

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

February 23, 2021, 6:45-9:00 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: Carol Wood, CL Page, Claudia Morgan, Noemi de Guzman, Dennis Rowcliffe, Bill Blakely	
Timekeeper: Kathy Process Monitor: Dennis Rowcliffe	Readings: Meri Communication Facilitator: Steve RACI chart: Kathy

Time	Duration	Item	Name
6:45	15 min	Open Comment Period All members and friends welcome. 3 minutes per speaker.	
Greetings.			
7:00	5 min	Chalice Lighting and Opening Reading	Meri
<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 items will</i>			

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<i>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 - 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"> - February: Kathy - <u>Worship welcome</u> <ul style="list-style-type: none"> - 2/21: Debby - Include notice for annual mtg - 2/28: Dan - include notice for annual mtg - 3/7: Emily - include notice for annual mtg 	Rinda
Thank you Emily for volunteering to do the Board welcome on March 7 worship.			
7:10	10 min	Consent agenda (action) and reporting actions taken since previous meeting <ul style="list-style-type: none"> - Approved January 2021 minutes Received: <ul style="list-style-type: none"> - Operations Report - Finance Team report - Draft Endowment Fund Policy - Draft Annual Meeting Agenda - Stewardship Report - Financial Clarity and Health Narrative 	ALL

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		<ul style="list-style-type: none"> - Amelia Reinhardt Fund Distribution Estimate - Draft Endowment Policy <p>Board member: <i>Motion to approve the consent agenda and receive November reports</i></p>	
<p>Online motion passed since the last Board meeting: January Board Meeting minutes approved unanimously by online vote. Emily moves that we accept the consent agenda. Seconded: Steve. Passed unanimously.</p>			
7:20	10 min	Minister's Report - COW/COSM (follow up from 2/20 meeting with Laura Park). Installation date?	<i>Rev. Soto</i>
<p>Pastor Theresa asked, after the facilitated conversation on the role of the Board and Committee on (Wellness), how do we continue that part of the conversation? Emily: The facilitated conversation helped us to see eye to eye, and move forward. I see the need also for different reporting on the ministries if the new Cosm will not do the type of assessment the old one did. Pastor: Written reports are ok but not the sole means of communication so that it does not become a barrier. Meri is jazzed about the new Board committing to focussing on the ends. Debby: the conversation is the important part; there isn't a "right" answer. The multigenerational aspect is really interesting. We can make it engaging. Steve: this visioning work and wrestling with the ends has to happen alongside all the "rest" of the work of the Board. Reverend Theresa will write an email to document the conversation.</p>			
7:30	5 min	Operations Report	<i>Steve</i>
<p>Steve moves, and Emily seconds, that we accept the amended governance structure document. Discussion, friendly amendment adding consecutive terms but 4 year term limit; approved unanimously.</p> <p>Changes to employee handbook were put off to discuss on BaseCamp and bring a motion next month.</p>			
7:45	10 min	Goal #1 Financial Clarity and Health Note: Review quarter 4 2020 financial docs	<i>Hester</i>
<p>Bookkeeper has not closed the 2020 books yet. One-time gifts as well as pledges were a bit above forecasts. Marilyn Beach bequest does not appear in the 2020 Income and expense because this analysis is intended to show only the income and expense attributed to 2020 operations.</p>			
8:00	15 min	Revised Endowment Policy - first reading Introduction (Meri) and Q/A	<i>Meri, Hester</i>

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This policy is about creating guidance for how the funds should be retained and grown, and limitations on their use. It is not for instructions / processes; those are operations. There was a brief Q & A.			
8:20	5 min	Break	
8:25	20 min	Nominating Committee, Annual Meeting and Annual Report Check-in/Progress Reports from: <i>(1) annual meeting coordinator and assistant (Kathy and Dan); (2) nominating team liaison (Emily) (3) board report coordinator (Meri)</i>	<i>Rinda</i>
<p>The annual meeting agenda was discussed. Stewardship champions do not wish to make a presentation. Dan and Kathy will contact Rev. Soto about whether and how to present the ongoing discussion about the Committee on Wellness.</p> <p>Nominating team report: no one has yet committed to running for Board.</p>			
8:50	10 min	Churchwide Learning Goal selection for church year 2020-21: Transformation Within, Among and Beyond Champion: Steve Teams: Within - Dan, Meri, Among - Debby, Emily (Rinda, Kathy currently unavailable) Beyond - Steve, Hester <i>Process for wrapping up this work and presenting to the congregation at the Annual Meeting.</i>	<i>Steve</i>
<p>After discussion of the Transformation Beyond report, consensus built around couching the recommendations as a vision as opposed to “recommendations”, consistent with the Board’s role as a visioning rather than hands-on group. The other two teams discussed how to ensure that we capture value from the effort put in so far. .</p>			
9:08	5 min	Stewardship - - Year-round stewardship Progress Report	<i>Dan/Rinda</i>

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Stewardship netted maybe \$15K less than budgeted. We do not yet know what we will end up getting but there will be Stewardship events starting in June.			
9:10	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"> - 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.	ALL
9:12	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) - Calendar review - duties/events for Board participation in the coming month (all) - Review BoT meeting Calendar updated through May 2021 - Need date for Spring retreat with new board. Board Meeting dates are March 23, April 27. 	ALL
Reviewed RACI. Question; how should communications be made to ensure actions are taken associated with passed Board motions / Board decisions? Next meeting: reading and vote on endowment policy; Calendar review: look at the website calendar.			
9:18	5 min	Process monitoring	
9:23	5 min	Closing Reading and Adjourn	Meri

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

Next Meeting March 23, 2021 6:45 p.m.

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
- ☐ Codify which things that the Board and the minister need to review (and adjust if necessary) formally after they are created, such as the church calendar and annual meeting date.

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.