

First Unitarian Church of Oakland
Minutes of the Board of Trustees Meeting
September 25, 2018

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: Bev Smrha

7:00 PM, The meeting was called to order and the chalice lit. Opening words read by Janet McFarland.

Consent Agenda

The Administrator's Report was moved to an item for discussion later during the meeting.

Actions Taken Since Last Meeting

Approved August 2018 minutes

Minister's Report *(2)

Rev. Jacqueline Duhart summarized her written report highlighting two topics.

1. The growing need to expand Pastoral Care is being addressed by her and the Pastoral Care Team by exploring partnerships with local service organization. They currently plan to meet with local affiliates of the Village Movement California.
2. A recommendation, more fully described in Rev. Sheri's report, for hiring a Membership Coordinator. This request was addressed later in the meeting.

Board Decision Log - Policy

This item refers to a need better communicate decisions made by the Board of Trustees. The idea of a Decision Log was discussed, but dropped in favor of the Secretary to highlight decisions in the minutes and, if necessary, enter actions required into the Basecamp To-Do list. In addition, Trustees were reminded to have business discussions documented through Basecamp and formalized documents filed in relevant BoT Team Drive folders. Links to these documents should be noted within the Basecamp discussions. To further enhance communication, a cc line is added to the Minutes: "cc: Board, uuoakland listserv, Administrator, church files with link on website".

Stewardship Report *(1)

Michael Rothhammer presented the Stewardship schedule, emphasizing enthusiasm about planned events and invited speakers. The need for increased pledges, above 5% was underscored by all Trustees.

MSC19 Report *(3)

Suzanne Van Houten reminded all Trustees to participate in the Ministerial Search by assisting with publicity, attending a cottage meeting, and submitting a written survey.

Treasurer's Report *(4)

Janet McFarland indicated that the bookkeeping records are slowly being corrected. Pledges may be behind schedule, but as often occurs, pledges catchup at year end. The Finance Group is working on a framework for the 2019 budget, planning to provide a draft budget at the October Board meeting.

Approve Governance Committee, Finance Team, and Building Team charges *(3)

The Board approved the Governance Committee charge and the Building Team charge. The Finance Team charge was put on hold to be considered after the Governance Report.

Report From Governance Team *(2)

Steve Thomasberger reviewed a “draft” recommendation to formalize a ‘Program’ governance structure where:

1. The Board establishes a strategic plan, including vision and mission and a budget for programs with goals and objectives consistent with the mission.
2. A Coordinating Team responsible, with budget authority, to manage activity to meet Operating goals and objectives.
3. A Program Council that, primarily, assists collaboration and coordination of Programs.

The Board acknowledged receipt of the draft recommendations and asked the Team to continue developing the Program structure and make meetings open and to all Trustees.

Status of Board action on CoSM letter

Michael Fitzhugh reported that recruiting a team to develop a Right Relations Committee proposal is progressing slowly, but surely going forward.

Vision recommendation

Michael Fitzhugh moved to adopt the vision statement, seconded by Rinda Bartley, and the Board approved:

Vision: To build a radically inclusive community, to grow the beloved community by expanding the welcome table and deepening our commitments to countering oppression as an intentional multiracial, multicultural, multigenerational congregation.

Membership coordinator proposal

To address the Minister’s request above:

Michael Fitzhugh moved and Tara Noone seconded, to allocate the budget for part-time Pastoral Care (\$5,000) to a part-time Membership Coordinator. Motion passed. The budget item remains under authority of the Minister who is responsible to hire a Membership Coordinator. As Reverend Jacqueline was present, this decision is considered formally communicated.

Administrator’s Report *(1)

The Board took two actions recommended in the Administrator’s report:

1. The Board requested Rev. Jacqueline to ask the Administrator to research costs of parking options and make a formal request to the Board for reimbursement.
2. **Last fall, the Board had agreed to place COLA (Cost of Living Adjustment) into the 2018 budget, but recently learned that this may not have happened. Wanting to correct this as quickly as possible, the Treasurer will investigate to determine the amount of funds, if any, to be adjusted in the budget. If adjustment is necessary, the Treasurer will offer a motion, via email, to Board members to correct the budget error and to retroactively pay the COLA increase to designated employees. The intent is to conclude a vote before the next Board meeting, October 23. Added a Basecamp To-Do.**

Closing Words read by Janet McFarland

920PM Adjourned

Respectfully submitted,
B Thomas Smith, Secretary

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

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