

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

November 24, 2020, 6:45-9:15 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

Present: Rinda Bartley, Hester Green, Meri Lane, Rev. Theresa Soto, Steve Thomasberger, Dan Wright, Kathy Radez, Debby Kaplan, Emily Stoper, Alex Haider-Winnett Absent: Guests: Bill Blakely, Stefan Schneider, CL Page, Beverly Smrha, Kris Wedding Crowell	
Timekeeper: Hester Process Monitor: Kris Wedding Crowell	Readings: Kathy Communication Facilitator: Meri

Time	Duration	Item	Name
6:45	15 min	Open Comment Period All members and friends welcome. 3 minutes per speaker.	<i>Meri and Hester</i>
Action item: CL would like a link to join the list serve. [Secretary does not have CL Page's email address so cannot send a link] Bev: thanks the Board for the packets available each time. The financial information helped the Justice Council to have their discussion. Rinda: Appreciates the ability to step back to take care of other matters while other Board members to pick up slack. Rinda will be here only until 8 pm.			
7:00	5 min	Chalice Lighting and Opening Reading	<i>Kathy</i>

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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 Friday 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.

2019-20 goals/priorities included: <ul style="list-style-type: none">- #1 Financial Clarity and Health- #2 Ministerial Transition- #3 JTW Assessment- #4 Stewardship- #5 Policy Governance Transition- #6 Strategic Planning		2020-21 goals/priorities include: <ul style="list-style-type: none">- Financial clarity and health - Hester- Rev. Soto installation - Debby- Stewardship - Rinda and Dan for now- COSM reconstitution - Emily- Learning goals (within, among, beyond) - Steve- Policy review and revision:<ul style="list-style-type: none">- Review and revise existing policy on the management of endowments - Hester and Meri- Review step-back policy with respect to corporate obligations - Kathy	
7:05	5 min	Board duties this month <ul style="list-style-type: none">- Chalice Chatter Board News & Notes Article<ul style="list-style-type: none">- November: Steve- December: Meri	Rinda
7:10	10 min	Consent agenda (action) and reporting actions taken since previous meeting <ul style="list-style-type: none">- Approved October 2020 minutes Received: <ul style="list-style-type: none">- Operations Team Nov. 2020 Report- Stewardship Team Progress Report- Financial Reports YTD 9-30-2020- Financial Clarity and Health Update- 2020 Annual Meeting Minutes	ALL

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		- Ministers Report Nov 2020	
		Board member: <i>Motion to approve the consent agenda and receive November reports</i>	
Online motion passed since the last Board meeting: I move that we accept October Board Meeting Minutes. Moved by Dan Wright. Seconded by Hester Green. Unanimously approved. Motion to approve the consent agenda and receive November reports: Emily moves, Hester seconds. Approved unanimously.			
7:20	15 min.	Minister's Report	Rev. Soto
<p>Thank you Finance Team for work organizing and preparing to move forward.</p> <p>A new Education position is desired for Environmental Justice. The time frame for hiring an environmental educator is gentle. Questions: What would the environmental educator do? Children's worship, adult worship, and an exploration outside of worship monthly. There are designated funds for environmental justice. Is that available for funding this position? Are a job description and compensation available? Yes those should be available. \$150 per month for three months. Our purpose includes getting us as a Congregation prepared for a values discussion around acquiring solar panels.</p> <p>Are there internal people who might be willing to do this? Alex: Amy Carlson might be a great candidate. Seminarians or former seminarians that have time for it might be excited to engage in this work. Can young adults and youth be engaged in this work? The plan is to engage all age groups. With the right support, they can be very involved. We want to be clear that buying something at the store does not constitute environmental justice.</p>			
7:35	15 min.	Executive Session	
Motion: Approve the use of the ministerial internship fund for Piper Swim's ministerial field education for the period November 2020 through May 2021 for a total of \$ 3,500. Moved by Debby Kaplan, seconded by Dan Wright. Approved unanimously.			
7:55	0 min	Goal #1 Financial Clarity and Health	Hester
Please look at the revised financials. Thank you Hester for research, finding \$ 15,000 that is now correctly assigned to the general account.			
7:55	5 min	Operations Team Report	Steve, Rev. Soto, Hester
Highlights from the report: \$ 10,000 was found in a restricted account for Social Justice which allows us to become Genesis members and to			

