

First Unitarian Church of Oakland Board of Trustees Meeting Agenda

May 25, 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: Dan Wright, Kathy Radez, Lucia Savage, Debby Kaplan, Claudia Morgan, Meri Lane, Pastor Soto Absent: Daisy Quan Guests: Noemi de Guzman (COW), Bev Smrha (COW), Ingrid Mittermaier (process monitor)	
Meeting Chair: Kathy Radez Timekeeper: Debby Kaplan Process Monitor: Ingrid Mittermaier	RACI chart: Dan Wright Readings: Lucia Savage Communications Facilitator: Meri Lane
Board Officers 2021-2022: <ul style="list-style-type: none"> • President: Kathy • Vice President: Dan • Treasurer: Debby • Secretary: Meri 	Board Partners and Champions 2021-2022: <ul style="list-style-type: none"> • Operations Team: Claudia • Program Council: Daisy • Policy Review and Revision: Lucia

Time	Duration	Item	Name
6:45	15 min	Open Comment Period All members and friends welcome. 3 minutes per speaker. Secretary reads aloud comments sent via email.	
Bev Smrha: expresses appreciation for the packet for this evening's BoT mtg; Noemi de Guzman: on behalf of Community Connections Teams expresses thanks to Lucia and Debby for representing the board at Community Connections Fair last Sunday.			
7:00	5 min	Chalice Lighting and Reading	<i>Lucia</i>
Poem by Lynn Unger			
7:05	5 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>

7:10	5 min	<p>Consent Agenda (action) and reporting actions taken since previous meeting</p> <ul style="list-style-type: none"> - Motion to Adopt Resolution regarding Community Bank of the Bay accounts and authorized signatories - Motion to Approve Draft Minutes of April 27 Board Meeting - Reports Received: <ul style="list-style-type: none"> - On Agenda: <ul style="list-style-type: none"> - <u>Operations Report</u> - <u>Minister's Report</u> - <u>2021 budget workbook 5.21.21</u> - <u>May 2021 Financial Clarity and Health Report</u> - Not on Agenda: <ul style="list-style-type: none"> - <u>BoT Meeting Calendar Thru Mar2022 DRAFT</u> - <u>DRAFT 2021.04.27 Board Meeting Minutes - PENDING APPROVAL</u> - <u>Motion to Adopt Resolution re Community Bank of the Bay</u> - <u>Board Membership 2005-2021</u> <p>Board member(s):</p> <ul style="list-style-type: none"> • May "pull" a doc from consent agenda if they believe further discussion (not already on agenda) should occur during "For the Good of the Order"; • <i>Moves to approve the consent agenda and receive April reports.</i> 	ALL
<p>Lucia requests that the motion to approve minutes from the April meeting be separated from the consent agenda to enable voting on other items despite absence from the April meeting.</p> <p>Motion to approve minutes of board meeting on April 27, 2021 made by Claudia, seconded by Meri. Debby, Claudia, Meri and Dan vote yes with abstention by Lucia due to absence, Kathy abstains as board president who votes only to break a tie. Motion passed.</p> <p>Motion to approve consent agenda (except motion to approve minutes of April 27, 2021 board meeting) and receive documents, moved by Lucia, seconded by Claudia. Debby, Claudia, Meri, Dan and Lucia vote yes. Kathy abstains as usual. Motion passed.</p>			
7:09	15	Minister's Report	Rev. Soto
<p>Questions re operations and responsibilities while Pastor Soto is away should be referred to the Operations Team, who will be in contact with Pastor Soto as needed. Pastor Soto offers <u>doc in chat</u> that lays out responsibilities and tasks in their absence. Claudia offers that it would be helpful to work if board refrains from giving Claudia more things to do</p> <p>Unitarian Universalist Association (UUA) General Assembly (GA): Pastor Soto offers that there will be a contested election to UUA Board of Trustees at GA involving some who view commitment to anti-racism as an opinion. The church should select delegates who will vote in the interest of our church's mission of</p>			

anti-oppression. Pastor Theresa supports the election of Sam Trumbore as UUA trustee.

Pastor Soto will get back to board about deadlines for registration and delegation. Delegates can vote without registering for GA. We should use all 5 votes

Motion made by Dan, seconded by Lucia, to delegate authority to Task Force consisting of Kathy, Debby and Lucia 1) to establish process to select voting delegates to GA on behalf of the church; and 2) to make the final selection of such delegates. Passed unanimously (except usual abstention by Kathy) .

Lucia and Pastor Soto suggest that next year board start GA delegate selection in February, so that they can be presented at Annual Meeting with invitation to congregants to give feedback to delegates on matters of importance before GA.

