

First Unitarian Church of Oakland

Board of Trustees Meeting Agenda

December 17, 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:** Rinda Bartley, Dick Bailey, Hester Green, Tara Noone, Michael Rothhammer, Steve Thomas, Dan Wright and Reverend Soto

**Absent:**

**Guests:** Linda Probert attended as Process Monitor

**Timekeeper:** Dan

**Readings:** Rinda

**Snacks:** Dick

Time	Duration	Item	Name	Minutes (Motions in blue)
7:00	5 min.	<b>Chalice Lighting and Opening Reading</b>	Rinda	Poem, "Trees" by Mary Oliver
7:05	5 min	<b>Pass around Board Duties Chart Approval of the Consent Agenda and report of actions taken since the last meeting:</b>	Rinda	<b>Motion to pass Consent Agenda - Steve, Tara. Passed</b>

## 12.17.2019 BoT Agenda

		<ul style="list-style-type: none"> <li>- Receipt of several reports</li> <li>- Approval of the November 2019 minutes</li> </ul>		
<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>				
7:10	0	<b>Ministerial Report</b>	Rev. Soto	No report. Rev. Soto joined us by phone due to illness.
7:20	10 min.	<p><b><i>For the Good of the Order</i></b> (questions, brief planning, items outside of the 6 Goals, spontaneous items, items pulled from consent)</p> <p><b><u>Board requests</u></b> that all programs submit their annual reports to the board by the February 25 Board Meeting . A template and instructions will be provided.</p> <ul style="list-style-type: none"> <li>- <b><u>Rev. Sheri requests</u></b> that draft minutes be sent immediately after each board meeting to her, for distribution to the staff.</li> <li>- <b><u>Sharing a plate with a community partner in December</u></b></li> <li>- <b><u>Please use individual board email addresses rather than "board@uuoakland.org" address until we determine why it is not working for a board member.</u></b></li> </ul>	ALL	<p>Steve announced that all Program Council programs will be asked to submit a brief summary report by February in advance of Annual Meeting. Exact date TBD</p> <p>Discussion of sharing the plate and Venee's email. Unanimous decision not to try to organize an outside plate share in December, but to focus on collection for the Ministers' Discretionary Fund at both services Christmas Eve.</p> <p>The board requests budget reports at each meeting going forward. Contents to be determined.</p> <p>Suggestion we seek a scribe, a non-Board member, to take BoT meeting minutes at each monthly meeting. Dick has agreed to pursue that, hopefully to begin in January 2020</p>

				<p><b>Michael</b> will send approved minutes to Rev. Sheri as soon as they are approved.</p> <p><b>Policies to revise or create in the new year:</b></p> <ul style="list-style-type: none"> <li>-<b>Update</b> existing policy on sharing of collection plate.</li> <li>-<b>Review and revise</b> existing policy on the management of endowments (Hester will start looking at this).</li> <li>-<b>Board policy or advisory</b> to support training locally when possible (Rev. Soto brought up the fact that many conferences for congregants of color are regional or national).</li> <li>-<b>Policy on</b> church sponsorship and what that entails. Rev. Soto to work with Dan Wright on that.</li> <li>-<b>Policy around</b> support for community organizations, e.g., Boost</li> <li>- <b>Shall we go to year-round</b> pledging? Tara shared a calendar from a church that does this.</li> </ul> <p>(Policies to be revised/created also listed at bottom of the agenda to keep them before us going forward).</p>
7:30	0	<b>Priority # 6, Strategic Planning Planning</b> -	Rinda, Champion	

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7:30	0	<b>Priority # 5, Policy Governance transition</b> (*See report) -	Rinda and Steve, Champions	
7:30	10 min.	<b>Priority # 4, Stewardship</b> (*See report) -Update	Champion, Hester	<p><b>Stewardship Update:</b> We are about 70% of meeting our “Audacious goal”, but 80% of meeting budget goal. However, we are at 58% pledging units who have responded. Stewardship pledges received to date: \$372,724. We need a big push to get the remaining pledges in.</p> <p>-Board members reported on responses from pledging units they have contacted.</p> <p>-<b>Summary</b> - Board members will continue with the people we have signed up to contact. We will add names to who we are going to all and add follow-up information.</p> <p>-<b>Idea to change</b> time for stewardship campaign and pursue year-round stewardship was briefly discussed.</p>
7:40	0	<b>Priority # 3, JTW Assessment (exact title TBD)</b> - (*See report)	Dan, Champion	
7:40	0	<b>Priority # 2, Ministerial Transition</b> (*See report)	Tara, Champion	
7:40	10 min	<b>Housekeeping</b> -RACI review (Steve) -Next meeting agenda items (Rinda)		Recommendation to use January meeting to plan for Annual Meeting, e.g., roles. Tara said a “boilerplate” template for 2020 was

