

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

June 28, 2020, 12:00-2:30 pm, 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

<b>Present:</b> Rinda Bartley, Hester Green, Tara Noone, Steve Thomasberger, Dan Wright, Alanna Kelly, Meri Lane, Kathy Radez, <b>Absent:</b> India Miller-Morton., Rev. Theresa Soto <b>Guests:</b> Stefan Schneider, C.L. Page, John Shinnick, Leslie Brandt, Kris Wedding-Crowell, Jodie Mathies, Noemi de Guzman, Janet McFarland, Bev Smrha, Laurel Egenberger, Judith Hunt	
<b>Timekeeper:</b> Meri <b>Process Monitor:</b> Kris	<b>Readings:</b> Steve <b>Communication Facilitator:</b> Tara

Time	Duration	Item	Name
12:00	15 min	Open Comment Period	<i>Rinda/Meri</i>
Comments: Question from Janet. What's going on with the possibility of replacing Rev. Sheri? (response not captured) Bev reported that she attended an in-person justice team working group meeting in a yard, implementing social distancing. Question C.L. Page: will the Pastor (Reverend Soto) take the customary vacation this summer? (Rinda answered that the Pastor plans to stay on until we are meeting in person again, restructuring their study leave time for shorter periods of absence. This information is also in Rev. Soto's June Minister's Report). Stefan reported on two items: first, an outside, social-distancing worship (flower communion) which from his perspective (facilities manager) went very well. Second, among the other delayed maintenance items he has been able to perform, he has begun sanding and staining the doors on the Castro side of the Church. Rinda commented that Stefan and Frank have been able to do a lot of deferred maintenance during this time when no one is in the building. Rinda asked visitors: What church events / activities / work have you participated in during the past month that have been			

06.28.2020 BoT Meeting Minutes

<p>meaningful to you? Stefan's reply: zoom calls with the Crescendo Choir and with Joyful Noise on alternate weeks. They check in and sing. Laurel attended the women's retreat yesterday, and expressed gratitude for the organizers. Kris Wedding-Crowell commented that it's nice to know the community is still around, that there are events they can attend; and is glad that her daughter was included in a worship. John Shinnick gave a shout out to Mary Foran for helping with a training that the Pastoral Associates are taking part in as a group. Laurel wants the Board to consider recording meetings since the technology allows it. Someone commented that all attendees need to approve recording of the session. Leslie requested that the Board conduct a Congregational meeting online, and offered to share a resource about doing Congregational meetings online.</p>			
12:15	5 min.	Chalice Lighting and Opening Reading	Steve
<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>			
12:20	5 min	Board duties this month - Chalice Chatter June article - Alanna	Rinda
<p>Rinda suggests Alanna and Kathy get together to create an article. Dan offered to help. Alanna asked what can be included and what is the target word count. Noemi offered that there's no limit but to have it read, it must be short. It may be shared among Board members for editorial review before being submitted. Rinda suggests that the fact the minutes now get onto the website quickly after having been approved can be mentioned.</p>			
12:25	10 min	<p><b>Consent agenda (action) and reporting actions taken since previous meeting</b></p> <ul style="list-style-type: none"> <li>- Approved May 2020 minutes</li> <li>- Received: <ul style="list-style-type: none"> <li>- Operations Team Report June 2020 (Steve Thomasberger)</li> <li>- Minister's Report (Rev. Soto)</li> <li>- Budget Analysis With Requested / Proposed Revisions (Finance Team)</li> <li>- Financial Clarity and Health Narrative Report</li> <li>- Learning Goals Team Report</li> <li>- Stewardship Team Roles Analysis</li> </ul> </li> </ul> <p>Board member: <b><i>Motion to approve the consent agenda and receive April reports</i></b></p>	Rinda

