

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

October 27, 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

<b>Present:</b> Hester Green, Meri Lane, Rev. Theresa Soto, Steve Thomasberger, Dan Wright, Kathy Radez, Debby Kaplan, Emily Stoper <b>Absent:</b> Rinda Bartley <b>Guests:</b> Piper Swim, Bev Smrha, Noemi de Guzman	
<b>Timekeeper:</b> Debby <b>Process Monitor:</b> Piper Swim	<b>Readings:</b> Debby <b>Communication Facilitator:</b> Dan

Time	Duration	Item	Name
6:45	15 min	<b>Open Comment Period</b> All members and friends welcome. 3 minutes per speaker.	? and Dan
Minutes: Bev expressed appreciation for the Annual Meeting documentation available beforehand. She felt it allowed her time to be used productively because it allowed her to be well prepared. She appreciated the level of organization at the meeting. Noemi adds their thanks to the Board for the quality of the Annual Meeting. Congratulations for a successful first online Zoom annual meeting! The meeting gavel hit the desk at 7 pm.			
7:00	5 min	<b>Chalice Lighting and Opening Reading</b>	Debby
<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</i>			

## 10.27.2020 BoT Meeting Minutes FINAL

*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"><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>		2020-21 goals/priorities include: <ul style="list-style-type: none"><li>- Financial clarity and health - Hester</li><li>- Rev. Soto installation - Debby</li><li>- Stewardship - Rinda and Dan</li><li>- COSM reconstitution - Emily</li><li>- Learning goals (within, among, beyond) - Steve</li><li>- Policy review and revision<ul style="list-style-type: none"><li>- Review and revise existing policy on the management of endowments - Hester</li><li>- Review step-back policy with respect to corporate obligations - Kathy</li></ul></li></ul>	
7:05	5 min	<b>Board duties this month</b> <ul style="list-style-type: none"><li>- Chalice Chatter Board News &amp; Notes Article<ul style="list-style-type: none"><li>- October: Hester</li><li>- November: Steve</li></ul></li><li>- November roles:<ul style="list-style-type: none"><li>- Timekeeper: Emily</li><li>- Readings: Kathy</li><li>- Communications facilitator: Meri</li></ul></li></ul>	Rinda
Note: the Secretary might send a reminder to the person providing the readings each month.			
7:10	10 min	<b>Consent agenda (action) and reporting actions taken since previous meeting</b> <ul style="list-style-type: none"><li>- Approved September 2020 minutes</li><li>- Received:<ul style="list-style-type: none"><li>- Board RACI chart September 2020 * (Responsible, Accountable, Communicate, Inform)</li><li>- Board RACI chart Board 10/10/2020 Retreat *</li><li>- Board Learning Goals Timeline</li></ul></li></ul>	ALL

# 10.27.2020 BoT Meeting Minutes FINAL

		<ul style="list-style-type: none"> <li>- UU Oakland Moves to Year-Round Stewardship</li> <li>- Beach Bequest Document</li> <li>- Program Council Notes Oct 2020</li> <li>- Transformation Within Team Report Oct 2020</li> <li>- Operations Team Report October 2020</li> <li>- Stewardship Progress Report Oct 2020</li> <li>- Financial Clarity and Health Report Oct 2020</li> </ul> <p>Board member: <b><i>Motion to approve the consent agenda and receive August reports</i></b></p>	
<p>Online motion passed since the last Board meeting (all online motions must be approved unanimously to be binding):</p> <ul style="list-style-type: none"> <li>- <b>I move that the we accept Alanna Kelly's resignation, offered during the September 2020 Board meeting, from her term as a member of the Board of Trustees. Moved by Kathy Radez. Seconded by Meri Lane. Unanimously approved.</b></li> <li>- <b>I move to approve September minutes. Moved by Dan Wright; Kathy Radez seconded. Unanimously approved.</b></li> </ul> <p>Discussion ensued about how to distinguish between documents distributed for discussion purposes and reports requiring acceptance by the Board. At the next steering committee meeting, we can talk about the difference between working / discussion documents and those things that we want as an official part of the record. There will be a process for the Board to come to consensus before the agenda is finalized. Suggestion also about creating document names that are suggestive.</p> <p><b>Dan moves to approve consent agenda; Emily seconds; unanimously approved.</b></p>			
7:20	15 min.	Minister's Report	Rev. Soto
<p>Rev. Soto continues to explore what we need to thrive! Looking into the level of community engagement. What will holidays look like in this format? Also working on holding administration / staff responsibilities / distribution of work.</p> <p>Alameda is in the orange tier with respect to coronavirus; can you speak about the facilities, safety and how the decision will be made when to open the Church? Shelter in place (orange) means the ability to replace the volume of air in the building, which we cannot do without central heating and cooling. Without that, we can't include enough people to model our values; so at present we cannot move back into the building. Keeping staff members safe means also not having contractors in the building. We are doing the kind of maintenance that we can do in-house, but cannot do maintenance requiring contractors. This Church is not open as a polling place for this election. People spoke about having transparency around the decision to reopen.</p>			
	0 min	<b>Goal #1 Financial Clarity and Health</b>	Hester

