

First Unitarian Church of Oakland
Board of Trustees Meeting Minutes

April 23, 2019, 7:00 pm to 9:15 pm, Program Room, 2nd floor

Our Mission

We, the members of the First Unitarian Church of Oakland, unite to build a beloved community within and beyond our walls. Guided by individual conscience and wisdom from many sources, we gather in worship and service to nourish the spirit, work for justice, and celebrate the divine in all.

– Adopted by the congregation on March 18, 2001

(Build RACI chart for follow-up as we go)

Time	Duration	Item	Name	Minutes incl.. Motions in Blue
7:00	5 min.	Chalice Lighting and Opening Reading	Steve	Steve read a chalice lighting opening by Rev. Sara Ascher.
	2	Approval of the agenda	Rinda	
	0	Consent Agenda Accept the following April 2019 reports: 1. Treasurer's Report 2. MSC Report 3. Rev. Sheri Report (housing allowance request) 4. Pastor Jacqueline Report (Rev. Sheri Letter of Agreement) 5. Operations Report		Steve moved to accept item 2 from consent agenda. Rinda seconded, all voted yes. Remaining items were pulled for discussion: 1) Dick asked about the 400 line items in the budget. Hester confirmed Shining Star has not yet determined how to consolidate these items and to what extent. It is beyond the expertise of the current bookkeeper and will require more skilled staff from Shining Star.

April 23, 2019 BoT Agenda Minutes

		<p>6. Church Administrator's Report</p>		<p>3) Rev. Sheri's request for the housing allowance change will be sorted between the office staff and/or Operations Team. 5) Dick asked if reports will be consolidated now that there is an Operations Team. There is an agreement to try to streamline but it is a work in process.</p> <p>Rinda moved that we accept entire consent agenda. Tara seconded and all voted in favor.</p>
	<p>0</p>	<p>Actions Taken Since Last Meeting</p> <ol style="list-style-type: none"> 1. Approved March 2019 Minutes 2. 4/6/19 - Voted online to call special meeting to vote on Ministerial candidate on May 5, 2019 3. 4/2/19 - Voted to add language to the Ministerial Agreement regarding salary, professional expenses and evaluation/assessment, executive session 4. Board decision to interpret Article V section IV of the bylaws to mean that the date of record for the May 5 special 		<p>Tara updated the 2020 Annual report template with a section clarifying eligibility for voting per the Board's interpretation of the bylaws stated in action item #4.</p>

April 23, 2019 BoT Agenda Minutes

		meeting is April 28, 2019.		
7:10	15	Minister's report *	Pastor Jacqueline	<ul style="list-style-type: none"> • The operations team will review and prepare Rev. Sheri's contract. Per Pastor Jacqueline's suggestion, Tara will ask Venee to check with the UUA to confirm the current contract draft is compliant with new UUA guidelines. • Pastor Jacqueline announced 4 new PA candidates. • Pastor Jacqueline suggests we renew the practice of "open seasons" yearly for covenant groups so new members can find a way in. • Pastor Jacqueline recommends addressing the choir director vacancy as early as possible in the fall since this is a tender issue for so many.. • We will call an executive session next month to determine how the Board will supervise the staff during the summer. • Pastor Jacqueline recommends that we allocate funds for staff training.
7:25	15	Stewardship 2020 - theme, timeline, leadership	Steve	<ul style="list-style-type: none"> • Since the retreat we have clarity that stewardship is the Board's responsibility but we can delegate. Rinda asked if we could consider canvassing all members but it was agreed this is too much to take on in the same year we welcome a new minister. Pastor Jacqueline suggests we modify the all-member canvass, perhaps reaching a third of all members each of the next three years. The program council may have a role in assisting with stewardship. Rev. Jacqueline suggests something like past events that offered to donate any collections above a certain amount to special funds as incentive to giving. We need to confirm that Michael Rothammer is chairing the Stewardship committee 2019-2020. Certain finance committee members and MSC members might want to participate. Dick wishes we might change our fiscal year to match the church year. Steve wants

April 23, 2019 BoT Agenda Minutes

				<p>more transparency from the Board, stating to the congregation why we are raising funds and what our vision is. Rinda reminded us the vision is the congregation's, not the Boards. She has a monthly conversation with Jonipher Kwan and reminds us we can ask him for professional development for our stewardship.</p>
7:40	15	Ministerial Search (Planning for Candidating week and May 5 Special Meeting)	Rinda and Tara	<p>MSC is responsible for candidating list and is preparing an email blast; there are many questions in the congregation.</p> <p>May 5th Meeting: Cathy Radez is moderating and Dennis Rowcliffe is taking minutes.</p> <ul style="list-style-type: none"> • Steve will speak for the Board and Noemi will speak for the MSC. • Tara and Hester will staff the member registration table. We will ask Janet and • Dick will create the ballot on behalf of the Board will prepare the ballot, a half sheet with the motion and check boxes for Yes, No, and Abstain • Meeting discussion -- Dan W will assist Cathy stacking comments, writing down names in a way that is visible to all. • Pastoral Associates will be ready to respond in case there are sensitive responses during and/or after the meeting. Pastor Jacqueline reminded us Mary Foran and Kurt Kuhwald might be asked to do this since they are not allowed to vote. Dick will invite them. Jim Briggs is the worship associate May 5th. Steve and/or Noemi will speak at the special meeting to announce that voting is for members only, but guests are welcome to attend and observe.
7:55	5	Delegates - GA and PCD - vote (Chuck Rosene, Lucia Savage, Janet McFarland, Bev Smrha)*	Rinda	<ul style="list-style-type: none"> • Chuck Rosene is interested in attending the PCD phone meeting because he feels it should be dissolved. Rinda moved that Chuck Rosene represent FUCO on this call. There were 4 yes votes.