<b>Alanna moved to approve the consent agenda. Hester seconded. Approval was unanimous.</b>			
12:35	10 min.	<b>Minister's Report</b>	<i>Rev. Soto</i>
Rev. Soto is not present to present their report. Steve has a comment on Rev. Soto's installation: Can we close off part of the street in order to have an in-person installation? <b>Action item:</b> Relate this to the installation committee. Rinda confirmed that the shift in Rev. Soto's time off does not affect their compensation. She also expressed gladness in reading about their intention to drive ahead on creating a right relations team. Hearty congratulations were offered to Reverend Soto for recent accolades and contributions to the UUA by several Board members.			
12:45	10 min	<b>Operations Report</b>	<i>Steve, Rev. Soto</i>
Tara has a question about the financial management section: Jodie's report of \$60,000 increase in pledge revenue. (Jodie's answer: \$60,000 is the increase from a prior estimate, NOT the increase from the original pledged amount for 2020). Steve commented that many items in the Operations Team (OT) report are the OT becoming more clear on what they have authority to decide upon and what the Board needs to decide upon. Regarding the handbook revision, the OT thought it had the authority to make the handbook revision and simply inform the Board rather than request the Board to make the change. Executive policies: OT is going to review the policy regarding the use of the Church name. He noted that they consider this a policy that the OT may review and even change without Board approval.			
12:45	25 min	<b>Goal #1 Financial Clarity and Health</b> <b>- Revision of 2020 adopted budget</b>	<i>Hester, Meri, Finance Team</i>
Rinda: awesome work by the finance team in working with the Board and working on the analyses. Jodie introduced the analysis / spreadsheet. Column D / G... 2021 back of the envelope guess about income and expense as well, so we can be aware of the fact that our deficits will continue. The Finance Committee recommends not to deplete our reserves in the first year. There is detail about Trust income, a budget detail sheet from the bookkeeper using the new chart of accounts. Thursday evening some of the Board met and made some preliminary decisions (to be ratified by the full Board) postponing hiring of membership coordinator, not staffing the temporary employees in fall such as the childcare assistant, reductions in such office expenses as office supplies, IT support, and internet costs; possibly reaping savings from a pared back installation / ordination; and from facilities budget, eliminating some extra custodial support and facilities supplies. All told about \$30,000. The UUA dues fair share is close to \$28,000. The Board voted to direct the OT to pay only half of the dues now, and to review our contribution in October. Summer pastoral minister expenses: the budget proposal includes only half what was originally budgeted for 2020. Steve asked: do 2020 wages include associate minister for fall? Answer (Jodie): Yes it includes a 50% minister starting in September. Steve: where exactly are the facilities savings? Answer (Jodie): Rather than go into detail during the meeting, Jodie explained that some administrative and facilities budgets had been mixed up. Now they've been sorted, the Board can review the 2020 Detail Budget tab to show why those numbers do not look as expected when comparing to the changes we considered on Thursday. Rinda: a show of hands should be sufficient to get the sense of the Board on approving the changes considered on Thursday evening.			

Rinda: a smaller group is to work with Rev. Soto and the Operations Team more deeply on changes to personnel duties and future needs. Rinda: reviewed the available reserves: the PPP loan funds of \$60,000, an operating reserve of \$37,000 and money added to the operating endowment two years ago (\$63,000). Rinda prefers depleting the aforementioned reserves by no more than ¼ during this calendar year. Dan suggested that the OT might have power to make the changes to spending that we had tentatively approved Thursday; Rinda replied that budget changes still ultimately need to be approved by the Board. Steve remarked that ¼ of the funds mentioned is somewhat less than \$40,000, compared with a projected deficit for 2020 of \$49,000.

Rinda asked for volunteers to work with Rev. Soto on staffing decisions. Dan volunteered to take part. The conversation will require using the lens of mission & vision so that the staffing decisions can be made not just from a financial standpoint. Kathy Radez volunteered, available 2 hours per week for the next 2-3 weeks but probably no more. We'll vote on a package in July after receiving input from the small Board / OT team working on personnel.

1:20	5 min	<b>Break</b>	
1:25	10 min	<b>Exploration: Churchwide Learning Goal selection for church year 2020-21. (and assignment of board Champions when appropriate)</b> <ul style="list-style-type: none"> <li>- Presentation by working group of learning goal proposal</li> <li>- Motion to adopt the learning goal</li> <li>- Discussion and possible vote</li> <li>- Understanding the proposal</li> <li>- Which of the existing goals should remain active as stand-alone goals or embedded into one of the ends statement teams?</li> <li>- Existing goals include <ul style="list-style-type: none"> <li>- #1 Financial Clarity and Health</li> <li>- #2 Ministerial Transition</li> <li>- #3 JTW Assessment</li> <li>- #4 Stewardship</li> <li>- #5 Policy Governance Transition</li> <li>- #6 Strategic Planning</li> </ul> </li> </ul>	<i>Alanna</i>

Introduction (Alanna): After the Board studied the concept of Learning Goals, a small group (Kathy, Steve, Alanna) presented a proposal for moving forward with learning goals for this year at the May Board meeting. That proposal was accepted by the Board at the May meeting. The vision is orienting ourselves based on our ends statements, e.g. what will Board projects look like if they are chosen only if they fit well into our ends (shaped by using the lens of our Ends?)? Evolving from last year's six goals to this will be a process. Moving forward, these three teams will 'champion' the Board's goals. Rather than champion reports, the Board would receive team reports from the three teams (Transformation within,

