

**First Unitarian Church of Oakland**  
**Minutes of the Board of Trustees Meeting**  
**January 23, 2017, 7 P.M.**

Present:

*Board Members:* Laurel Egenberger, Michael Fitzhugh, Kate Lenhardt, Janet McFarland, Michael Rothhammer, Claudine Tong, Suzanne Van Houten, Rev. Jeremiah Lal Shahbaz  
*Kalendae Absent:* Tom Smith, Lisa Rosene, Rev. Jacqueline Duhart (on sabbatical)

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

Consent Agenda

Items approved:

1. Approval of the Agenda
2. Accepted Administrator's Report [Attachment A]
3. Appointed Judith Hunt, Lauren Poole, Michael Schafer, Kris Wedding-Crowell, and Tara Noone to Search Nominating Team
4. Accepted Club UU's request to raise funds for cleaning up and using tower room.

"Board Read"

Trustees discussed pp. 63-75 of *Serving With Grace: Lay Leadership as a Spiritual Practice*.

Executive Session

The board entered executive session at 7:21 p.m. and retired from executive session at 7:55 p.m.

Community Ministry

Janet McFarland moved that we accept the affiliation agreement as presented by Mary Foran inclusive of the addendum that she will provide rites of passage to members of congregation, will make an annual report to the board and the COSM, and covenant with subsequent parish ministers as appropriate.

The addendum reads as follows: "With the prior agreement of the congregation's ministers, rites of passage provided for members will be compensated by the First Unitarian Church of Oakland."

Michael Rothhammer seconded. Passed.

Executive Session

The board re-entered executive session at 8:00 p.m.

Break

The meeting paused for break at 8:13 p.m. and resumed at 8:23 p.m.

### Stewardship

Janet McFarland outlined ongoing Stewardship activities. The confirmed total raised as of the day of the meeting was roughly \$419,000. Pledges of about \$15,000 were potentially outstanding, representing 15 pledging units. Outreach by email and letter as well as the sending of thank you cards was planned. There's need for volunteers interested in helping organize 2018 stewardship efforts.

### Monthly Finance Report and 2018 Budget Vote, Finance Team Update

Laurel Egenberger noted that the board needs to create a Board Finance Team that includes the Treasurer, the chair of Stewardship, and other members of the congregation.

### 2018 Budget Vote

Janet motioned that we pass the 2018 Budget. Claudine seconded. Passed. [Attachment B]

### Annual Meeting

Volunteers were secured for various roles at the March 11 annual meeting.

### Search Nominations

The congregation was apprised during the Jan. 23 service of the nominating process underway. Another update will be provided Jan. 28. Calls to solicit nominees will start soon after. The first round of calls will be completed by Feb. 11. Starting Feb. 12, calls to nominees will be made to determine whether or not each will accept the nomination.

### Personnel Committee Recommendation

Initial efforts to secure review of the new draft Personnel Handbook by a qualified attorney did not result in a good match. The latest handbook will be given to staff to review and comment on over the course of the next three months. Roxie Kellam joined the Personnel Committee.

Suzanne Van Houten moved that the Personnel Committee be allowed to introduce the current Personnel Handbook to the staff as a working copy. Janet McFarland seconded. Passed.

The meeting included closing words and adjourned at 9:16 p.m.

Respectfully submitted,  
Michael Fitzhugh, Secretary