

First Unitarian Church of Oakland
 Board of Trustees Meeting Agenda & Minutes
 June 25, 2019, 7:00 pm to 9:00 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, 2019

Present: Steve Thomasberger, Michael Rothhammer, Dick Bailey, Tara Noone, Hester Green, Rinda Bartley

Absent: Dan Wright, Sharon Dolan

| Time | Duration | Item | Name | Minutes (Motions in blue) |
|------|----------|---|-----------|--|
| 7:00 | 5 min. | Chalice Lighting and Opening Reading | Rinda | "Spilling the light", from <i>Spilling the Light, Meditations on Hope and Resilience</i> , Rev. Theresa I.Soto |
| 7:05 | 5 min. | Pass around Board Duties Chart Consent agenda (action) and actions taken since previous meeting -Accept submitted reports -Approved May BoT meeting minutes -Voted online and approved JTW request to add 2 new members (one job shared), Kathy Vermazon/Wes Radez -Timekeeper for tonight? | Rinda | Motion to accept Consent agenda - Steve. 2nd - Tara Passed Timekeeper was Dick Bailey |
| 7:10 | 10 min | Summer Chaplain's report | Rev. Mary | -Update on summer chaplain role |

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| | | (See report, "Mary Foran agreement summer 2019) | Foran | -Question to Rev. Mary of purview of Rev. Soto in pastoral care. |
| <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 will 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 topic/s to be discussed or decisions to be made. Order of items will be rotated periodically.</i></p> | | | | |
| 7:20 | 25 min | Priority # 1, Financial Clarity and Health - (*See reports - 2018 balance sheet, profit and loss report) | Hester, Champion | -What can be done to give us assurance we are financially solvent -Copy of 2018 Balance sheet. Is a work-in-progress and many of these amounts will disappear -Next steps on researching equity items and those who have been eliminated, e.g., Hamilton Hall renovation completed -Tara advocates using salaried staff for bookkeeping due to our size, budget, and move to return to policy governance -A next step would be to create a "clean/simple" report that compares spending against current budget |
| 7:45 | 10 min. | Priority # 2, Ministerial Transition (*See report) | Tara, Champion | -Imperative to have long term disability and life insurance for minister and if so why not for the staff -Figure available for Manse fund -Discussed creating a transitional plan to be discussed with Rev. Soto |
| | XX | Priority # 3, JTW Assessment (exact title TBD) - (*See report) | Dan, Champion | Dan absent |
| 7:55 | 15 min | Priority # 4, Stewardship (*See report) | Hester, Champion | (Moved to after break) -Work to do now for Stewardship such as theme and speakers for fall campaign -Suggestion to have sit down meeting with any interested |

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| | | | | <p>persons to form a core team. Recruit team members, such as from Program Council</p> <ul style="list-style-type: none"> -Setting up meeting with current interested folks in July and expand team members in August -Idea of “every member” canvassing by dividing the congregation into thirds |
| 8:10 | 10 min | Break / Snacks | | |
| 8:20 | 10 min | <p>Priority # 5, Policy Governance transition <i>(*See report)</i></p> <ul style="list-style-type: none"> -Schedule of Regular Monitoring by Board -Policy Governance Benchmarks/Milestones -Summer Staff Supervision (continued) | Rinda and Steve, Champions | <ul style="list-style-type: none"> -Schedule of Regular Monitoring with reports -Adding supervision of staff according to evaluation timetable -Discussed that in the future reports from “champions” can be sent to the Operations Team for review, and be summarized by the Ops Team in their report to the Board <p>Motion to accept Schedule of Regular Monitoring and add to Board Policies - Steve. 2nd, Tara. Motion passed</p> |
| 8:30 | 10 min | <p>Priority # 6, Strategic Planning</p> <ul style="list-style-type: none"> - Church name change process - July Board meeting process (Sunday 7/28) | Rinda, Champion | <ul style="list-style-type: none"> -Church name change -The Board acknowledges the thoughtful discussion by a number of congregants on the Listserve on this topic. We believe a name change deserves our full, undivided attention and an inclusive, systematic process. We believe this topic should be revisited in the future as part of an overall strategic planning process. Rinda will be in communication Emily Stoper and follow up with a report. <u>July board meeting Sunday July 28</u> -Board agreed to identify time for public comment, according to proposal in Priority #6 report. -Reminder to let Venee know about printing needs |

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| 8:40 | 10 min | For the Good of the Order (questions, brief planning, items outside of the 6 Goals, spontaneous items, items pulled from consent) | ALL | |
| 8:50 | 10 min | Housekeeping -RACI review (Steve) -Next meeting agenda items (Rinda) -Calendar review - duties/events for Board participation in the coming month -Board Bulletin Board needs Photos! | ALL | -See RACI chart <i>(Note will be moved forward each month directly below Agendas and Minutes folder and Reports and Materials folder)</i> |
| 9:00 | 5 min. | Process monitoring | Dennis | |
| | | Closing Reading and Adjournment | Rinda | "We Hold Hope Close" from, <i>Spilling the Light, Meditations on Hope and Resilience</i> by Theresa I. Soto |

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

Bike Rack Items

- Manse fund decisions (Moved to Operations)
- Board Bulletin Board in the entryway
- Rev. Sheri letter of agreement (Moved to Operations)
- Name change proposal

Ground rules:

- Phones on vibrate,
- One person speaks at a time (stack process to be used),
- No side conversations,
- Start on time and if a need develops to go beyond 9:00, check with the group.
- Stick to the agenda: items that run long will either be tabled for the next meeting or, if agreed to by the group, to stay late or table other agenda items.