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support the Interfaith Movement for Human Integrity. Team is currently looking at staff salaries, we included COLA in the draft budget. Pastor and staff have been looking at improving signage outside the church building. Re: Fellowship One, change is a lot of work. We will allow the Stewardship Team to start their work and then decide how to move forward with databases.			
8:00	10 min.	Consideration of the Operations Team Proposal for disbursement of the Beach Trust Gift	<i>Steve</i>
<p>The proposal was reviewed and the difference between the operating reserve and operating endowment was discussed.</p> <p>Motion: I move that we accept the proposal from the Operations Team on the distribution of the \$ 100,000 given by the Marilyn Beach Trust: \$ 10,000 for Donations outside our walls, \$ 10,000 for Musicopia, \$ 65,000 to the AHR Social Justice endowment, and \$ 15,000 for operating reserves. Meri seconded. Passed by unanimous vote of those present (Rinda had to leave before the vote).</p>			
8:15	5 min	Break	
8:20	20 min	<p>Churchwide Learning Goal selection for church year 2020-21: Transformation Within, Among and Beyond</p> <ul style="list-style-type: none"> - Share wisdom from recent activities <p>Champion: Steve</p> <p>Teams:</p> <ul style="list-style-type: none"> Within - Dan, Meri, Emily Among - Rinda, Kathy, Debby, Emily (Rinda, Kathy currently unavailable) Beyond - Steve, Hester 	<i>Steve</i>
<p>Emily will serve on the 'Among' group, since both Kathy and Rinda have not been able to contribute at this time.</p> <p>Steve speaks about what the Beyond group has heard in circles. Some spoke of group activities that are easy to join, such as planting trees in West Oakland.</p> <p>Emily speaks for Within group. There were three circles that discussed Transformation Within. One circle found the discussion to be spiritual. Another was uncomfortable talking about spirituality. The third found the topic of spirituality interesting and unthreatening. Two of the circles found transformation within being sparked by experiences among and beyond. Members of those two circles then participated in a discussion of transformation beyond.</p>			
8:40	0 min	Stewardship - - Year-round stewardship Progress Report	<i>Dan</i>

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Kathy noted that the report includes asking Board members to be prepared to make outreach phone calls to people that do not respond to the Stewardship email and Chalice Chatter announcements.			
8:40	10 min	For the Good of the Order (questions, brief planning, items outside of the 6 Goals, spontaneous items, items pulled from consent) <ul style="list-style-type: none"> - Assigning a liaison for the COSM - Assigning Board tasks - What response, if any, is required from people who've stepped back, with regard to voting, especially online unanimous voting? - Review Church Calendar for major events that deserve / need Board presence <p>Definition of "champion": A member who reports on projects at board meetings and tracks, reminds and communicates with team members regarding the project between meetings. The champion requests time on a board meeting agenda if needed, submits a written report, or both. A facilitator, in other words, or project manager.</p>	ALL
<p>Next month we will necessarily focus mostly on budget and the COSM reconstitution.</p> <p>Action item: begin a list of Board members to give welcome on Sundays</p> <p>Debby offers to pull together a proposal for use of the internship fund.</p> <p>If it's not clear to the Secretary whether a document sent to the Reports & Materials folder is an official document that is to be voted on and accepted as part of the consent agenda. Please make it clear to him what your intention is. For instance, if you put 'report' in the name, it will be considered something that needs to be officially accepted by the Board. Also, in general only those things that are part of the consent agenda will be published as part of the Board packet, unless you specifically ask the Secretary to include it.</p>			
8:50	10 min	Housekeeping <ul style="list-style-type: none"> - * RACI (indicates who is Responsible, Accountable, to be Consulted, to be Informed) - Next meeting agenda items (Rinda) - Calendar review - duties/events for Board participation in the coming month (all) - Review BoT meeting Calendar updated through May 2021 	ALL
9:00	5 min.	Process monitoring	
Who's in the room and who's not in the room; at least two different times in the meeting, Board members talked about who is not in the room and			

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how to engage and represent them. With each agenda item it was nice for it to be introduced with what the goal of the agenda item was.			
9:05	5 min.	Closing Reading and Adjourn	<i>Kathy</i>

Next Meeting Tuesday November 24, 2020 6:45 p.m.

* 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.
- **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

These are pending items for board action, to be considered when setting goals for 20-21:

- COSM reconstitution
- Policy writing and revision

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.