

First Unitarian Church of Oakland
Minutes of the Board of Trustees Meeting
August 28, 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, Steve Thomasberger, Rinda Bartley, Rev. Jacqueline Duhart (Ex Officio)

Board Members Absent: None

Visitors: Dennis Rowcliffe (JTW rep), Heather McCloud (JTW rep) , Bill Blakely
7:00 PM, The meeting was called to order and the chalice lit.

The opening reading

[Come, Come Whoever You Are](#) Invocation By Rev. Ian W. Riddell, read by Tara Noone

Consent Agenda

- Accept Administrator's Report *(1)
- Appoint Michael Fitzhugh to Board liaison to Personnel Committee

Actions Taken Since Last Meeting

- Approved July 2018 minutes
- Sent message to JTW re overnight accommodations *(1)

Minister's Report

We welcome Rev. Jacqueline back from her sabbatical. The reverend provided a number of comments regarding stewardship and growth of our congregation. These included establishing clear goals for the Stewardship campaign and ideas for new programs including:

- Re-adopt Vision-2012 (without 2012 of course). This may require a congregational vote.
- Use pastoral care budget to hire help to manage membership and pastoral care,
- Need clear goals for Stewardship campaign to motivate pledges - such as:
 - **For our Youth**, offer joint youth programs with other UU organizations, such as San Francisco to partner with the College of UU Social Justice (UUSJ). [UUSJ has organized hands on/community faith based trips to the Arizona Border, Honduras, New Orleans].
 - **For within, among and beyond**, Sponsor a community-wide engagement series, like yoga or drumming lessons. Engage with accompaniment program for those impacted by immigration, sponsor a learning series to grow spiritual depth and renewal.
 - **For our elders/those challenged to get to church**, purchase a vehicle/hire a driver that could pick up and drop people at their residence.
 - **Partner with Earth Justice Associates** around a new roof and solar panels.
 - **For Church Staff**, establish continuing education budget.

The Board will consider these recommendations when planning for the new year. *(1)

Treasurer's Report

Janet McFarland presented the treasurer's report. She forwarded a request from the Administrator for an additional 8 hours per week for the bookkeeper to complete all corrections to the journal and report formats. This request was referred to Rev Jacqueline, their supervisor. The treasurer is seeking an additional committee member with finance experience. VANCO data is up to date. Work has started on the 2019 budget. *(4)

Request for specific donations policy

Janet McFarland introduced a request from a church member asking the Board to donate a monetary amount to an outside nonprofit. The budget has no funds for distribution to outside entities, but it was noted that some church groups have funds, that they have independently raised, that could be utilized at the discretion of the group. Janet will pass this suggestion on to the Justice Council.

The discussion of policy moved on to a policy for overnight accommodation. While interest was high in the cause of justice, practical issues of insurance and staffing were raised. Tara Noone and Janet McFarland agreed to ask the Justice Council to study policies and procedures and report to the Board.

COSM Communications Report.

The Communications Assessment Report was presented by Carol Emert and it was broadly accepted. The report is a very thorough and clearly stated study of all communication channels within the church. The Board asked COSM to join Rev. Jacqueline and present the report to the church Administrator and that recommendations be implemented. The board also asked that the report be distributed to all parties involved in church communications - placed on ToDo list. *(1)

Ministerial Search Committee 2019

Noemi de Guzman presented a list of milestones for the MSC19 committee. Throughout September, the MSC19 Committee will be hosting cottage conversations with all congregants and requesting each to fill out a survey. The link to the questionnaire is on the church webpage and also noted here -

<<https://www.surveymonkey.com/r/uuoakland>>. On September 15th, MSC19 will hold a “Beyond Categorical Thinking” workshop, facilitated by Dr. Leon Spencer. Trustees are encouraged to attend.

MSC19 also asks the Trustees to be actively support the search. Noemi agreed to follow up with Suzanne on the disposition of the “asks”. Also MSC19 and Suzanne along with Rev Jacqueline are to discuss with the administrator the importance of the website because ministerial candidates will be looking at the site as their key source of information about the church. It was noted that a definition of “Shared Ministry” is missing from website. *(2)

Journey Towards Wholeness

Heather MacLeod presented a review of JTW projects and a few recommendations. It is crucial that the Trustees attend JTW training in order to set the right tone for inclusiveness for Stewardship and Ministerial Search. The Board acknowledged the request that the Board spend 10-15 minutes each meeting on JTW training. Also noted was that JTW is considering a January retreat. JTW recommends the Board to use "multicultural and anti-racism" questions in dyads to spark discussion among the Trustees. *(1)

Charge of Governance Committee

Rinda Bartley presented a draft “Charge of Governance Committee”. The committee will recommend a church governance structure that includes board type, structure, executive function (including day-to-day operations), and program coordination. A deadline to complete the final draft is October 31, 2018. *(1)

Process Monitor Report

Completed by Dennis Rowcliffe.

Executive Session

The Board appointed Jane Voytek to the Ministerial Search Committee.

Stewardship

Not discussed, but See Stewardship Report Update as of 8-24-18 in Google Drive, Team Drive. *(1)

Closing Words

“Spirit of Love help us never to forget: we are your voice, hands, eyes, and ears and heart upon this one precious Earth. Help us to live in peace together and serve one another and to see the holy light in everyone, even when those holy light are especially hard to see. Help us to accept difference and even delight in it, the way that you do. Most of all, no matter how things go, help us to be compassionate during these and other challenging times”. By Rev. Daniel Gregoire, the minister of the Unitarian Universalist Society of Grafton and Upton in Grafton, MA. Read by Tara Noone.

Respectfully submitted,
B Thomas Smith, Secretary

* Documents filed on Team Drive/.../Meeting Materials. Copies are available upon request.