

First Unitarian Church of Oakland  
 Approved Board of Trustees Meeting Agenda & Minutes  
 July 28, 2019, 12:00 pm to 1:55 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

Timekeeper: Tara

Time	Duration	Item	Name	Minutes ( <b>Motions in Blue</b> )
12:00	20 min.	Open Comment (2 minute per person)	Rinda	Emily - re, name change / will consult with Rev. Theresa Clark - technology, i.e., Internet. "more "coordinated, concerted effort" direction from Board, "people doing the work" Noemi - applaud holding Board meetings after service Bev - delighted more visible. Suggestion - have agenda accessible prior to meeting Terese - underscores Clark's point
12:25	5 min.	Chalice Lighting and Opening Reading	Dick	Poem <u>spilling the light</u> from "spilling the light", Theresa I. Soto
12:30	5 min	Pass around Board Duties Chart	Rinda	(Note: after being updated moved subsequent month in "Reports and Materials" should a Board member want to revisit). Dick pulled the proposal on announcements

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		<p><b>Consent agenda (action) and actions taken since previous meeting</b></p> <ul style="list-style-type: none"> <li>-Accept submitted reports and Board goal plans</li> <li>-Approved June BoT meeting minutes</li> <li>-Sunday announcement proposal</li> <li>-Rev. Mary's Summer Chaplain Report</li> <li>-Operation Team Report</li> </ul>		<p>during worship from the consent agenda for discussion.  <b>Motion - Dan made motion to approve Consent agenda. 2nd -Tara. Passed</b></p> <p>(Reverend Soto checked in and thanked those who helped them move in.</p> <p>-Rev. Mary lifting up Pastoral Associates and provide ministry. Compares last summer with this year. Difference: you have chosen to pay for a summer chaplain. More visible, and being used by congregants.</p>
<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>				
12:35	20 min	<p><b>Priority # 1, Financial Clarity and Health -</b>          (*See reports)          -Finance Team report</p>	<p>Hester,          Champion</p> <p>Jodie Mathies,          Finance Team member</p>	<ul style="list-style-type: none"> <li>-Work with Shining Star to create clear financial reports</li> <li>-Work with consultant to redesign chart of accounts</li> <li>-Resolved bookkeeper and accounts receivable</li> <li>-MaryAnn and Tom Haw Final report in next couple of weeks</li> <li>-Work with Stewardship to project 2020 budget</li> <li>-What would you like to see on an ongoing basis?</li> <li>-Meet with Board in September to discuss a preliminary budget</li> <li>-What do we mean when we say "operating expenses"?</li> <li>-(Cross reference with Operations Team report)</li> </ul>

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12: 55		<b>Priority # 2, Ministerial Transition</b> (*See report)	Tara, Champion	
12:55	10 min	<b>Priority # 3, JTW Assessment (exact title TBD)</b> - (*See report and Board Goal Plan)	Dan, Champion	-Action items: in early stages in how to transform this entity into an anti-racist board and church. -Suggestion to select a liaison to JTW <b>-Motion: Tara makes a motion for Dan to be liaison to JTW Transformation Team. 2nd Dick. Motion passed</b> -Suggestion to block time out outside of Board meeting this Fall to lift up and prioritize next steps in anti-racism work in light of Assessment report. calendar special Board work session, dedicated to this topic. All board members in agreement. Dan will send out a doodle poll to identify a time/location.
1:05	5 min	<b>Priority # 4, Stewardship</b> (*See report) - August 11 meeting -Theme TBD at July Board meeting (3 options provided by Stewardship Team)	Champion, Hester	-Kickoff meeting on Sunday, August 11 with intent to broaden team. -Still working on speakers to launch and culminate fall campaign. Jody working on house parties -Hester referred to coming up with several slogans or phrases for the Stewardship theme for the BoT to choose or give input -Steve suggests that Board members commit to bringing someone who will work on the campaign - Rinda has said she will bring 3 people to meeting and challenges others to do the same!
1:10	<b>10 min</b>	<b>Break / Snacks</b>	Michael and Steve	
1:20	10 min	<b>Priority # 5, Policy Governance transition</b> (*See report) - Review Goal 5 plan	Rinda and Steve, Champions	-Intent to move Board from day to day minutiae to broader issues, strategic planning -See pg. 2 of Goal #5 Plan: Proposal to create a small

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				Board Policy Revision Committee and make proposals for changes/additions/deletions -Idea by Tara to build in reviews on a regular schedule -Rev. Soto will be talking to Rev. Tandi, our contact person at Western Region about support in this process
		<b>Priority # 6, Strategic Planning Planning</b>	Rinda, Champion	
1:30	10 min	<b>For the Good of the Order</b> (questions, brief planning, items outside of the 6 Goals, spontaneous items, items pulled from consent)	ALL	Sunday announcement proposal <b>Motion: -Steve makes a motion to encourage members of Program Council to do announcements on Sundays beginning September 15. 2nd by Dan. Passed.</b> -Rev Soto - hold a training first.
1:40	10 min	<b>Housekeeping</b> -RACI review (Steve) -Next meeting agenda items (Rinda) -Calendar review - duties/events for Board participation in the coming month	ALL	- Question of whether the bylaws had been changed to allow Executive Operations to resume after they were suspended in 2017. <b>-Motion: Steve made a motion to reinstitute the executive operations by deleting the following passage from Board Policies, Article 3. Executive Roles and Limitations, “Note: “Executive Operations were suspended “until further notice” 28 April, 2017.” Tara 2nd Motion passed</b> -Review of June RACI chart -Review actions to place on July RACI chart - Steve
1:50	5 min.	Process monitoring	Dennis	Dennis mentioned that process monitoring should be done by more than one person. He is consulting with JTW on this. Board members weighed in with process observations.
1:55		Closing Reading and Adjournment	Dick	<u>We Hold Hope Close</u> from “spilling the light”, Rev. Soto

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

### **Bike Rack Items**

- Name change proposal
- Professional/Office duties vs. Volunteer duties
- Public Comment as part of Board meeting (Not currently in Bylaws)

### **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.