

First Unitarian Church of Oakland
Minutes of the Board of Trustees Meeting
April 24, 2018, 7 P.M.

Present:

Board Members:, Michael Fitzhugh, Janet McFarland,, Suzanne Van Houten, Ella Wise

Absent: Michael Rothhammer, Tom Smith, Claudine Tong, Rev. Jacqueline Duhart (on sabbatical), Rev. Jeremiah Lal Shahbaz Kalendae (ex officio)

Visitors: Dennis Rowcliffe

The meeting was called to order at 7:03 p.m. There was an opening reading and chalice lighting.

Consent Agenda

Items approved:

1. Approval of the Agenda

Minister's reports

After reviewing Rev. Sheri's report, the Treasurer agreed to contact her to determine funding needs around Sunday morning programming, especially around the hiring of a second nursery care provider.

After reviewing Rev. Jeremiah's report, the Treasurer agreed to contact Rev. Jeremiah to inquire about the process behind assigning part of the collection to Black Lives of Unitarian Universalism. Ella agreed to contact the Personnel committee to indicate that the board supports Rev. Jeremiah leading staff reviews for those employees he supervises.

Finance Team update

Janet met with former Treasurer Lisa Rosene to hand off treasurer duties. She also discussed ongoing efforts to get the Finance Team off the ground, which is still underway. Bookkeeper Maria has closed the books on 2017. Janet expects to bring a first quarter finance statement to our May meeting.

Board nominations - update

Suzanne met with Lauren Poole and Nicole Fitzhugh on May 22. We have five possible candidates. All will be asked to submit their biographies and applications for the five open seats. The hope is that we'll be able to have all new members elected at a special meeting ahead of our planned June 16. The nominating committee is also working on a process for a robust recruitment process in 2019.

Dog policy

Ella moved that we adopt the Service Dog Policy as written by the Executive Team as a policy of the Board. Janet seconded. The Board will ask the greeters and ushers to communicate the policies to visitors, with backup of the board, as needed. Unanimously passed.

The board took a short break, from 8:02 p.m. to 8:10 p.m.

All policy review methodology

A number of board policies remain in need up updates, especially as they relate to the now discontinued Executive Team and Committee on Ministry. Suzanne will speak with former board president Laurel about a strategy for policy review. Michael will add a note to the Executive Level Policies document on the web site that they are under review. Board members will gather existing policies and formulate a plan for revision and adoption of new policies in future months.

Review Annual Calendar / Timeline

We reviewed known upcoming events.

Stewardship Report

Michael Rothhammer has tentatively agreed to lead the Stewardship campaign with support from Janet and a new board member.

Administrator's Report

Suzanne and Michael will draft a response to concerns raised in the Administrator's report.

The meeting included a process monitoring report and closing words. It adjourned at 8:49 p.m.

Respectfully submitted,
Michael Fitzhugh, Secretary