<p>Transformation among, Transformation beyond these walls). Kathy added that regarding Board decision-making, once we self-select into teams, a Board member may look at questions before the Board using the lens represented by that particular team's End, incorporating it into decision-making. The teams are not expected to be able to totally isolate any of these ... they are interdependent and inform one another. Dan: who makes up the Teams, Board members only, or a wider group? Alanna answered: Team membership for now is Board members only. Alanna offers to commit to approaching people individually to get our commitments to one or another of the Teams. Everyone gave thumbs up to that. Rinda suggests policy governance fits into transformation among. By July we should have some volunteer team members. Teams are encouraged to meet.</p>			
1:40	15 min	<p><b>Proposal for Stewardship Committee</b></p> <ul style="list-style-type: none"> <li>- Presentation of a straw man list of roles, responsibilities and interactions of various groups (Board, Stewardship Committee, Finance Committee, Operations Team, staff)</li> </ul>	Dan
<ul style="list-style-type: none"> <li>- Dan presented a draft "roles and responsibilities" document summarizing research regarding where stewardship tasks and accountability will live between stewardship team, board, finance team, operations (including staff) and membership.</li> <li>- Question for discussion: Is this useful as a working document to understand our stewardship program and how it links various entities (stewardship team, board, finance team, operations (including staff) and membership)?               <ul style="list-style-type: none"> <li>- Alanna: would be interested in information about who is on the current stewardship team and whether anyone is interested in staying on in that role?</li> <li>- Rinda: in the past, we've had staggered teams to provide some continuity -- this needs to be re-established as an ongoing team. Right now, we're in a position of starting from scratch each year.</li> <li>- Hester: Bill Blakely intends to provide some suggestions for who might be good to tap for this year's stewardship team</li> <li>- Tara: charge stewardship team with creating an evergreen calendar; create plan for staggered two-year terms (Dan notes that we do have existing documentation/plans from past campaigns)</li> <li>- Steve: goal for this year should be clarity in terms of pledges -- we should be clear that people are pledging (with monthly/recurring donations) so we don't again have the type of uncertainty we had to address over the past few weeks</li> <li>- Kathy: action item: create shared doc with prospective invitees; invite JTW, others as appropriate to review and add suggestions</li> </ul> </li> <li>- Process suggestion/Action items:               <ul style="list-style-type: none"> <li>- Rinda: Revise document with input from finance/operations; circulate current membership list with contact information</li> <li>- Dan to create a shared document of possible stewardship team members; pull additional documents and create invitation to stewardship</li> <li>- All: Each contribute names to shared document, to be reviewed by JTW, minister, others as appropriate</li> <li>- All: when introductory materials are ready, we'll each make calls to identify 8 members (1 each) for stewardship team</li> <li>- We named a goal of having 8 volunteers to staff the Stewardship Team by the July meeting</li> </ul> </li> </ul>			

2:10	10 min	<b>Discuss Board Policy document recreated from paper copies</b>	Steve
The deleted section on executive (deleted when the Executive Team was disbanded) was re-added in 2019 since there is again an Operations Team. Rinda suggests that the schedule of reports should be reviewed by the steering committee at each Steering Team meeting to request reports well ahead of due dates. Dan will clean up the document and post on the website after final review by the board.			
2:15	10 min	<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)  <u><i>These are pending items for board action, to be considered when setting goals for the year:</i></u> <ul style="list-style-type: none"> <li>- JTW report - clarity needed in charter?</li> <li>- Ops report - fundraising location? Future item</li> <li>- Board member contact information</li> <li>- COSM reconstitution</li> <li>- RE Leadership hiring process</li> <li>- UUA recommendation for virtual operation one year - what does this mean for us?</li> <li>- Stewardship</li> <li>- Policy writing and revision</li> </ul>	ALL
Action item: Kathy will contact Leslie about resources to help decide whether / how to have an online Congregational Meeting. Action item: The question of whether to conduct a congregational meeting online should be added as an item for next month's meeting.			
2:20	10 min	<b><i>Housekeeping</i></b> -RACI (indicates who is <b>Responsible</b> , <b>Accountable</b> , to be <b>Consulted</b> , to be <b>Informed</b> ) [RB] review (Kathy) -Next meeting agenda items (Rinda) -Calendar review - duties/events for Board participation in the coming month (all)	ALL
Kathy went over the new RACI chart. Everything on the old RACI chart has been finished. Next agenda - Budget adjustment package, question of online Annual Meeting, possibility of COVID-safe Installation this year. Action item: Dan will contact Noemi to learn how the Board can take responsibility for sending the Board Meeting invitations to interested Congregation members.			
2:30	5 min.	Process monitoring	Kris

2:35		Closing Reading and Adjourn	Steve
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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

- ☐ 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.