April 23, 2019 BoT Agenda Minutes

				<ul style="list-style-type: none"> • Lucia, Janet and Bev will be attending GA. Rinda moved that Lucia, Janet and Bev represent FUCO at GA in Spokane. Dan seconded this motion. Discussion: we are allowed 6 delegates. Motion passed by a unanimous vote. • Pastor Jacqueline will ask Venee to register the delegates on line.
8:00	10	Break - Snacks	Hester	Snacks were enjoyed by all.
8:10	10	Treasurer's Report*	Hester	<ul style="list-style-type: none"> • Everyone is having a positive experience with Shining Star so far. • Volunteers will not be involved in data entry into Quickbooks. • Biggest issue is the Chart of Accounts. Shining Star will help us pare down that number which will help us save money on our online Quickbooks. • Hester will wait til accounting is caught up and then place some cash funds in interest bearing accounts. • Our endowment fund has earned on average 7.2% per year since 2002. • Hester is still working on assembling robust Finance Committee. New members will be Jodie Mathies, Laila Ibrahim, Janet McFarland, Helen Duffy, Jane Voytek, and Bill Blakely. • Manse fund documents have not been located yet, so Stefan has been charged with looking in the basement. • MSC has request an additional \$1000 to fund candidate week. • Dick moved that we give the MSC an additional \$1000. Steve seconded. Pastor Jacqueline advised there is money in the discretionary fund. Steve reminded us that in the future the Operations Team would field such requests. Motion unanimously approved.
8:20	10	Policy Governance	Steve	<ul style="list-style-type: none"> • Two meetings have been held so far.

April 23, 2019 BoT Agenda Minutes

		Transition		<ul style="list-style-type: none"> ● The program council will meet with Rev.Soto with Children and Family Ministries. ● Program Council needs to be trained on microaggressions. ● Benchmarks for new policy governance structure have not yet been identified. Steve has a proposal to send to the Board to consider before the next meeting. ● Dan drew a distinction between milestones and benchmarks and offered how both are valuable in this process. ● Rinda reminded us Steve is on the Operations Team as an organizing presence while at the same time planning to phase himself out. ● Pastor Jacqueline suggested asking Rev. Soto how they understand an Operations Team; they could perhaps give shaping input so work could begin this summer. ● Dan asked if operations team meetings are posted, wishes to be a silent observer. ● Meetings are second and fourth Thursday 3-430pm. Next meeting is May 9th.
8:30	15	JTW - Board recs and Accountability	Dan	<ul style="list-style-type: none"> ● No team or action plan has been assembled yet. ● Dan summarized JTWs recommendations/questions for the Board at the recent retreat: <ul style="list-style-type: none"> ○ How can the board lead on addressing microaggressions? ○ How can the board be more accountable to the congregation? ● Dan asked what other organizations do in terms of accountability/right relations? Pastor Jacqueline recommended he contact the Multicultural Growth and Witness Department at the UUA and Black Lives. ● Steve asked where the JTW assessment fits into all of this. Dan has future plans to discuss additional aspects of the assessment in future meetings.

April 23, 2019 BoT Agenda Minutes

				<ul style="list-style-type: none"> • Rinda wondered if Rev. Soto might have useful input as current or former chair of JTW. Rinda also clarified Jonipher Kwan’s role as our “PCP” who will connect us to referrals. • Hester thinks this is an important topic to raise with Rev. Soto at our first meeting with them. • Dan will ask advice about how to structure and delegate the work.
8:45	5	Ordination request - Michelle Ma*	Rinda	The Board may vote on this; a congregational vote is not needed. Michelle is still forming her committee so it may be a while before we hear her formal request.
8:50	5	Retreat reflection/follow-up	Dick	We decided to skip this item.
8:55	4	Process monitoring and confirm RACI	Dennis? All	<ul style="list-style-type: none"> • Good volunteerism • Initially people spoke spontaneously. The meeting evolved toward taking turns. • Discussion of every member canvass was only as a fundraising tool, but not as an opportunity to connect members to congregational life.
8:59	1	Closing Words	Steve	Bertolt Brecht: “The Good Woman of Szechuan”
9:00		Adjournment		

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