

First Unitarian Church of Oakland Board of Trustees Meeting Minutes

April 28, 2020, 6:45-9:00 pm, using 'Zoom' Meeting Software

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, Hester Green, Steve Thomasberger, Dan Wright, Alanna Kelly, Meri Lane, Kathy Radez, Tara Noone,

Absent: India Miller-Morton.

Guests: Charlotte Dickson, Dennis Rowcliffe (process monitor)

Timekeeper: Hester **Readings:** Kathy **Comm. facilitator:** Meri

Time	Duration	Item	Name	Minutes (Motions in bolded blue)
6:45	15 min.	Open Comment Period (if there are guests) <ul style="list-style-type: none">- Open to members or friends- Up to 3 minutes each- Question, comment, feedback, ideas- Board will listen, record contributions and follow up as needed- Guests are invited to remain in the meeting as observers. Please mute your microphones.	Meri Facilitate Dan “keep the stack”	No guests commented during the open comment period.
7:00	5 min.	Chalice Lighting and Opening Reading	Kathy	

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

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<p><i>"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>				
7:05	5 min	Board Duties this month - Chalice Chatter April article - Rinda	Rinda	Rinda showed the board duty chart for the May meeting, Alanna will be timekeeper, Dan will share opening and closing readings, Hester will be the Communication Facilitator and Kathy will write the Chalice Chatter article for the Board.
7:10	10 min	Consent agenda (action) and reporting actions taken since previous meeting - Approved March 2020 minutes - Received various reports: - Minister's Report from Rev. Prudhomme - Minister's Report from Rev. Soto - JTW Liaison Report - Financial Clarity (Goal #1) Narrative Report - Operations Team Report - Voted online to approve application for Payroll Protection Plan loan. I move that the board approve the application by the Executive or Treasurer to procure a loan on behalf of First Unitarian Church of Oakland pursuant to the Paycheck Protection Program under the Coronavirus Aid, Relief, and Economic Security Act. Motion by Meri, seconded by Alanna. unanimous approval. - Board member: Motion to approve the consent agenda and receive March reports	Rinda	Steve wants to pull the process agreements out of the consent agenda. They will be discussed during the good of the order. Steve asks to pull the JTW liaison report because it asks a question. Rinda pulls the Operations Team Report so we can discuss the question why fund-raising is not included in Operations Team responsibilities Approval of the consent agenda was moved by Kathy, seconded by Tara. Passed unanimously. Because there was time, we had discussion about process agreements #7: Steve suggests retreat in fall rather than January for one of the two retreats makes sense. Rinda will change wording and allow for adjustment based on needs. Further discussion of Board Process Agreements was postponed until Good of the Order.
7:20	10 min.	Minister's Report	Rev. Soto	Transition team re: Rev. Sheri (who will leave her

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				<p>position as Asst. Minister for Faith Development in June 2020) regional staff, operations team and Pastor Theresa. Process being created now and will be reported on at the May meeting.</p> <p>From the Operations team report, question about why the operations team is not responsible for fund-raising. Discussion: one of the ways the last pledge cycle went...when there was a shortfall, the question of what to do was raised with Pastor Theresa and the operations team; what if they were involved from the start? Also (Pastor Soto): Clarifying what fund-raising means in the system. Who are the stakeholders vs. who are the people doing the work.</p> <p>Rinda suggests a concrete proposal from the Operations Team we can use to drive discussion of where responsibility should sit for the pledge drive.</p>
7:30	45 min.	<p>Exploration: Churchwide Learning Goal selection for church year 2020-21.</p> <p>(and assignment of board Champions when appropriate)</p> <p>Summarize learning goal process (i.e., Understanding what we're talking about - are we doing learning goals, or strategic planning, or prioritizing? Continuing last years "champions" versus starting fresh?) (5 min)</p> <p>Reiterate our ends, mission, covenant</p> <p>Summarize Google brainstorm document</p>	Kathy	<p>Kathy introduced the discussion topic based on "learning strategies" framework presented by Rev. Soto at our April mini-retreat. Meri and others expressed confusion about the question presented and the various documents circulated to the board. After further discussion and input from Rev. Soto, we agreed on a common understanding of "learning strategy" as a plan for where we are going as a board, centered into a collective learning process. Per Rev. Soto, "we can't get this wrong."</p>

