

**First Unitarian Church of Oakland**  
**Minutes of the Board of Trustees Meeting**  
**February 27, 2018, 7 P.M.**

Present:

*Board Members:* Laurel Egenberger, Michael Fitzhugh, Kate Lenhardt, Janet McFarland, Lisa Rosene, Michael Rothhammer, Suzanne Van Houten, Rev. Jeremiah Lal Shahbaz Kalendae (ex officio)

Absent: Tom Smith, Claudine Tong, Ella Wise, Rev. Jacqueline Duhart (on sabbatical)

Visitors: Dennis Rowcliffe

The meeting was called to order at 7:01 p.m. There was an opening reading and chalice lighting.

Consent Agenda

Items approved:

1. Approval of the Agenda

“Board Read”

Trustees discussed pp. 77-83 of *Serving With Grace: Lay Leadership as a Spiritual Practice*.

Annual Meeting

Lisa moved that we adopt the proposed agenda for the Annual Meeting. Janet seconded. Approved.

Search

12 people have applied to be part of the search committee. Michael Fitzhugh moved that a high school student who has completed Coming of Age be appointed as an 8th member of the search committee with full voting privileges but limited responsibilities relative to their adult colleagues. The steering committee, with the input of the board, would make the selection. Suzanne seconded. Approved.

Stewardship

We've received commitments for \$426,000 from 181 pledgers. It's about 3 percent less than was committed in 2017. Thank-you letters have been sent out with tax letters.

Administrator's Report

Lisa Rosene recounted the history of the group that developed the Scent-Controlled Environment policy adopted by the congregation in February 2000. [Attachment A]

Monthly Finance Report, Finance Team Update

Lisa Rosene discussed the Finance Team Reports [Attachments B and C]

She also suggested that the Finance Team be made a committee of the board. During the March meeting of the current Finance team will work on a proposed charter for the committee to be brought back to the board.

Lisa moved that the church pay for the spaces we currently have in the Valva lot. Suzanne seconded. Approved. Though not part of the motion, the board agreed that the spaces are intended for staff use.

#### Break

The meeting paused for break at 7:55 p.m. and resumed at 8:05 p.m.

#### Board Development Days Discussion

Michael Rothhammer led a discussion of RACI (RAY-SEE), a simple analytical practice used in organizations that helps make roles and responsibilities clear. On behalf of the Finance Team, Lisa committed to pilot an implementation of the practice as part of drafting the proposed charter for the Finance Committee.

#### Anti-Racism, Anti-Oppression Training for Board Members

Janet asked Board members to reflect on our ongoing support for the policy that board members should attend an anti-racism training within their first year of training.

#### Absentee Voting

Janet McFarland moved that we provide absentee balloting for the upcoming Annual Meeting. No one seconded.

The meeting included a process monitoring report and closing words. It adjourned at 9:05 p.m.

Respectfully submitted,  
Michael Fitzhugh, Secretary