

**First Unitarian Church of Oakland**  
**Minutes of the Board of Trustees Meeting**  
**December 18, 2018, 7 P.M.**

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

**Board Members Absent:** Claudine Tong, Michael Fitzhugh, Tara Noone

**Visitors:** Venee Call-Ferrer, Maria Santiago, and Dennis Rowcliffe

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

**The opening reading**

*Life Prayers from around the world*, page 34, by Joanna Macy. Read by Suzanne Van Houten

**Consent Agenda**

- None

**Actions Taken Since Last Meeting**

- Approved November 2018 Board meeting minutes

**Administrator's Report \*(1)**

Venee Call-Ferrer summarized her written report:

- Security of the church website is being improved to block unauthorized access. New WiFi servers are being purchased.
- Endowment reports were provided.
- UUA ask for 2020 is expected to be \$27,944,
- Parking spaces are being paid with minister's fund until the Board acts on the budget request.
- Investigating paper trail of Rev. Brock loan. Will update next month.
- Developing Shared Plate Policy, expect draft in January.

**Minister's Report \*(2)**

Rev. Jacqueline emphasized several suggestions from her written report:

- Start Stewardship early in the year. Choose chair/co-chair at Annual Meeting. Meet with leaders to set goals.
- Starr King School has expressed interest in long term office rental in our church. A Trustee should contact Rev. Dr. Rosemary Bray McNatt at < [rbraymcnatt@sksm.edu](mailto:rbraymcnatt@sksm.edu) >.
- The Winter Holiday Concert was a wonderful success. Trustees, show your appreciation to Renee and Stefan.
- Develop an Active Shooter Plan and place cameras on the doors.

\*\* ACTION: Steve Thomasberger motioned that the Board start discussions in January to develop Security Protocols. Seconded by Janet McFarland, motion passed. Added to the Basecamp To-Do.

## **2019 Budget**

Janet McFarland noted:

- The expense budget exceeds the anticipated revenue by \$49k.
- The New minister's salary is a very large variable. The Board agreed to a base salary of \$90k.
- She asked for some help reviewing the complex chart of accounts. Dick Bailey volunteered.
- The Board also agreed that Janet can search for a consultant to help.
- Suzanne Van Houten put a "Budget" project in Basecamp.

## **Minister's Compensation Package**

This item tabled until we receive a complete and current copy. Tom Smith to request copy from Tara Noone.

## **Treasurer's Report**

Janet McFarland is working on the year-end report, waiting for December statements. Because of a possible shortfall in 2018 pledges, Janet may need to utilize some of the reserve fund.

## **Stewardship Report**

Mike Rothhammer reported that we are at 85% of our 2019 pledge goal. He provided a list of about 35 members who have not yet submitted their pledge and asked that Trustees sign up to contact some.

## **Ministerial Search Committee 2019**

Dennis Rowcliffe asked that the Board complete review of the *Anti-Racist Multicultural Assessment Report* by December 25. Trustees should send their comments to Dennis. Recommendations in the *Assessment* will be prioritized at the Quarterly Retreat in January.

**Process Monitor Report** provided by Dennis Rowcliffe.

**Closing Words** Reading by Suzanne Van Houten from *Serving With Grace*.

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 are available upon request.