

**First Unitarian Church of Oakland  
Board of Trustees Meeting Minutes**

February 25, 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, Tara Noone, Michael Rothhammer, Steve Thomasberger, Dan Wright

**Absent:**

**Guests:** Bev Smrha, Bill Blakely, Kris Wedding Crowell (Process Monitor)

**Timekeeper:** Dan

**Readings:** ALL

**Snacks:** Dick

Time	Duration	Item	Name	Minutes <b>(Motions in Bolded Blue)</b>
7:00	15 min.	Open Comment Period (if there are guests)	Members and Friends Up to 3 minutes each	Bill reported one of our pledging units, a couple, will revisit their pledge in 6 months  Question about sharing the “plate” and response from Rev. Soto <i>(Note: to be taken up by Program Council at next meeting)</i>
7:10	5 min.	Chalice Lighting and Opening Reading <i>Soul Medicine</i> by Suzanne Meyer	ALL	
7:20	5 min	Pass around Board Duties Chart	Rinda	<b>Steve made a motion to approve Consent Agenda.</b>

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		<b>Consent agenda (action) and actions taken since previous meeting</b> -Approved January 2020 minutes -Received various reports <b>-(action)</b> Motion to accept Janet McFarland's application for JTW <b>-(action)</b> Board Annual Meeting Report <b>-(action)</b> Motion to approve the changes to Rev. Foran's affiliated minister agreement.  -Motion to approve the consent agenda and receive February reports		<b>Dick seconded. Approved</b>
<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>				
7:25	5 min.	<b>Minister's Report</b> <i>(See their report)</i>	Rev. Soto	-Rev. Theresa shared a story about "feelings" and discussing "hard stuff".
7:30	10 min	<b>Break / Snacks</b>	Dick	
7:40	5 min.	<b>Priority # 4, Stewardship</b> <i>(*See report)</i>	Hester, Champion	Hester made the points that we are too dependent on a small number of pledgers/pledging units and need to start Stewardship much earlier in spring.
7:45	10 min	<b>Priority # 1, Financial Clarity and Health -</b> -Confirm the approved 2020 budget in light of Stewardship results, with Clarabelle funds added.  -Contents of the Finance Report for	Hester, Champion Steve, Operations Team	\$224,400 'cash on hand in Operations Bank Account" \$227,000 combined cash on hand in Ops and facilities bank accounts  -Lack of clarity without "closeout" from 2019 operations budget. Request for treasurer to come back to Board with a <u>finalized</u> 2019 "income vs. actuals". Without this it

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		Annual Meeting? Will be written by Operations and Treasurer but any board input?		<p>is not possible for the Ops Team or Board to determine how to close the gap between projected expenses for 2020 with projected revenue.</p> <p>-Talking to Facilities manager on prioritizing building expenses and increasing revenue from rentals</p> <p>-Endowments funds earmarked for preserving building can and should be used for building expenses</p>
7:55	15 min	<p><b>Priority # 6, Strategic Planning</b> (See Reports)</p> <p>-Update - annual meeting planning - Dan</p> <p>-Learning Goals zoom meeting - Rinda</p> <p>-Bylaw amendments</p> <p>-Youth member?</p>	Rinda, Champion	<p>-Discussion of moderator (candidate for Board)</p> <p>-Bylaws: Wording on who is eligible to vote at Annual Meeting</p> <p>Article 5, Section 9 Consensus to propose striking the word “preceding” will be put to vote at annual meeting</p> <p>-Article 7, Section 5 Rewrite the duties of the treasurer. Rinda will work with Hester and the Operations Team to wordsmith this Bylaw to put to a vote at the annual meeting</p> <p>-Piloting for one year of a youth member being a Board member. Other churches have this individual be a voting member. The member would be in addition to the members stipulated in the by-laws. Rinda will talk with the youth to see if they would like to participate</p> <p>-Learning goals and strategic planning will be on agenda for Board retreat in March</p>

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8:10		<b>Priority # 3, JTW Assessment</b> (exact title TBD) - (*See report)	Dan, Champion	
8:10	15 min	<b>Priority # 5, Policy Governance transition</b> (See reports)  -Operations Report	Rinda and Steve, Champions	
8:25	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	
8:35	10 min	<b>Housekeeping</b> -RACI review (Steve)	ALL	<p>-Next meeting agenda items (Rinda)</p> <p>-Calendar review - duties/events for Board participation in the coming month: Annual Meeting on March 15, new board orientation retreat March 21, March board meeting March 31.</p> <p>-Shared Plate policy was sent to Justice Team</p> <p>-March 21st Board retreat from 9:00-3:00. Rinda, Dan and Rev. Theresa will work on agenda, content. Agenda will include orientation for new members and goal setting for new year</p>
8:45	5 min.	Process monitoring	Kris Wedding Crowell	
<b>Executive Session including Reverend Soto</b>				

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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 (Operations)
- ☐ Use of Zoom as a tool to increase access and promote equity

### **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?