		<p>Open brainstorming and clarification (20 min)</p> <p>Use “sweet spot” to help prioritize/narrow/select (20 min.)</p>		<p>The group moved on to brainstorming ideas for what we as a board and congregation want to spend the next 12 months working on.</p> <ul style="list-style-type: none">- Kathy reviewed the ideas already expressed by the group in our shared google document (here)- Steve clarified his suggestion about centering our work on our vision, mission, and covenant.- Meri is interested in how we respond to crisis, how we make our choices vis a vis our mission. Rinda agreed, adding that this situation presents an opportunity to assess what we like and don't like about ourselves and to take a hard look at our mission and vision and how they serve our congregation during this time and as we regather.- Alanna feels our antiracism work serves our white congregants more than our congregants of color and this may be why we don't have more congregants of color. She wonders if we can create space for congregants of color that is outside the white gaze and white process. Hester agreed, tying this back to the JTW assessment.- Tara expressed interest in educating the church on governance structure and workshop an issue through it to educate congregation on clear paths.- Pastor Theresa noticed all our ideas were useful to our congregation: “right down the middle.”
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				The group agreed that the shared google document, with the additional suggestions noted above, provided a useful “universe” of potential learning goals. Kathy, Steve, and Alanna agreed to draft a learning goals proposal based on these ideas and to present it to the board at our next meeting.
8:15	5 min	BREAK	ALL	
		Goal #2, Ministerial Transition	Tara, Champion	
		Goal # 3, JTW Assessment	Dan, Champion	
		Goal # 1, Financial Clarity and Health -	Hester, Champion; Operations Team	
		Goal # 4, Stewardship	Hester, Champion	
		Goal # 5, Policy Governance transition	Rinda and Steve, Champions	
		Goal # 6, Strategic Planning	Rinda, Champion	
8:20	5 min	For the Good of the Order (questions, brief planning, items outside of the 6 Goals, spontaneous items, items pulled from consent)	ALL	Process agreements: see above re. Retreat timing; also there was a written comment suggesting email checks every-other-day and watching for texts on urgent items.

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				<p>Kathy moved to approve process agreements; Tara seconded. Unanimously approved.</p> <p>Ops report: we need more clarity on fundraising</p> <p>JTW: request to review charter and timing -- turn this back to JTW: what makes sense re. Reviewing or revising the charter.</p>
8:25	15 min	<p>Housekeeping</p> <ul style="list-style-type: none"> - RACI review (Kathy) - Next meeting agenda items (Rinda) - Calendar review - duties/events for Board participation in the coming month 	ALL	<p>RACI review (by Kathy):</p> <ul style="list-style-type: none"> - Steve: proposal for situating fundraising within OT - Kathy/Alanna/Steve: discuss learning goal and present to board at next meeting, alongside existing goals to continue forward - Steve: circulate executive policy document - Dan: follow-up with JTW about possibly reviewing or revising their charter as well as timing for that project. - All: think about who might be able to join the stewardship campaign (see request from Hester in basecamp) <p>Next meeting agenda items:</p> <ul style="list-style-type: none"> • Learning goals continued • Fundraising proposal • Finance report and discussion • Rev. Sheri transition and celebration • Stewardship <p>Calendar review</p> <ul style="list-style-type: none"> • Last weekend would have been Rev.

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				<p>Soto's installation. We'll do this when we're back together in person.</p> <ul style="list-style-type: none"> • May 30 would have been our gathering to celebrate Michelle Ma's ordination -- it will be virtual and on May 31.
8:40	10 min.	Process monitoring		<ul style="list-style-type: none"> • Successful discussion of important issues, including managing shortcomings of virtual meetings • Note that process monitor missed 8-8:15 due to technical difficulties • Prompt to make realistic commitments and commit to process agreements -- both seem very promising • Nothing untoward in process. No one dominated the discussion. Guidance provided to stay focused when conversation strayed, and that worked well • Appreciated discussion about bringing people of color into the decision making process and keeping that challenge front and center at this meeting (perhaps at every meeting) • Cmt from Steve: emphasis on policy over details is something we've been working toward <p>JTW charter revision comment from Dennis: last JTW meeting discussed that topic. Status is under development; we weren't working with a recent charter, but only 15 year old document.</p>
8:55	5 min	Closing Reading and Adjourn	Kathy	

NEXT MEETING Tuesday May 26, 2020 6:45 p.m. for open comments from guests, 7:00 regular meeting begins.

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

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** prohibiting hire of church members, except under certain circumstances
 - **Policy around** financial support for community organizations, e.g., Boost
- ☐ **Shall we go to year-round pledging?**

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.