

First Unitarian Church of Oakland
Board of Trustees Meeting Minutes

January 28, 2020, 7:00-9:15 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, 2019

Present: Dick Bailey, Rinda Bartley, Hester Green, Michael Rothhammer, Steve Thomasberger, Dan Wright

Absent: Tara Noone

Guests: Bev Smrha

Timekeeper: Dick

Readings: Steve

Snacks: Michael and Dan

Time	Duration	Item	Name	Minutes
7:00	15 min.	Open Comment Period (if there are guests)	Members & Friends Up to 3 min. each	Bev Smrha was present as a guest, but did not have comments.
7:15	5 min.	Chalice Lighting and Opening Reading	Steve	“Snowflakes Rising” by Robin Colgrove,. UU World, Winter 2019
7:20	5 min	Pass around Board Duties Chart Consent agenda (action) and actions taken since previous	Rinda	Motion to accept consent agenda, Steve, 2nd Dan. Motion passes.

1.28.2020 BoT Agenda

		meeting -Approved December 2019 minutes		
<p><i>Note: Board's six Priorities: Items should be put on the board agenda and time allotted 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>				
7:25	15 min.	Minister's Report (See Minister's report)	Rev. Soto	<p>They began with a story by Edwin Freeman, "Pardon me, would you mind holding this rope ..."</p> <p>-Briefly discussed Tuneup and feedback from congregants on how worship is going. Requested that all feedback for areas where they have primary responsibility goes directly to them.</p>
7:40	10 min	<p>Priority # 2, Ministerial Transition (*See report)</p> <p>-Review draft of and for upcoming "Tune-Up" gathering scheduled for Feb. 8, 2020</p> <p>-Ministerial evaluation - Board process</p>	Tara, Champion Rinda, Steve, Rev. Soto	<p>-Discussion of ministerial evaluation and what it will look like in the near term (pending further conversation with COSM).</p> <p>-“Tuneup” e.g., how fast or slow do we go. Focus on communication and what are our practices around that. Aiming for healthy relations</p> <p>-Board will schedule a Zoom call with Rev. Soto on "Learning Goals" after February 8.</p>
7:50	10 min	Break / Snacks	Michael and Dan	
8:00	10 min	<p>Priority # 4, Stewardship (*See report)</p> <p>-Update/closeout</p>	Hester, Champion	<p>-\$442,000 pledged to date. 85% of "Audacious Goal", and 95% of \$466,000 goal, \$24,000 short of stewardship "basic" goal.</p>

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		-Data?		<p>-Directed Operations and Finance come up with a recommendation to fill the gap.</p> <p>-Suggestion that the Board should engage in 1:1 conversations with congregants year-round (one per month?), and they should not be tied to money/stewardship.</p>
8:10	10 min	<p>Priority # 1, Financial Clarity and Health - (See report)</p> <p>-Confirm the approved 2020 budget in light of Stewardship results.</p> <p>-Clarification on Clarabelle Hamilton fund.</p>	<i>Hester, Champion Steve, Operations Team</i>	<p>Finance has located written information on and discussed the Clarabelle Hamilton Fund and how it can be used. Clarabelle Hamilton's will (Office has copy) states endowment is for building maintenance and repair, very broadly defined. The Board recommends that the fund therefore be placed in the general annual budget to be spent for purposes related to building maintenance and repair. Hester will communicate with the finance team and others who were concerned about its use.</p> <p>Aurelia Reinhardt Funds came in \$114,296 amount placed in AR Justice Endowment. In 2019 congregants donated over \$31,000 to this Justice fund demonstrating the spirit of Audacious Futures among us.</p> <p>The Remaining amount of approximately 100,000 from Howard and Joan Poulter late last year has been added to Wendte Endowment Fund.</p>
		Priority # 3, JTW Assessment (exact title TBD) - (*See report)	<i>Dan, Champion</i>	
8:20	15 min	<p>Priority # 5, Policy Governance transition</p> <p>-Policy on Ministerial Sponsorship</p>	<i>Rinda and Steve, Champions</i>	-Ministerial sponsorship: CoSM is still in process with the recommendation around the policy. They will forward their recommendation to the Board when completed.

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		<p>(see recommended policy from COSM)</p> <p>-Michelle Ma's ordination question re: use of incense. Dick -lead</p> <p>-Operations See reports</p>		<p>CoSM will get back to Alex regarding the delay in a decision regarding the financial request.</p> <p>-Michelle Ma's ordination and question of using incense. Everyone weighed in. Consensus on honoring those congregants who have sensitivities to fragrances/scents by not having this ritual. However, supporting an alternative cultural ritual such as the tea ceremony. Rinda will call Michelle to let her know.</p> <p>Steve shared a review of staff evaluations. Recommended that all staff reviews follow the timeline and guidance described in the Personnel Handbook, and use the forms provided in the Personnel Handbook. In addition, time in a staff meeting should be devoted to training all staff in the evaluation process.</p> <p>-Rentals - suggestions on having a rubric filled out by renters that would help us determine how we charge - such as for a nonprofit and for profit. A more detailed breakdown of costs would be helpful. Change - quicker response time to rental inquiries. Operations will follow up.</p>
8:35	15 min	<p>Priority # 6, Strategic Planning (See Reports)</p> <p>-Proposal for focus - 2020</p> <p>-Planning for Annual Meeting</p>	Rinda, Champion	<p>-“We want to move toward a church culture where decisions are made collectively about what we will support. A strong congregation that has coherence in its programs and efforts . . . “</p> <p>-Rinda previewed for the board the recommendation that will be made at the Tune Up event that we slow down and work for the coming year on strengthening our internal operations, culture, decisionmaking and communication</p>

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				<p>practices so that we will be better able to serve the congregation and the community over time.</p> <p>-Annual meeting planning: Dan agreed to coordinate the project as a whole. Steve will share the template and timeline for submitting reports with the Program Council. Dick agreed to collect the reports and craft it into the annual report. Michael will work with the Men's Fellowship on lunch and cleanup. Rinda is working with others to solicit volunteers for other needed tasks. Rinda has submitted the announcement to Chalice Chatter.</p>
8:50	10 min	<i>For the Good of the Order</i> (questions, brief planning, items outside of the 6 Goals, spontaneous items, items pulled from consent)	ALL	
9:00	10 min	<i>Housekeeping</i> -RACI review (Steve) -Next meeting agenda items (Rinda) -Calendar review - duties/events for Board participation in the coming month: - Meeting Schedule going forward (see proposal)	ALL	<p>-See January RACI chart (Lives in February Reports and Materials folder)</p> <p>-Calendar report. Meeting schedule for remainder of 2020 approved. Note March Board meeting pushed back a week. Rinda will share with Venee.</p> <p>-November meeting also moved back to 10th and suggestion to forego agenda and use for deepening/training activities.</p> <p>-Suggestion that postcards be made available to congregants the Sunday prior to monthly Board meeting, and that postcard comments be read during the "Open Comment period".</p>

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9:10	5 min.	Process monitoring	Dan Wright	-Appreciation of caring shown by Board members -Use of microphone by all -Respectful discussions, all voices heard
9:15		Closing Reading and Adjournment	Steve	- “Post Traumatic Growth” by Jake Morrill, also from UU World, Winter 2019.

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

Bike Rack Items

- ☐ Name change proposal
- ☐ Professional/Office duties vs. Volunteer duties
- ☐ Strategic planning - begin in November
- ☐ Use of Zoom as a tool to increase access and promote equity

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.