

First Unitarian Church of Oakland Board of Trustees Meeting Minutes

March 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, Claudia Morgan, Daisy Quan, Lucia Savage

Absent:

Guests: Linda Probert Sanford, Bev Smrha, Noemi de Guzman, Steve Thomasberger, Hester Green

Timekeeper: Meri

Process Monitor: Linda Probert Sanford

RACI chart: Dan

Readings: Dan

Communications Facilitator: Debby

Time	Duration	Item	Name
6:45	15 min	Open Comment Period All members and friends welcome. 3 minutes per speaker.	
Thanks were expressed to outgoing and incoming Board members.			
7:00	5 min	Chalice Lighting and Litany of Welcome	<i>All</i>
7:05	10 min	Welcome and Preview of Meeting Agenda and Process <ul style="list-style-type: none">- Introductions- Meeting roles and process- Goals for tonight	<i>Kathy</i>
Two members of the Committee on Wellbeing introduced themselves, along with Board members and Linda, the process monitor.			
7:15	5 min	Consent Agenda (action) and reporting actions taken since previous meeting	<i>ALL</i>

		<ul style="list-style-type: none"> - February 2021 minutes (approved via Basecamp) - 2021 Annual Meeting Minutes (draft available via Basecamp; approval pending) <p>Received:</p> <ul style="list-style-type: none"> - Operations Report - Minister's Report - Financial Clarity & Health Narrative - UUA Endowment Funds - YTD 2021 Financial Activity - Endowment Policy: Summary and working draft <p>Board member: <i>Motion to approve the consent agenda and receive March reports</i></p>	
<p>February minutes approved by unanimous consent online. Moved by Kathy, seconded by Hester. The Board asked that the report be re-written to change the report's "recommendations" to "visions," consistent with the Board's role as a visioning rather than a hands-on group. The Report was re-written, reviewed by the Board, and the Board voted unanimously on-line to accept the Transformation Beyond Report. Meri moves we accept the consent agenda, Dan seconds. Motion passes unanimously.</p>			
7:20	5 min	<p>Officer Elections: Consider motion to elect new officers for the 2021-2022 Board year or to table the elections until April and select acting officers for the interim period. See Bylaws, Article VII, section 1:</p> <p><i>At the first meeting of the Trustees following an Annual Meeting, the Trustees shall elect from among their number a President, a Vice President, a Secretary, and a Treasurer (these four positions shall be referred to as the "Officers"). Each of these Officers shall serve one year or until their successor(s) are duly elected. In addition to the Officers defined above, the corporation may also have, at the discretion of the Board of Trustees, such other officers as may be appointed by the Board, to serve at the pleasure of the Board. Any officer may be removed, with or without cause, by the Board of Trustees.</i></p>	ALL
<p>Claudia nominates Meri to be Secretary. Lucia nominates Debby to be Treasurer. Dan nominates Kathy to be President. Meri nominates Dan as Vice-President. Daisy moves that we elect the slate of officers. Lucia seconds. Passed unanimously.</p>			
7:25	15 min	<u>Minister's Report</u>	Rev. Soto
<p>Pastor Soto expressed gratitude for the work put into the Annual Meeting and for new Board members. Asking for a Program Council champion from the Board. Other priorities: Personnel working group, Policy and Calendaring Review. The Program Council needs leadership to understand how to prepare for calendaring. Policy review: suggestion to raise peoples' awareness of policies that are being reviewed. Question: how is championing Prog Council policy governance? They now need leadership to understand their role because they're still forming; OT is asking for Board support. We have 4 weeks to get volunteers for personnel working group interviewers. Additional info on personnel working group needs to come.</p>			

