

**First Unitarian Church of Oakland**  
**Minutes of the Board of Trustees Meeting**  
**June 26, 2018, 7 P.M.**

**Board Members:**

- **Present:** Dick Bailey, Michael Fitzhugh, Janet McFarland, Mike Rothhammer, Suzanne Van Houten, Steve Thomasberger, Tara Noone, Tom Smith, Hester Green.
- **Absent:** Rinda Bartley (Joins Board in August), Claudine Tong, Rev. Jacqueline Duhart (on sabbatical).

**Visitors:** Dennis Rowcliffe (JTW rep), Bill Blakely.

7:00PM, The meeting was called to order and the chalice lit.

The opening reading was *Brick by Brick*, by Rev. Meg Barnhouse, read by Michael Fitzhugh:

Joint readings followed to welcome new Board members: Dick Bailey, Steve Thomasberger, Tara Noone, Hester Green, and Rinda Bartley.

Consent Agenda

- Approval of the agenda,
- Approved (MSC19) Ministerial Search Committee Report (2 docs\*),
- Approved Administrator's Report (1 doc\*),
- Granted Brian Joaquin (MSC-Ministerial Search Committee-Treasurer) and Dan Goss (Treasurer Proxy), members of the MSC, authority to establish and manage an MSC-2019 checking account at Community Bank of the Bay.

Actions Taken Since Last Meeting

- Approved May 2018 Minutes.
- Held Special Congregation Meeting wherein five new Trustees were elected.
- Appointed Danny Schottenfeld to the Personnel Committee.
- Added Suzanne Van Houten and Janet McFarland as signers on all church bank accounts and removed previous officers.
- Met in quarterly Board Retreat, June 16.
- Approved \$50 per month payment for "Basecamp" license, a project management software program.

Summer Planning

- "Basecamp" license. The license price had increased, after Board approval on 6/16, to \$90 per month. Michael Fitzhugh offered to hold a monthly Basecamp training session if we proceed. Janet moved that we authorize \$90 per month for the license. Seconded by Steve Thomasberger, motion passed. Contact Michael to acquire a login.
- "Signup Genius" is an online portal to log volunteer signups for various church tasks. Michael Fitzhugh encouraged Trustees to utilize "Signup Genius", especially for reading announcements at Sunday service. Be sure to coordinate the announcements with the Worship Associate.

< <https://www.signupgenius.com/go/5080c4aadab2ca3f58-sunday> >

- Rev Sheri sent a file “Calendar From Annual Planning Meeting”. All Trustees are encouraged to attend Monthly Meetings of their choice and send a brief note to the Board. (1 doc\*)

Minister’s reports: no reports during summer months.

#### Personnel Committee Update

Helen Duffy sent a report to Suzanne, who read aloud the report to the Board. She will send copies to the Board and we will discuss it and the committee charge at a later meeting.

#### Treasurer’s Report

Janet McFarland filed a revised May report and a June report (2 docs\*). At the meeting she handed out a YTD budget report. She will convey some questions to the bookkeeper and report back at our next Board meeting.

#### Stewardship Planning

Mike Rothhammer requested that we find a third member of the core team (a young or old congregant or both). Send him recommendations. Mike will release a list of “Trustee Expectations” in a couple of weeks. The campaign will kickoff either October 14 or 21. Mike asked for suggestions of who might be an outside promotional speaker to motivate pledges. We need our best campaign to attract the best minister.

Closing Words. Read by Michael, “We Have a Calling in This World”, by Jean M Rickard.

<http://uucc.org/ministers-musings-september-2017/>

Executive Session. The Board met in Executive session.

#### Other Notes.

- Board Development Day is October 20 at San Francisco UU.

#### Adjournment

Respectfully submitted,  
B Thomas Smith, Secretary

\* Documents filed on Team Drives / Board of Trustees / Meeting Materials / 2018-26 June