10.27.2020 BoT Meeting Minutes FINAL

7:35	15 min	<b>Operations Team Report</b> Consider options for distribution of the Beach Trust gift of \$100,000 * Consider	<i>Steve, Rev. Soto, Hester</i>
Steve thanks Jodie Mathies for putting together the spreadsheet proposal for possible use of the Beach bequest when it is made. There are no restrictions on FUCO use. Rev. Soto suggests we talk 'music fund' rather than Musicopia, and to have a conversation with Stefan about this. Comment period: endowing the Church and funding a program that gave Ms. Beach joy... with respect to endowments, should we continue to support the \$500,000 guideline? That guideline means no funds from the justice endowment will be available for use for at least 7 years (assuming an \$80,000 addition from the Beach bequest AND \$25,000 in additional congregant yearly contributions). Steve of the OT suggests that the Board should direct the OT on how to distribute this bequest.			
8:05	5 min	<b>Break</b>	
8:20	10 min	<b>Stewardship -</b> - <b>Year-round stewardship Progress Report</b> - Discussion	<i>Rinda</i>
Rinda and Dan intend to schedule meetings for the 'front end' and 'back end' teams shortly after the Presidential election. We need to begin making phone calls to ask people to convert their pledge at the end of 2020 to an ongoing monthly pledge, and renew their pledge commitment when their new stewardship groups meet during 2021. An email will go out, similar to what was done in June.			
8:30	10 min	<b>Churchwide Learning Goal selection for church year 2020-21: Transformation Within, Among and Beyond</b> Champion: Steve Teams: Within - Dan, Meri, Emily Among - Rinda, Kathy, Debby Beyond - Steve, Hester - Brief reports from each team	Steve
The Within Team is moving along; agreed on five+ questions, recruited another person to help, and have agreements from two groups to be interviewed. We also may interview individuals who are not part of groups we're interviewing. Some BIPOC caucus members are also interested in being interviewed.			

<p>Advice on what work in terms of scheduling, agreements, group size, et cetera: Pin people down as far as scheduling, don't leave them multiple choices but make them choose a meeting. Allow people to answer any of the multiple questions rather than having everyone answer the same question. Steve sent the questions ahead of time, along with some information allowing participants to get some orientation before arriving, avoiding having to frame the whole discussion during the interviews.</p> <p>The 'among' group have developed questions. They hope to start with pastoral associates.</p> <p>Steve's closing thoughts: how do we come to work on transformation together, rather than one group doing 'beyond', another doing 'among', ...</p>			
8:40	25 min	<p><b>For the Good of the Order</b> (questions, brief planning, items outside of the 6 Goals, spontaneous items, items pulled from consent)</p> <ul style="list-style-type: none"> <li>- Communication through Chalice Chatter</li> <li>- Assigning "Champions" to all board goals and initiatives</li> <li>- Points of contact within the Board to Church groups (liaisons)?</li> <li>- Assigning a liaison for the COSM</li> <li>- Assigning Board tasks</li> <li>- What response, if any, is required from people who've stepped back, with regard to voting, especially online unanimous voting?</li> <li>- Review Church Calendar for major events that deserve / need Board presence</li> </ul> <p>Definition of "<b>champion</b>": 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>Board members were encouraged to go to the after election gathering; reverse charades this Saturday, and the November a bread communion. We have not had direct Board involvement in worship recently but having a Board member give a blessing or welcome would be great! Chalice Chatter has a table of contents. There's information about the shut-down in every issue.</p> <p>Action item: November agenda should have the 2021 budget.</p>			
8:45	10 min	<p><b>Housekeeping</b></p> <ul style="list-style-type: none"> <li>- * RACI (indicates who is <b>R</b>esponsible, <b>A</b>ccountable, to be <b>C</b>onsulted, to be <b>I</b>nformed) - Steve</li> <li>- Next meeting agenda items (Rinda)</li> <li>- Calendar review - duties/events for Board participation in the coming month (all)</li> <li>- Review <a href="#">BoT meeting Calendar updated through May 2021</a></li> </ul>	ALL

## 10.27.2020 BoT Meeting Minutes FINAL

RACI: please review and correct it.			
8:50	5 min.	Process monitoring	
I noticed the overall tone seems light, cheerful and having humor, appreciating each other and what's going on in the Church. Some frustration was evidenced when the agenda needed to keep moving forward. People were able to pivot effectively. Effective use of restatement. Good to hear anti-oppression mentioned when talking about use of the bequest. Some topics did not get brought to a conclusion, but it wasn't clear why not. At a certain point I was confused about what was coming next, and wondered how the new agenda could be made more clear... use of the chat? Audio was not always clear, especially Rev. Soto. Also appreciating that while we were all ok with going over, the group also respected the process monitor's need to keep to the schedule.			
9:00	5 min.	Closing Reading and Adjourn	Debby

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.