

First Unitarian Church of Oakland
Minutes of the Board of Trustees Meeting
January 22, 2019, 7 P.M.

Board Members Present: Dick Bailey, Janet McFarland, Mike Rothhammer,, Tom Smith, Hester Green, Steve Thomasberger, Rinda Bartley, Claudine Tong, Michael Fitzhugh, Tara Noone, and Rev. Jacqueline Duhart (Ex Officio)

Board Members Absent: Suzanne Van Houten

Visitors: Bev Smrha, Bill Blakely, and Dennis Rowcliffe

7:05 PM, The meeting was called to order and the chalice lit.

The opening reading, *Letter by Martin Luther King, 1963*, read by Michael Rothhammer

Consent Agenda

- Governance Subcommittee report (*1)
 - Note that Governance will be discussed at the Board retreat on January 26 and again after church on January 27.
- Administrator Report (*2)
 - Submitted a draft *Shared Plate Policy and Process* for review. Item placed in Basecamp To-Do with link to policy document.

Actions Taken Since Last Meeting

- Approved minutes of the December 2018 Board meeting
- Acknowledged receipt of the Minister Agreement Letter
- Approved 3 budget motions (*3)
 - Moved by Dick Bailey, Seconded by Tom Smith: *That we provide a Cost of Living Adjustment (COLA) of 3% to all eligible employees for the calendar year 2019.* Motion passed.
 - Moved by Dick Bailey, Seconded by Tom Smith: *That we transfer \$10,826 balance in the Hamilton Hall Capital Campaign account and the \$5,000 capital campaign contribution from Lorraine Schnurr to the Charles Wendte Fund.* Motion Passed. TREASURER ACTION.
 - Moved by Dick Bailey, Seconded by Tom Smith: *That no monies be designated for an intern minister in 2019.* Motion passed.

Minister's Report *(4)

- Rev Jacqueline Noted that rev. Sheri will not be attending the Board Retreat because her half time hours are tightly scheduled.
- Rev. Sheri in her written report, notes that in past years, she organized a Spring calendaring event with church leaders, but this year she recommends that the Governance Team organize a combined Leadership Retreat and Calendaring Event.
- Rev. Jacqueline will make available, starting in February, Tuesday evenings to meet with congregants for farewells and open discussions.

Stewardship report

- Michael Rothhammer reviewed pledge data. Pledges are at 98% of our 2019 goal or \$422,800.
- He plans to present analysis and recommendations at a later meeting.

Motion to raise new minister salary.

Motion tabled until a draft 2019 budget is calculated with a 3% COLA and adjusted expenses.

Treasurer's Report

Janet McFarland updated the 2019 budget with no COLA and a \$90,000 full-time minister salary that required \$70,063 from cash. The Board approved that budget and also agreed to add a 3% COLA. Janet agreed to add COLA to the budget and post it in Basecamp for the trustees. The budget, with COLA is considered approved by the Board. It was discussed that the next Board, within the new Governance structure, would want to revise the budget, but the Board did not wish to set a deadline.

JTW Assessment Report BOT Recommendations

Michael Fitzhugh moved and Tara Noone seconded, that the Board gratefully acknowledge receipt of the JTW Assessment Report. Motion passed. Note that a Board response and implementation is on the agenda of the Board Retreat next Saturday, January 26.

Minister Letter of Agreement

Tara Noone reviewed a brief summary of the Agreement. Several Board members could not locate the file and have not yet studied the Agreement. Michael Fitzhugh agreed to send the link to all Trustees. Tara agreed to respond to all questions.

Annual Meeting planning

Michael Fitzhugh announced that the Annual Meeting will be held Sunday, March 17th and planning must start now. Tara Noone and Janet McFarland took responsibility to collect short reports from all Ministries, Committees, and Teams that will become part of the Annual Report.

Retreat Planning

Michael Fitzhugh announced that he will be asking some members to assist preparing for the Retreat.

Process Monitor Report provided by Dennis Rowcliffe.

Closing Words

Presented by Michael Rothhammer.

Adjourned 9:20PM

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.