Serving with Grace*, intending to give a copy to each board member and a plan to discuss a section at each Board meeting over the next 5 months.

JTW Audit charge

JTW Audit charge was approved unanimously. [Appendix B]

Vote on COSM Report recommendations

The Trustees voted unanimously to accept the Committee on Shared Ministry's Report and recommendation to begin single service worship Sundays starting in January of 2018.

Minister's Reports

Rev. Sheri submitted her report for September. [Appendix C]

Rev. Jacqueline reported that the Church's bookkeeper is leaving and we need to hire a replacement. Lisa Rosene moved to reactivate the administrative Hiring Committee. Approved unanimously. Kate Lenhardt will organize the members of that committee.

Choir Director search Update

Choir Director search is completed. Anna Lichtenberg, the new director, will be leading the choir in the service on 10/1/2017.

Monthly Finance Report and Finance Team Update

Report in [Appendix D]

The FY2018 draft budget is not ready as it needs more input. Lisa asked if the Board wanted to include a Cost of Living Adjustment. The discussion was positive and referred back to the Finance Committee for consideration within the total budget.

Personnel Committee Update

The Personnel Committee had submitted a second draft of the Personal Handbook for the Board's review. Helen Duffy answered questions and noted changes suggested by Board members. Time ran out before the entire handbook could be reviewed and several questions remain, particularly about health insurance, vacation, and holidays. Committee will meet October 12 to fix several items and make final draft for board. The committee and the Board agree that the handbook needs to be reviewed by a specialist in employment law.

Break

The meeting paused for break, photos, and snacks at 8:30 p.m. The meeting resumed at 8:45 p.m.

Visioning Team Update

Lisa moved to accept the charge and the suggested members for the Visioning Team [Appendix E]

In answer to questions that the team had about procedures, it was affirmed that the Vision would be voted on by the congregation and that the Board would be responsible for organizing the special meeting.

Stewardship

Janet McFarland provided a one page handout, [Appendix F] and a report [Appendix G].

Michael Rothammer and Claudine Tong will join the Stewardship team.

Ministerial Sabbatical

Updates on the ministerial sabbatical will be made to the Board via email.

Process Monitoring Report

Reported by Dennis Rowcliffe

The meeting concluded with closing words, adjourned at 9:15 p.m.

Respectfully submitted by Michael Fitzhugh; recorded by Janet McFarland and Tom Smith