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		-Calendar review - duties/events for Board participation in the coming month		<p>done reflecting changes from last year. Need moderator, parliamentarian, nom com, timely announcements and clear info out on requirements to vote, and to compile the annual report and agenda.</p> <p>-Acknowledged that we did not hold a fall board retreat. Noted that we need to look at the timing for onboarding new board members in March, i.e. plan for the orientation retreat before their first meeting.</p> <p><b>-Cards for this month:</b>  Music leadership: Tara (completed), Choir: Rinda, Corless/Pillows: Hester, John Shinnick (taking over Pastoral Associates): Steve, Emily Hartlief: Dick</p>
7:50	10 min	<b>Break / Snacks</b>	<b>All</b>	
8:00	55 min.	<p><b>Priority # 1, Financial Clarity and Health</b>  (*See report)</p> <p>-Budget Process Objectives - <b><u>approve the high level budget for 2020 if we feel ready.</u></b></p> <p>- <b><u>Create a list of policy decisions</u></b> that are needed, identified during the budgeting process</p> <p>- <b><u>Define timelines for follow-up</u></b> identified during the budgeting process.</p>	Hester and Steve	<p>Steve recommended we use “After Board Notes” to review budget and cross reference with “High Level Operating Budget”.</p> <p>-Discussion of Wendte Endowment and one time draw at 6% (up from 4%) for 2020. Wendte Endowment is not limited to capital improvements but anything that maintains the facility. This one time increase will be used to offset upkeep up the building including salaries, supplies and equipment.</p>

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				<p>-”2nd Section” Deleted the addition of “Stewardship Coordinator” to the new position, “Membership Coordinator”, since the time allotted will not allow for both responsibilities. This can be revisited in midyear budget review.</p> <p>-”Other” Section</p> <p><b>-Deadline of February 1</b> to give Alex Haider-Winnett a response for request for projected costs around ministerial sponsorship.</p> <p>Reserve Planning - What is the total amount of Operational Reserve that we intend to hold at any given time? (Question for Operations Team).</p> <p><b>Motion to stipulate that disbursement from Wendte Endowment be raised from 4% to 6% for fiscal year 2020. Steve, 2nd: Tara. Passed.</b></p> <p><b>Motion to accept “High Level Operating Budget” as submitted to 12.17.19 BoT meeting - Steve, 2nd: Tara. Passed</b></p>
9:25	5 min.	Process monitoring	Linda Probert	
9:30		Closing Reading and Adjournment	Rinda	Poem, “Snow Geese” by Mary Oliver

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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

- ☐ Review of Sunday after worship Board meetings
- ☐ Strategic planning - begin in November
- ☐ Use of Zoom as a tool to increase access and promote equity
- ☐ Name change proposal
- ☐ Professional/Office duties vs. Volunteer duties
- ☐ **Policies to revise or create in the new year:**
- ☐ **Update** existing policy on sharing of collection plate.
- ☐ **Review and revise** existing policy on the management of endowments
- ☐ **Board policy or advisory** to support training locally when possible
- ☐ **Policy on** church sponsorship of ministerial candidates and what that entails. Rev. Soto/Dan Wright/CoSM
- ☐ **Policy around** support for community organizations, e.g., Boost
- ☐ **Shall we go to year-round** pledging?

### 2020 Dates

- ❖ Schedule Spring Retreat to include new members
- ❖ March 15 Annual Meeting
- ❖ March 22 scheduled First Meeting of newly elected BoT
- ❖ April 26 Rev. Theresa's Installation
- ❖ May 31 Michelle Ma's Ordination