

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

March 31, 2020, 7:00-9:30 p.m. Meeting held online via ZOOM

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, Alanna Kelly, Meri Lane, Kathy Radez
Absent: India Miller-Morton
Guests:

Timekeeper: Tara Noone **Readings:** Dan **Snacks:** every person for themselves!

Time	Duration	Item	Name	Minutes (Motions in bolded blue)
7:00	15 min.	Open Comment Period (if there are guests)	Members and Friends Up to 3 minutes each	We did not open this meeting to congregants as guests, but we will for the April meeting and following.
7:00	5 min.	Chalice Lighting and Opening Reading	Dan Wright	

3.31.2020 BoT Meeting Minutes

7:05	15 min	Thanks and appreciation and ritual of release for outgoing Board members Dick Bailey and Michael Rothammer	Tara Noone, Rev Soto	Our outgoing members were thanked and celebrated.
<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>				
7:20 7:25	5 min 10 min	<p>Pass around Board Duties Chart - opening and closing <u>readings</u>, <u>timekeeper</u>, Chalice Chatter <u>article</u>.</p> <p>Consent agenda (action) and reporting actions taken since previous meeting</p> <ul style="list-style-type: none"> -Approved February 2020 minutes -Received various reports (listed at right) -Voted to appoint Kathy Radez, Alanna Kelly, Meri Lane as "Acting" board members, and India Miller-Morton as Youth Member (under a pilot project) on 3/20/20. -Board member: <i>Motion to approve the consent agenda and receive March reports</i> 	<p>Rinda (via google docs)</p> <p>Rinda</p>	<p>Rinda will share the Duties Chart offline. The form will be pre-slotted with your names. If you cannot fulfill that task on that week, please work with someone to switch.</p> <p>Reports submitted and received by the Board for this meeting:</p> <ul style="list-style-type: none"> -FUCO 2019 Financials: Balance Sheet, Income and Expense -Goal #1 (Financial Clarity) -Minister's Report Rev. Prud'homme -Minister's Report Rev. Soto <p>Steve - Motion to approve the consent agenda and receive March 2020 reports.</p> <p>Dan - second.</p> <p>Approved unanimously.</p>
7:35	10 min.	Minister's Report	Rev. Soto	Rev. Soto reviewed the church response to the COVID-19 Virus and took questions and comments.
7:45	20 min	<p>Board Orientation and housekeeping continued</p> <p>-Board Officer Election</p>	Rinda	<p>The following nominations or self-nominations were made:</p> <p>President: Rinda Bartley</p> <p>Vice-President: Kathy Radez</p>

3.31.2020 BoT Meeting Minutes

		<ul style="list-style-type: none"> -India Mentor -Basecamp and Google Drive access -Follow-up items from March 28 meeting on policy governance? (Goal #5) 		<p>Secretary: Dan Wright Co-Treasurer(s): Hester Green, Meri Lane</p> <p>Dan: Move to elect this slate as this year's officers</p> <p>Steve second</p> <p>Unanimous approval without discussion Action item: schedule officers meeting for April Postponed consideration of mentor for India. Steve to contact Michael about google drive access. Everyone is asked to use Basecamp training material. Steve suggested we establish more process around use of Basecamp vs. email, i.e. discussions must happen in BaseCamp for transparency and ease of recalling and reading them.</p>
8:05	30 min	<p>Goal # 2, Ministerial Transition EXECUTIVE SESSION</p> <p><i>Role of COSM, current members and projects, next steps, relationship to the Board. (see current Charter of COSM*)</i></p>	Rev. Soto	<p>Motion: that the Board place the COSM on hiatus until the 2020-2021 church year so that the board may consider models for a new charter and mission for the committee with the goal of having a new charter in place when the committee reconvenes. The board will form a task force to consider ministerial sponsorship during the hiatus.</p> <p>Moved: Dan Second: Alanna. Passed unanimously.</p>
8:35	5 min	BREAK	ALL	
8:40	30 min	<p>Goal # 3, JTW Assessment</p> <p><i>Role of JTW, current membership and projects, next steps and and Relationship to the Board (see JTW Charter*)</i></p>	Dan and Kathy	<p>Movement of First Sundays to a full-Sunday event - major project after publishing the Assessment. 4 members: Noemi, Wes, Dennis, Janet. Kathy just stepped down, Wes will stay on. JTW Team will support Board in envisioning</p>

3.31.2020 BoT Meeting Minutes

				<p>what accountability might look like. JTW would benefit from being invited to a collaborative visioning session. Relationship to Right Relations (a committee not yet formed)? Needs clarification of role and review of charter. The enthusiasm around First Sundays could be a springboard for getting more members. Ideas: Focus on decentering whiteness in our church. Look at the previous plan, mine what is useful. Perhaps we consider what action to take as part of a regular process of charter review that allows ongoing development of the relationship. Dan will request time on the next MAC (Multicultural Advisory Committee) meeting agenda to share this conversation and ask their thoughts.</p>
9:10	5 min	Goal # 1, Financial Clarity and Health - Verbal report (Operations Team)	<i>Hester, Champion Operations Team</i>	<p>No rental income at the moment; no plate collections. Online giving will need to be used by the congregation; regular reminders and instructions are being provided. Operations Team estimates a \$16-35K reduction from loss of rental income. Some budgeted items are not being used (delayed hiring of the Office Manager). 2019 financial documents are available on the shared drive for Board review.</p>
		Goal # 4, Stewardship	<i>Hester, Champion</i>	<p>Hester would like a co-champion (or at least someone who can help with the high-profile, leadership facets of the project for stewardship).</p>
		Goal # 5, Policy Governance transition	<i>Rinda and Steve, Champions</i>	

3.31.2020 BoT Meeting Minutes

		Goal # 6, Strategic Planning	<i>Rinda, Champion</i>	
9:15	5 min	For the Good of the Order (questions, brief planning, items outside of the 6 Goals, spontaneous items, items pulled from consent)	ALL	
9:40	10 min	Housekeeping -RACI review (Steve) -Next meeting agenda items (Rinda) -Calendar review - duties/events for Board participation in the coming month.	ALL	Steve will cull action items from the minutes for the RACI chart. RACI = Responsible, Accountable, Consulted and Informed Next Board meeting - Tues. April 28, 7:00 p.m. Schedule final orientation mini-retreat on Strategic planning (Learning Goals) and Board Goal planning (and assigning Champions) and process agreements, liaison and champion positions - Saturday April 18, 10:00 - noon confirmed. OPERATIONS TEAM has volunteered to collect contingency plans E.g. for Rev. Theresa if unavailable: colleagues and regional staff help; share recorded services of Rogue Valley OP team will discuss possibility of a targeted fundraiser for accompaniment team family.
9:50		EMERGENCY/CONTINGENCY PLANNING		
9:55	5 min.	Process monitoring	Noemi	
10:00		Closing Reading and Adjourn	Dan	

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

3.31.2020 BoT Meeting Minutes

Bike Rack Items

- ☐ Church 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
- Policy prohibiting hiring church members as employees
- ☐ **Shall we go to year-round pledging?**