

First Unitarian Church of Oakland
Minutes of the Board of Trustees Meeting
October 23, 2018

Board Members Present: Dick Bailey, Michael Fitzhugh, Janet McFarland, Mike Rothhammer, Suzanne Van Houten, Tara Noone, Tom Smith, Hester Green, Rinda Bartley, Rev. Jacqueline Duhart (Ex Officio)

Board Members Absent: Steve Thomasberger and Claudine Tong

Visitors: Charlotte Dickson; Susan Pierpoint and Sandra Coleman from North Oakland Village

7:00 PM, Call to order

The chalice lit. Opening words read by Tom Smith: *“LAUDATO SI, mi’ Signore” – “Praise be to you, my Lord”. In the words of this beautiful canticle, Saint Francis of Assisi [1225 AD] reminds us that our common home is like a sister with whom we share our life and a beautiful mother who opens her arms to embrace us. “Praise be to you, my Lord, through our Sister, Mother Earth, who sustains and governs us, and who produces various fruit with coloured flowers and herbs”.*

Consent Agenda

The Administrator’s Report. Noted that the report provides preliminary information about paid parking. The Board did not discuss this item, expecting a proposal during the 2019 budget process. *(1)

Actions Taken Since Last Meeting

Approved September 2018 minutes

>> **BOARD ACTION** << **Assigned Kate Lenhardt to COSM** *(2)

Village Movement

Charlotte Dickson introduced the Village Movement and asked Susan Pierpoint, President of North Oakland Village to describe the local village and possible collaboration with our Pastoral Care Team that might be mutually beneficial. The next step is for Charlotte and Rev. Jacqueline to attend the North Oakland Village Board meeting. They plan to follow up with our Board in November or December.

Minister’s Report

- Rev. Jacqueline reported *(3):
 - Her last sermon will be **June 16, 2019** and
 - Her last paid day will be **June 21, 2019**.
 - Our 150th Anniversary Celebration and History Book Launch will be **February, 2019**.
- Rev. Sheri reported *(4):
 - She has a half-time position at Starr King School as Assoc Prof of Religion and Education and
 - She is proceeding to hire a part-time Membership Coordinator.

Treasurer’s Report *(5, 6)

Janet McFarland reported that she will have a draft 2019 budget by next Board meeting. Also an outside Audit is planned for the Spring of 2019. The current P&L report shows an operating deficit of \$111,000, but this is not

actually the case because funds have not been transferred as scheduled, there was a budget spreadsheet error, and mis-alignments in the chart of accounts. Note that the report shows Current Assets of \$404,835.23. We added 8 hours per week to the bookkeeper's work schedule to repair the chart of accounts and to correct a number of posting errors that occurred before she was hired. Pledges are behind schedule and we expect at least two major 2018 pledges to arrive in December. Calls will be made to those who are arrears in pledge payments.

>> BOARD ACTION <<

Janet moved and Tara Noone seconded to move funds:

- **\$62,477.63, three years' (2016, 17, & 18) funds intended to pay part of Pastor Jacqueline's salary from Mary Ann and Tom Haw fund for Community Ministry, line item 3901.22. (Balance will be \$0), and**
- **\$20,000, Finance team savings, line item 3901.30. (Balance will be \$21,479).**
- **Motion passed.**

COLA - Cost of Living Allocation

During the the 2018 budget development cycle, the COLA was inadvertently eliminated. The Board had intended that it be included.

>> BOARD ACTION <<

Tom Smith moved to increase the payroll budget by \$5,646 to cover the 2018 COLA increase and authorize the Administrator to adjust employee pay in accordance with a 2% COLA effective January 1, 2018. Rinda Bartley seconded the motion. Motion passed.

Stewardship Report

Michael Rothhammer asked Trustees to attend the Halloween Party next Saturday and asked that each Trustee encourage congregants to submit their pledge forms. Pledge submissions are running late and Mike will ask Trustees to contact some congregants to encourage timely submission of their 2019 pledge.

Governance Team report *(7)

Rinda Bartley presented a draft proposal to establish a formal "Policy Governance" structure. After a brief discussion and general acceptance, two motions were proposed:

**** BOARD ACTION ****

Janet McFarland moved, seconded by Tara Noone: That the board accept the spirit and general direction of the Governance Committee's proposal dated October 23, 2018, including the Next Steps calendar. It is understood that details of the proposals may be adjusted or changed as the board continues planning toward implementation of the proposal. This proposal will be submitted to the Ministerial Search Committee for use in preparing information regarding the our church's governance structure. Motion passed.

**** BOARD ACTION ****

Michael Fitzhugh moved, Rinda Bartley seconded: That an expanded Governance Subcommittee (made up of Board members) be established for the implementation phase of the Governance Plan. The subcommittee will develop the Next Steps calendar and discuss how to further implement the Governance Plan. The subcommittee will report to the Board monthly. Motion passed.

Michael Fitzhugh, Michael Rothhammer, Rinda Bartley, and Dick Bailey agreed to serve on the subcommittee.

Executive Session

The Board, guided by Tara Noone, reviewed a draft “Letter of Call Ministry Agreement” in great detail. Some questions were raised and will be addressed in later versions.

Closing Words read by Tom Smith: *“LAUDATO SI’, mi’ Signore. Our sister now cries out to us because of the harm we have inflicted on her by our irresponsible use and abuse of the goods with which God has endowed her. We have come to see ourselves as her lords and masters, entitled to plunder her at will. The violence present in our hearts, wounded by sin, is also reflected in the symptoms of sickness evident in the soil, in the water, in the air and in all forms of life. This is why the earth herself, burdened and laid waste, is among the most abandoned and maltreated of our poor. We have forgotten that we ourselves are dust of the earth; our very bodies are made up of her elements, we breathe her air and we receive life and refreshment from her waters.*

1020 PM Adjourned

Respectfully submitted,
B Thomas Smith, Secretary

cc: Board, uuoakland listserv, Administrator, church files with link on website

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