

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

Board Members Present: Dick Bailey, Michael Fitzhugh, Janet McFarland, Mike Rothhammer, Suzanne Van Houten, Tara Noone, Tom Smith, Hester Green, Claudine Tong

Board Members Absent: Steve Thomasberger, Rinda Bartley (Joins August)

Not Present: Rev. Jacqueline Duhart (sabbatical)

Visitors: Donna Fujioka (JTW rep), Bev Smrha, Dan Goss

7:00 PM, The meeting was called to order and the chalice lit. The opening reading: *“I have an almost complete disregard of precedent, and a faith in the possibility of something better. It irritates me to be told how things have always been done. I defy the tyranny of precedent. I go for anything new that might improve the past.”* Clarissa "Clara" Harlowe **Barton**

Consent Agenda and Actions Taken Since Last Meeting

Approved

- Administrator's Report (1 doc*),
- Ministerial Search Committee Report, MSC19 (1 doc*),
- Signing letter to Gov. Brown. Action to be taken by Tom Smith.
- June 2018 Minutes (1 doc*).
- Tara Noone added to the Negotiating Team-MSc 19

Stewardship Report

Committee described the Stewardship *Schedule* and a set of *Roles and Responsibilities*. A Basecamp Project has been established. (2 doc*)

Treasurer's Report

The report was accepted. The bookkeeper is working extra time to catch up on correcting the journal and adjusting report formats. VANCO data is now up to date. The 2018 Budget will be corrected and published. (5 doc*)

MSC19 Committee and Compensation (combined agenda items)

The Committee

- Compensation Committee established a Basecamp Project,
- Is searching for another member,
- By October 31st, need Minister job description and organization structure. The Governance team took note of the deadline.
- Noted that the Personnel Committee awaits instructions for next steps. Also needs a Board liason.

Right Relations Committee

Need to establish a group to recommend to the Board both a policy and a mechanism for how conflicts could be resolved between ministers and staff, ministers/staff and congregants, and between congregants

Basecamp use

- First training session completed,
- Encourage use for all Board discussions, not use email,
- Email sent to “board” or “president” should be answered only by the president > one-face policy.
- Official documents should be filed on Team Drive/Board of Directors and links to official documents referred to in Basecamp discussions. Team Drive is official archive.

Finance Team

A draft charter for the Finance Committee was discussed and placed on hold, to be edited based on other existing, and expected charters. A spreadsheet of all charters and their status is located in the Team Drive and will be kept current.

Process Monitor Report - completed

Closing Words

“It’s dark because you are trying too hard. Lightly child, lightly. Learn to do everything lightly. Yes, feel lightly even though you’re feeling deeply. Just lightly let things happen and lightly cope with them. I was so preposterously serious in those days,

Lightly, lightly – it’s the best advice ever given me... So throw away your baggage and go forward. There are quicksands all about you, sucking at your feet, trying to suck you down into fear and self-pity and despair.

That’s why you must walk so lightly. Lightly my darling, ...

— Aldous Huxley, Island

Respectfully submitted,
B Thomas Smith, Secretary

* Documents filed on Team Drives / Board of Trustees / Meeting Materials / 2018-07 July.