

First Unitarian Church of Oakland
BoT Meeting Minutes for March 26. 2019

Board Members Present: Dick Bailey, Michael Fitzhugh, Janet McFarland, Mike Rothhammer, Suzanne Van Houten, Tara Noone, Tom Smith, Hester Green, Rinda Bartley, Steve Thomasberger, Dan Wright, and Rev. Jacqueline Duhart (Ex Officio)
Board Members Absent: (New member Sharon Dolan will attend first meeting in May)
Progress monitor: Dennis Rowcliffe
Visitors: 2

Time	Duration	Item	Name	Discussion and Outcome
7:00	5 min.	Chalice Lighting and Opening Reading	Michael Rothhammer	- - -
7:05	10 min.	Transition Ritual	Rinda Bartley	- - -
7:15	5 min.	Election of Officers	Steve Thomasberger	Members nominated officers and there was a Motion by multiple Board members to elect all officers which was seconded Dick B. Motion passes. Officers elected were: President-Rinda Bartley Vice President: Steve Thomasberger Treasurer: Hester Green Secretary: Michael Rothhammer
7:25	0	Consent Agenda 1. Accept Governance Team Report * 2. Accept Ministerial Search Committee Report * 3. Notes from 3.10.19 Listening Circle (aka Sharing Circle) *		- - -
	0	Actions Taken Since Last Meeting		- - -

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		<ol style="list-style-type: none"> 1. Approved February 2019 Minutes 2. Passed motion re: distribution of cash to endowments * 3. Held Sharing Circle event * 4. Approved the Safety Plan 		
7:35	10	Minister's reports *	Pastor Jacqueline	<p>-Pastor Jacqueline said Rev. Sheri's contract ends 8.12.19 She asked to send renewal of contract to her (Rev. Sheri) by 6.16.19.</p> <p>-She suggested adopting "Breeze" database to consolidate a number of current databases in use</p> <p>-Board members asked to attend "All Church Picnic" on May 19 after Flower Communion service. Location TBD.</p> <p>-Rev. Mary Foran submitted a estimate of pastoral work for Summer 2019 (<i>Note. Pastor Jacqueline will end her tenure in June and the new minister if called, would start at the end of the summer</i>).</p> <p>-Board informally agreed to respond to Rev. Foran's proposal as soon as we gain a better understanding of our current budget.</p>
7:50	15	New Board year startup retreat - April 20, 9:00 - 3:00, at the church. Retreat Committee, agenda items.	Rinda	<p>-Rinda started Google doc of suggested topics for upcoming retreat.. See draft document in BoT Team Drive below Folders.</p> <p>-Link emailed to board members.</p> <p>-Hester Green and Dick Bailey agreed to work with Rinda to plan the retreat.</p> <p>-Discussion to hold multiple retreats over course of church year possibly quarterly with a retreat tentatively planned early in church year with new</p>

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				<p>minister if called</p> <p>-Michael suggested we strategically parse out which agenda items would be best put off for aforementioned September/Fall retreat</p>
7:55	10	Break - Snacks	Steve	
8:05	25	<p>Treasurer's Report *</p> <p>Endowments summary *</p> <p>Hiring Shining Star Consulting? *</p> <p>Equity Sharing agreement - Manse Fund?</p>	Tom Smith / Hester Green	<p>-Discussion re. Endowments was tabled for now, to be placed on next month's agenda</p> <p>-Per Congregational Admin.'s (Cong Admin.) report and after substantial discussion, the decision was made to contract with Shining Star to provide bookkeeping and financial services.</p> <p>-Motion made by Tara: For Venee Call Ferrer, Congregational Admin.in behalf of FUCO to contract wit Shining Star for 2 phases of proposed work - #1 "Catch-up" and #3 Assessment Services to not exceed \$18,000. Seconded-Dan Wright. Passed.</p> <p>-Equity Sharing agreement - Manse Fund to be rolled over to future action to discern if investing fund would be more financially more advantageous</p>
8:30	15	Governance - Operations Team and Program Council Buildout, Program Council activities.	Steve Thomasberger	<p>-Transitional phase with Operations Team (OT) with minister, Cong Admin. And Board Veep, Steve T. Other folks would be asked to attend meetings as needed, e.g., Rentals and Facilities person, Stefan S.</p> <p>-Motion by Tara: Board Vice President, Steve Thomasberger to sit on new Operations Team as part of transitional team for to be</p>

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				<p>determined period of time. Seconded, Rinda</p> <p>-Program Council will meet with with candidate during “Candidating Week”</p> <p>-Comments by Pastor Jacqueline as to critical role Program Council plays to “maximize our shared ministry and to impact our community and maximize our mission and vision and strategic goals . . . “ Also to encourage acting as a whole church rather than individuals. Change the “me” to “we”.</p>
8:45	15	JTW Assessment	Steve Thomasberger	<p>-Steve suggested a committee be set up to identify possible next steps and to ensure the Assessment Report and its recommendations be analyzed, prioritized and thoughtfully implemented. The first forum would be the BoT 4.20.19 Retreat. After some discussion new member Dan Wright offered to enlist another member of JTW to identify possible next steps for the BoT based on the recommendations.</p> <p>Motion: Steve T made motion to establish a committee to organize a plan to move the JTW Assessment Report forward. Seconded: Tom Smith. Motion passed.</p>
9:05	10	Recruitment of new Trustees and Nominating Committee	Michael Rothhammer	<p>Michael R and, subsequently, Rinda led discussion concerning vacancies on Board and status of current members, i.e., Dick Bailey and Tom Smith. Tom Smith stated he was not able to continue due to health concerns. He would not attend the April BoT Retreat and his last meeting would be in April. Dick Bailey, who had also expressed the intent to step down said he would continue for the immediate future until someone</p>

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				was found to replace him. Finally, Pastor J spoke to our desire to have a Board that represented greater diversity stating that, in many ways, this board represents the congregation now, though we aspire to greater racial diversity.
9:15	5	Process Monitoring	JTW member, Dennis Rowcliffe	- - -
9:20	5	Closing Words	Michael Rothhammer	Michael R said he would send poem to Board members
9:25		Adjournment	Rinda Bartley	Note: Clock was extended earlier and meeting ended at 9:25PM

* Indicates an item for which additional documents are to be filed on Team Drives / Board of Trustees / Meeting Materials/...

Bike Rack

- Disband Governance Team
- Budget Allocation for Program groups
- Endowments Summary
- Respond to Rev. Foran's Summer Chaplain proposal
- Selection of a Board Nominating Committee and two new trustees to replace current trustees
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