

First Unitarian Church of Oakland
Minutes of the Board of Trustees Meeting
October 24, 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, Dennis Rowcliffe, Bev Smrha, Carol Emert, Helen Duffy

The meeting was called to order at 7:05 p.m. There was an opening reading and chalice lighting.

Consent Agenda

Items approved:

1. The agenda
2. Administrator's Report [Attachment A]
3. Moving the December board meeting to Dec. 19, from Dec. 26

Notification of Actions Taken Since Last Meeting

1. Approval of September Minutes

"Board Read"

Trustees discussed Chapters 1 & 2 of *Serving With Grace: Lay Leadership as a Spiritual Practice*.

Stewardship

Janet McFarland outlined ongoing Stewardship activities, as described in [Attachment B]. Discussions touched on enhancing communication around pledge as a component of Stewardship. A need to develop stories and generate excitement was discussed.

Personnel Committee

The most recent draft of the Personnel Handbook was discussed, including several small updates and plans for legal review. Suzanne Van Houten moved that we accept the draft Personnel Handbook, provide it to current employees, and have an attorney review it before final adoption. Janet McFarland seconded. Passed.

Ministers' Reports

Pastor Jacqueline Duhart and Rev. Sheri Prud'homme both submitted reports prior to the meeting. Additionally, Pastor Jacqueline asked Trustees to call on our 12 current Worship Associates to welcome and thank them for their service. During this time, we also discussed the need for recruiting Board members or volunteers with financial expertise to help interpret and advise on the budget. [Attachments C and D]

Monthly Finance Report and Initial Draft Budget Review, Finance Team Update

Lisa provided several reports including a January - December 2017 Budget vs. Actuals Report, Our preliminary target budget for 2018 is \$567,346.00. [Attachments E, F, G, H]

Nominating Committee Motion

Lisa moved that [Motion Text will be added here shortly]. Michael seconded. Passed.

Pastor Jacqueline suggested we might use this roll-out to help establish best practices for communicating important news.

Sabbatical Committee

We have two active applications for the the Sabbatical Ministry. We interviewed one candidate and expect to wrap up the hiring of a Sabbatical Minister in early November.

Bookkeeper Update

We've interviewed one candidate so far and are moving to run an advertisement. We're looking to hire someone for 8 hours per week. 3 firms were contacted regarding providing bookkeeping services and rejected due to \$70-75/hour fee. Members of the Board supported raising the top wage offered to the next bookkeeper from \$25/hour to \$40/hour in an effort to attract and retain good candidates; no dissenting opinions were raised.

Bylaws Change Recommendation

Tabled.

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

The meeting was adjourned at 9:11 p.m.

Respectfully submitted,
Michael Fitzhugh, Secretary