

First Unitarian Church of Oakland
Minutes of the Board of Trustees Meeting

February 26, 2019

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

Board Members Absent: Dick Bailey

Visitors: laila Ibrahim

7:00 PM Call to order

The chalice lit. Opening words read by Tom Smith

Consent Agenda

1. Received Administrator's Report *(1)
2. Approve new Personnel Handbook *(2)
3. Received MSC19 Report *(3)

Actions Taken Since Last Meeting

1. Approved January 2019 Minutes
2. Endorsed the JTW Assessment Report *(4)
3. Approved placing the Draft Statement of Conscience entitled "Democracy Uncorrupted" on the final agenda of the 2019 General Assembly *(5)

Minister's Report *(6)

Rev. Jacqueline Duhart suggested that the Board clarify how, under what guidelines, a donation to the church may be specified for an expense category. The Board agreed to study the current policies and bylaws regarding this suggestion - so noted in Basecamp To-Do.

Endowments Report *(7)

Laila Ibrahim, member of the Endowment Committee, reported that the Endowment Committee had established three accounts at the UUA Common Endowment Fund (CEF) referred to by generic names: "Operations", "Justice", and "Building". Payments from the three endowments are paid quarterly at 4% of value, if the value is \$500,000 or greater. The \$500,000 threshold is arbitrary and subject to change. The Endowment Committee met with the Treasurer and the Ad hoc Cash Team to develop a recommendation to move a large amount of cash from the checking account into interest-earning instruments. The recommendation was provided as a motion in the Treasurer's report below.

The Endowment Committee will launch a campaign to increase endowments beginning Sunday March 10 with a pulpit announcement and release of a brochure.

Treasurer's Report *(8)

Janet McFarland moved and Tom Smith seconded.

“The Board of Trustees approves the finance team's proposal to distribute cash from the congregational checking account (Operating) and the Designated & Restricted Account (D&R) in the following manner:

- \$150,000 put into a new, interest-bearing money market account (MMA) at Community Bank of the Bay (CBOB),
- Up to \$200,000 added into Fidelity CDs that pay maximum return while maintaining liquidity,
- \$400,000 transferred to Wendte Endowment for the Building held in the UUA common endowment fund,
- \$400,000 transferred to Reinhardt Endowment for Justice held in the UUA common endowment fund,
- \$200,000 transferred to Memorial Endowment for the Operations held in the UUA common endowment fund,
- \$50,000 to remain in the Operating checking account.”

Motion passed. Laila Ibrahim prepare the paperwork and Janet McFarland will instruct the Administrator to transfer funds.

The 2018 books are not yet closed, the Income statement is not completed, and we are late sending out pledge receipts because of our bookkeeper absence.

Janet McFarland moved and Rinda Bartley seconded to allocate the March 10 collection plate equally to the three CEF endowment funds. Motion passed.

Emergency Response Policy *(9)

Steve Thomasberger submitted the “First Unitarian Safety Plan” and asked for all board members to read and approve the Plan. Board action added to Basecamp To-Do

Board Annual Report

Suzanne Van Houten asked for agenda topics and to send all input to her.

Governance Transition *(10)

Rinda Bartley submitted a “Governance Team Report” and a “Governance Structure Feb 2019” document. Trustees are asked to read the Report and send comments to the Governance Committee.

Rinda Bartley moved and Steve Thomasberger seconded, That the board affirm policy governance as the governance structure of the church. This includes reinstating article III, executive roles and limitations in board policies. Remove the statement that says “Executive Operations were Suspended until further notice 28 April 2017” from Board Policies, and change revision date of Board Policy document. (This statement is found on page 1 of 16 of the current Board Policies document). Motion passed.

Minister Evaluation Policy

Tabled until next meeting.

Annual Meeting - March 17

Michael Fitzhugh reported that reports from various committees, teams, and groups are coming in, that the agenda is being finalized, that a pulpit announcement is forthcoming. The Sunday service will be shorter and end at 11:15a. Lunch plans are being formulated based on a budget of \$500. The Annual meeting will start at 11:30a and end at 2:00p.

Steering Committee Meeting and Officers - March 11

Suzanne Van Houten requested that the next Steering Committee meeting be held with new and old Steering Committee members to facilitate a handoff of duties. Time will be determined by an email poll.

Process Monitor

The Board evaluated the meeting's process.

Closing Words read by Tom Smith

920 PM 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.