7:32	10	Operations Report	<i>Claudia</i>
<p>Operations Report (OT) contains comprehensive info. Keep in mind that many matters will be delayed until after Pastor Soto's return.</p> <p>Jeffrey and Pastor Soto working on "soft launch" for September 12 and 19, with homecoming, water communion and reopening party on Sept. 26.</p>			
7:38	10	Financial Clarity and Health: Q1 report	<i>Debby</i>
<p>First quarter (Q1) financial report is done. Budget to Actual shows that Q1 expenses were lower than a 25% allocation of annual budget expenses, although some of decrease (e.g., congregational support) is attributable to one time lump sum payments later in the year.</p> <p>Debby expects Shining Star to assign a new bookkeeper. Believes intention is to start rentals in Sept. Church is exploring new technological methods for giving after church reopens.</p> <p>Meri wonders why endowment distributions are categorized in General Ledger as "gifts".</p>			
7:49	10	Motion on 8th Principle	<i>Dan</i>
<p>Motion By Dan Wright, seconded by Claudia: I move that the Board support a Congregational vote advocating the adoption of an 8th principle, articulating a commitment to the dismantling of white supremacy, within the stated principles of our faith. To this end, that the Board encourage all Congregants to engage in the activities involving learning about and discussing the proposed UUA 8th principle.</p> <p>Dan states that the motion is supported by the Journey Toward Wholeness Transformation Team (JTW) who believe that it's important that everyone in the congregation becomes aware of 8th Principle. The Multicultural Advisory Committee (MAC) is a consulting body on the church's multicultural efforts, a group separate from JTW, which is a committee of the board. MAC will work with Pastor Soto on activities to inform the congregation.</p> <p>Pastor Soto favors a congregational vote in December. JTW task force will organize 8th Principle learning</p>			

opportunities to be offered by ministry staff and volunteers. The special congregational meeting in December will be part of a regular Sunday service.

Debby, Lucia, Meri, Claudia and Dan vote in favor. Kathy abstains as usual. Motion is passed

Dan will explain motion and 8th Principle during next Sunday service.

8:00	5 min	Break	
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8:05	20 min	Discussion: Debrief of Mini-retreat Questions for reflection	<i>Kathy & Rev. Soto</i>
<p>Kathy: No action items, but asks for reflection on last retreat, on:</p> <ul style="list-style-type: none"> - How can we as a board place a lens of relationships over our assessment of how we as a church are living into our ends? - How can we as a board demonstrate our trust and support in Pastor Theresa's ministry and executive role? <p>Pastor Soto: had originally planned that first 3 years would be our beginning, but our second year didn't happen as expected due to covid, so we're still at beginning, and need to have compassion for that. One area to address is expectation of congregational buy-in in areas that are naturally part of minister's operational portfolio. Pastor Soto suggests that board proactively communicate with congregation about a trusting collaborative relationship empowering the minister.</p> <p>Discussion among all whether executive authority should reside in the minister or in the Operations Team, of which the minister is one member.</p> <p>Lucia: there's value in having a clear decision maker; Board can help congregation trust that decision-making by providing clear policies about how and when and by whom decisions will be made.</p> <p>Debby: board can be more mindful in individual communications with others about trusting our choice in Pastor Soto to lead us.</p> <p>Pastor Soto: We need to start thinking about that additional level of authority that comes with Pastor Soto as the sacred text from which we are reading.</p> <p>Kathy: next month, we will start thinking about lens of relationships and Transformation Among.</p> <p>Claudia: suggests that these questions could involve the Committee on Wellbeing.</p>			

8:25	20 min	For the Good of the Order (questions, brief planning, spontaneous items, items pulled from consent agenda) <ul style="list-style-type: none"> - New partner/champion roles <ul style="list-style-type: none"> - Nominating committee partner: Kathy Radez - Policy review champion: Lucia Savage - Public comment: summer trial of post-worship/coffee-hour informal public comment opportunities - Worship welcome & process (Kathy) <ul style="list-style-type: none"> - 5/30: Dan Wright - 6/13: Debby - 6/20: Kathy - 6/27: Lucia - Chalice Chatter: Daisy - Review Church Calendar for major events that deserve / need Board presence (Kathy) - <u>Monthly Board Tasks</u> for next month - Next BoT meeting June 27, 12:00 - 2:15. Agenda items? - Review RACI (Responsible, Accountable, to be Consulted, to be Informed) Chart (Dan) 	ALL
<p>Worship welcome process: The BOT worship welcome schedule has been shared with Jeff Melcher, who is coordinating summer worship. Expect to hear from Jeff around Tuesday the week you're assigned; if you don't, please reach out to him. You'll be asked to participate in the first part of the worship tech rehearsal Saturday at 10:30 and then to provide the welcome Sunday.</p> <p>Lucia will work on collecting policies in place accessible to all; will start work on policy review and revision after Pastor Soto returns.</p> <p>Kathy:</p> <ul style="list-style-type: none"> - will work with nominating committee to identify board candidates before next annual meeting. - will try out Public Comment during coffee hour as breakout room with board members: Kathy will check in with Stefan by Tuesday at 9:00 for the following Sunday. <p>Potential Agenda items for June:</p> <ul style="list-style-type: none"> - Learning goal - OT report 5 minutes or on consent agenda without discussion per Claudia's request - Motion on endowment policy - Lucia will present plan on policy review and revision goals in remaining year on board <p>Lucia agrees to attend personnel review meetings after hours.</p>			
8:45	5 min	Process monitoring	Ingrid
<p>Little diversity in gender and age, some racial and ability diversity. Good welcome during public comment period. Clear explanation on consent agenda. Occasional pronoun errors. Good working through process on [8th Principle]. Helpful pause to explain MAC acronym, Tricky conversation about power dynamics handled well. Good observation and taking time for nonverbal language.</p>			

8:50	5 min	Closing Reading and Adjourn	<i>Lucia</i>
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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:

- Leadership development (see 2021 annual report update)
- Technology team (see 2021 annual report update)
- Learning Goal (Transformation Among): process and shared questions