

First Unitarian Church of Oakland Board of Trustees Meeting Agenda

December 15, 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 Absent: Guests: Dennis Rowcliffe, Sarah Letson, Noemi de Guzman, Jodie Mathies	
Timekeeper: Emily Process Monitor: Dennis Rowcliffe	Readings: Dan Communication Facilitator: Rinda RACI chart: Meri

Time	Duration	Item	Name
6:45	15 min	Open Comment Period All members and friends welcome. 3 minutes per speaker.	<i>Kathy / Rinda</i>
No guest comments.			
7:00	5 min	Chalice Lighting and Opening Reading	<i>Dan</i>
<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 Friday of the month by informing the Steering Team of the topic/s to be discussed or decisions to be made. Order of</i>			

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<i>items will be rotated periodically.</i>			
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 - Kathy - 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	<u>Board duties this month</u> <ul style="list-style-type: none"> - Chalice Chatter Board News & Notes Article <ul style="list-style-type: none"> - December: Meri - January: Dan - Worship welcome 	Kathy
New process for writing Board updates: they are posted to a public folder and should be made available before the Board meeting. Worship Welcome: how is the script received? Pastor Theresa will make it available through the sign-up sheet. The welcome usually comes immediately after the chalice and black lives matter candle lighting in the order of service.			
7:10	10 min	Consent agenda (action) and reporting actions taken since previous meeting <ul style="list-style-type: none"> - Approved November 2020 minutes Received: <ul style="list-style-type: none"> - Minister's Report - Operations Report - Financial Clarity and Health Narrative December - December Stewardship Report - 2021 Budget Workbook (Discussion Only) 	ALL

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		Board member: <i>Motion to approve the consent agenda and receive November reports</i>	
Online motion passed since the last Board meeting: Motion: Approve November Minutes. Moved by Dan Wright, seconded by Hester Green. Passed unanimously. Motion: Accept the consent agenda. Moved: Meri Lane. SEconded: Emily Stoper. Approved unanimously.			
7:20	10 min	Minister's Report	<i>Rev. Soto</i>
<p>Recently some curiosity and motivation to talk about white exceptionalism. That will become part of worship experience in January.</p> <p>Administration: Gratitude for Operations team working with finance team. Budget workbooks, tracking, G/L investigation and beefing up Stewardship this year.</p> <p>Working with Program Council: resources need to be directed toward getting people to understand what its charter and mission is.</p> <p>Pastor Theresa will lead some facilitation trainings.</p>			
7:30	15 min	COSM Preview	<i>Pastor Theresa, Sarah Letson, Bev Smrha, Kathy Radez, Noemi de Guzman</i>
<p>Sarah Letson presents first. The name Committee on Wellbeing of Shared Ministries encompasses better the vision for the group. Extremely important to question structures that are or may be born out of white supremacy: hierarchy vs. power sharing, worship of the written word, et cetera.</p> <p>Group is asking for some clarification and change in bylaws if necessary. Is the COWSM a committee of the Board, or is it established by but independent of the Board? A hierarchical structure may not be necessary or prudent. What is the Board's accountability to COWSM (i.e. consideration of its recommendations)? No members of the Board should be members of COWSM?</p> <p>Pastor Theresa: relationship has been hard between COSM and congregation, COSM and minister, COSM and Board, Congregation and Minister. Healing requires recognizing that there is only one side, we are all on it.</p> <p>Question: regarding the relationship between COWSM and the Board. Would COWSM also evaluate / monitor the Board? Yes. What about how members are appointed? Suggestions include Pastor and Board conferring and agreeing on members. Question: what does equality between Board and COWSM mean? There are legal implications and fiduciary responsibilities / governance. Equal does not mean same role. Board still has the same function. The COWSM acts within the ends of the Church, but communication and work comes from relationship rather than direction. The Bylaws do not have mutuality in the relationship. How do we / do we formalize the mutual responsibilities? Traditionally, overseeing interns, sponsorship, conflict mediation. Do you foresee COWSM having any of those roles? Answer: Yes. For ministerial review, we have November 2021 a practice renewal. First one we turn in together will be February 2022. For interns / community ministers, yes. For conflict mediation, yes. It will take time to fold all of those things in. There are people ready and willing to join and learn the necessary skills.</p>			

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7:55	5 min	Break	
8:00	0 min	Goal #1 Financial Clarity and Health	<i>Hester</i>
8:00	10 min	2021 Budget Presentation	<i>Jodie, Hester</i>
<p>Presentation by Jodie Mathies. Actuals through October 2020 show no deficit for 2020. We do not expect though to end the year without a deficit. The budget workbook being shown includes all budget requests from Programs and two additional paid staff members, as well as rental income expectations submitted by Stefan, who has called regular customers. It is less than Finance folks had hoped for because groups plan for very limited use of facilities during 2021. Restricted funds total is higher because of the Wendte endowment and withdrawals from restricted funds to support local organizations. Expenses: program / events: online events, \$4,000 for miscellaneous which may include training for the new COWSM. The Facilities expense total looks like a jump, but building insurance has been moved into facilities from administrative. Projected deficit is \$61K and change. Proposed discussion on new staff (Membership associate, professional dominant culture caucus facilitation, youth intern for justice team), furnace contingency and \$4K unspecified program / event expenses.</p>			
8:10	20 min	Budget Discussion	<i>Jodie, Hester</i>
<p>Question: for the two year period, 2020 and 2021 together, we are running less than \$40K/year deficit average. OK. A regular year sees \$60K-70K rental income. When we go back to 4% draw from the Wendte endowment in 2022, we will lose about \$10K of income from that source. Question: if we're adjusting every quarter, does it make a difference whether we include things now & remove them later if needed, or alternatively remove them now and add them later if it appears we can afford them? Finance team will remove uncertain / optional items and further refine the budget and send them around in early January.</p>			
8:30	5 min	Operations Team Report	
Time is returned to the group.			
8:43	10 min	Churchwide Learning Goal selection for church year 2020-21: Transformation	<i>Steve</i>

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		Within, Among and Beyond Champion: Steve Teams: Within - Dan, Meri, Among - Rinda, Kathy, Debby, Emily (Rinda, Kathy currently unavailable) Beyond - Steve, Hester <ul style="list-style-type: none"> - Since this is meant as a group learning exercise, consider focusing on two teams at present to allow Debby (and Rinda and Kathy, when they are again available) to work collaboratively with other Board members on teams large enough to manage the work. - Share wisdom from recent activities 	
Folks are continuing to work but not too much progress since last meeting.			
8:53	0 min	Stewardship - - Year-round stewardship Progress Report	<i>Dan</i>
8:30	15 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"> - Review Church Calendar for major events that deserve / need Board presence 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.	<i>ALL</i>
8:45	10 min	Housekeeping <ul style="list-style-type: none"> - * RACI (indicates who is Responsible, Accountable, to be Consulted, to be Informed) - Meri - Next meeting agenda items (Rinda) 	<i>ALL</i>

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		<ul style="list-style-type: none"> - Calendar review - duties/events for Board participation in the coming month (all) - Review BoT meeting Calendar updated through May 2021 	
<p>Reviewed RACI chart.</p> <p>2021 meeting schedule: Next meeting we will discuss whether to do Sunday during summer or stay on Tuesday evening; and review whether to continue 6:45 pm Tuesday or move back to 7 pm.</p> <p>Budget and COWSM also may be on the agenda. Emily asked whether the Stewardship Report might be more detailed in January.</p>			
8:55	5 min	Process monitoring	
9:00	5 min	Closing Reading and Adjourn	<i>Dan</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.