7:40 7:45	10 min	<u>Operations Report</u> <ul style="list-style-type: none"> - Introduction to the Operations Team and Program Council - Identifying new Operations Team member and/or Board Liaison 	Steve
OT is asking the Board to have a Board liaison sitting on the OT. The Program Council does not yet have what it needs to be a fully functional part of the organization.			
7:50 8:00	10 min	Financial Clarity and Health <ul style="list-style-type: none"> - <u>Finance update</u> - Preview of ongoing budget process for 2021 	Hester
There will be a meeting by the Finance Team explaining the budget. Investment returns over the past two months amounted to about 9% annualized. (What's the significance?) UUCEF expects interest rates to rise despite the Fed actions. Increases might be more modest in the near future. Budgeting process will be a step-wise, deliberative process this year because of the amount of uncertainty. We will be giving quarterly updates on the budget and actuals, with the possibility of revisions to consider: e.g. increase in membership or stewardship; decrease in costs. Possibly the next one being in May. Hester is staying on the Finance Team. Possibly at its May meeting, the Board can devote a significant amount of time to budget.			
8:00	5 min	Break	
8:05	10 min	Draft <u>Revised Endowment Policy</u> Introduce proposed revision to the endowment policy and preview our discussion/vote in April	Meri
Lucia asks if proposed Justice Endowment distribution thresholds/ percentages are based on both market changes and donations. Meri: Distribution thresholds are based on both; percentages based on UUCEF 13 quarter lookback average so as to provide smooth, predictable disbursements. Debby asks if proposed threshold changes consistent with donor intent; Meri: there are no donor restrictions beyond purposes. Intention is to vote on endowment proposal at April 27 board meeting. Please contact Meri w/ questions and comments asap.			
8:15	10 min	Minister's Installation Preview of events and request(s) for Board support	Debby
Plan is for an interactive Zoom event; meals ordered in advance and distributed to people who have pre-registered; the celebratory meal that usually comes after the installation happens during the installation since it's virtual. There may be a role for the Board in the installation. How will that be handled? Debby plans to talk with Rev. Soto about that. As leaders we can be articulate about how it works, Lucia observed that at past installations ceremonies (not planning events) since 1989, the role of the Board has been limited to a charge, but that this is an opportunity to remind the Congregation of its power to call a Minister.			
8:25	5 min	Board Technology: Introduction to Basecamp & Google Drive	Dan

8:30	10 min	Moving Forward <ul style="list-style-type: none"> - Board Process Agreements - Preview and Schedule Board Mini-retreats <ul style="list-style-type: none"> - Possible dates: Saturday, April 3; Saturday, May 1; Saturday, May 15; Saturday, May 22 - Topics: Policy Governance; Board goals and champions; and Financial health and stewardship - Monthly Board Tasks - BoT meeting Calendar updated through May 2021 	<i>Kathy/Meri</i>
<p>For April: talk about process agreements, motion about the endowment policy Three 1.5 hour retreats over Zoom to get the Board started. We want a policy governance retreat with Laura Park, one retreat on financial health and stewardship, and one on Board learning goals.</p>			
8:40	10 min	For the Good of the Order (questions, brief planning, spontaneous items, items pulled from consent) <ul style="list-style-type: none"> - Review Church Calendar for major events that deserve / need Board presence (Kathy) - Review RACI Chart (Dan) <ul style="list-style-type: none"> - RACI indicates who is Responsible, Accountable, to be Consulted, to be Informed - Next meeting April 27 - Agenda Items (Kathy) 	<i>ALL</i>
8:50	5 min	Process monitoring	<i>TBD</i>
8:55	5 min	Closing Reading and Adjourn	<i>Dan</i>

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.

Bike Rack:

- 2021 Goal(s), priorities & champions

03.23.2021 BoT Meeting Minutes - FINAL

- Program Council (3/15 email from Rev. Soto)
- Operations Team (new board liaison/member)
- Leadership development (see 2021 annual report update)
- Technology team (see 2021 annual report update)
- COVID-19 recovery/return planning
- Board process agreements (revising & adopting for 2021-2022 board term)
- Board support for worship welcome and newcomer welcome program