

First Unitarian Church of Oakland
 Board of Trustees Meeting Agenda and Minutes
 May 28, 2019, 6:45 pm to 9:00 pm, Program Room, 2nd floor

Time	Duration	Item	Name	Minutes
6:45	15	Celebration of Pastor Jacqueline's ministry	BoT	Circle with Pastor Jacqueline. Board members shared with Pastor Jacqueline their specific gratitudes and hopes for her retirement.
7:00	5 min.	Chalice Lighting and Opening Reading	Hester	From Anne Lamott
7:05	5	Pass around Board Duties Chart Consent agenda (action) and actions taken since the previous meeting -Accept submitted reports -Approved April BoT meeting minutes -Special Meeting on 5-3, 2019 in preparation of special -Congregational meeting on 5-5-19 -Motion to clarify language on ballot. Passed -Motion to determine percentage of Yes votes cast based on number of ballots turned in. Passed -Motion to support Mary Foran as PCD delegate. Passed -Operations Team Report	Rinda	Motion to accept the Consent Calendar - Tara. 2nd: Dan W. Passed Operations Team report was pulled from the calendar.

May 28, 2019 BoT Agenda

7:10	15	Minister's report	Pastor Jacqueline	Submitted "Reports" but alluded to in pre-meeting circle
<p><i>Note: Board's six Priorities (Items should be put on the Board agenda (and time allocated) only if they need Board attention this month, as determined by the "Champion". If not, time be be ceded to other priorities, and information can be shared with the Board via a report to the Consent Agenda). Champions should request agenda time by the third Tuesday of the month by informing the Steering Team of the the topic/s to be discussed or decisions to be made. Order of items will be rotated monthly.</i></p>				
		Priority # 1, Financial Clarity and Health - (*See report)	Hester, Champion	
		Priority # 2, Ministerial Transition (*See report)	Champion TBD	Rinda shared that the entire onboarding process is the responsibility of the Board, in collaboration with Rev. Soto and other church groups and leaders. Tara agreed to Champion this goal! Next steps are to get clarity around content, scheduling and leadership for the Start Up events.
7:25	10	Priority # 3, JTW Assessment (exact title TBD) - (*See report)	Dan, Champion	In report Dan made 10 recommendations that we could start now. He would like some members to allocate some time to bring clarity and prioritize the recommendations. "#1 is #1, We need a group think on this report." 1. Rinda and Hester said they would meet with Dan. Others welcomed to join them. Discussion of the list also had input from Rev. Kwong, i.e., Right Relations Team. 2. Dan will do a Doodle poll to set priorities, recommendations (See report)
7:35	10	Priority # 4, Stewardship (*See report) (Who will champion?)	Champion TBD	Hester will take lead on seeking chair or co-chair for Stewardship Michael is happy to meet with Hester and she said she might also talk to Janet (who led Stewardship the last 3 years)
7:45	30	Priority # 5, Policy Governance transition	Rinda and Steve, Champions	Discussion of Board Process Agreements 2019-20 Discussion of specific items.

May 28, 2019 BoT Agenda

		<p>(*See report)</p> <ul style="list-style-type: none"> -Completion of Board Process agreements, including board meeting times -Schedule of Regular Monitoring by Board -Policy Governance Benchmarks/Milestones -Summer Staff Supervision- See ""Summer Supervision Report" <p>Executive Session Note start Exec session no later than 8:05)</p>		<p>Members discussed the sheer volume of the reports this month, and Steve said some of the reports he generates such as part of Op Team are to not only report but to solicit help or feedback</p> <p>Language changed in #18 from "expect" to "recommended"</p> <p>Idea to have abstract/executive summary at top of reports and to note if any feedback wanted. Hester will work on a suggested template for streamlined reports. Label - info only or action needed</p> <p>Dick made motion to memorialize Board Process Agreements with aforementioned change. Tara 2nd. Passed</p> <p>Summer Staff Supervision (no executive session needed). Steve proposed that Board members be staff supervisors during the summer and the transition period to the new minister. The following staff will be supervised by these Board members: Stefan: Rinda Venee: Dan Geoff and Renee: Dick</p>
8:15	10	Break / Snacks	Rinda	
8:25	10	<p>Priority # 6, Strategic Planning (check in on this adjusted agenda format and the concept of Goal "Champions", which could work for strategic planning goals down the</p>	Rinda, Champion	<p>Being a champion means you make yourself knowledgeable (not an expert necessarily, can be a pitfall) and you seek other congregants who may do the work. As a champion you report/speak to the Board as needed</p>

May 28, 2019 BoT Agenda

		line)		Members spoke to this concept and using the format of including all priorities and the role of being a champion
8:35	10	<p><i>For the Good of the Order</i> (questions, brief planning, items outside of the 6 Goals, spontaneous items, items pulled from consent</p> <ul style="list-style-type: none"> - Board Bulletin Board needs attention 	Rinda	<p>Discussion of communication with the congregation. Agreed that Rinda will write a brief intro item on Chalice Chatter on behalf of the board introducing the 6 board priorities. In subsequent months, various champions will write brief Chalice Chatter articles on their priority area.</p> <p>Operations Report “pulled” from consent and discussed.</p> <p>Some questions from the ops Team report; What will be in Rev. Soto’s portfolio? Are they allowed to supervise Rev. Sheri? (Rev. Sheri is fine with that). When will Rev. Soto start to supervise?</p> <p>The church administrator will prepare a team drive to store orientation docs for Rev. Soto. The Board secretary should collect these documents and send them to Venee.</p> <p>Adoption of Breeze and what that transition will look like. The Stewardship chair must immediately become part of Breeze implementation.</p> <p>Issue of COLA and how that will affect certain staff.</p> <p>Shining Star has finished 2018 books. The Ops Team recommended that Shining Star be allowed to continue entering 2019 budget and receipts, and be asked for a time and cost estimate on how our chart of accounts should be overhauled. Members asked for an interpretation of the resulting spreadsheets for the next meeting.</p> <p>The Ops Team recommended that a new job description be</p>

May 28, 2019 BoT Agenda

				written for Rev. Sheri based on her proposal. (See Operations Team report for May for more complete information)
8:45	15	Housekeeping -RACI review (Steve) -Next meeting agenda items (Rinda) -Calendar review - duties/events for Board participation in the coming month -June 9 Program Council calendaring meeting -June 16 - Pastor Jacqueline farewell and Celebration	Steve, Rinda, Other?	Steve will send the RACI chart out. Substantial time on the June agenda for Stewardship Meetings/events for board attendance this month: - Sunday, June 9 after church for Calendaring, etc. - June 16 Farewell for Pastor Jacqueline. Board will present gift from congregation Mary Foran summer pastoral/chaplain work (we are waiting for a recommendation from the finance team to Operations on this. The board only needs to approve if an increase to the approved budget is needed). This needs to be done quickly, as the start date is approaching. If approved, Ops will create a contract.
8:55	5	Process monitoring	Dennis	
9:00	5	Closing circle/Reading and Adjournment	Hester	

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

Bike Rack Items

- Mary Foran summer chaplaincy proposal
- Ministerial start-up
- Manse fund decisions (Moved to Operations)
- Board Bulletin Board in the entryway
- Rev. Sheri letter of agreement (Moved to Operations)

May 28, 2019 BoT Agenda

- Summer staff supervision (executive session - see above)
- Create a public comment period during Board meetings