

First Unitarian Church of Oakland Board of Trustees Meeting Agenda

June 27, 2021, 12:00 - 2:15pm, 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, Daisy Quan, Kathy Radez, Lucia Savage, Debby Kaplan, Claudia Morgan, Meri Lane Absent: Pastor Theresa Soto (board member ex officio) Guests: Hester Green, Janet MacFarland, Noemi de Guzman (COWSM), Jeffrey Melcher, Bill Blakely, Dennis Rowcliffe	
Meeting Chair: Kathy Radez Timekeeper: Lucia Savage Process Monitor: Dennis Rowcliffe	RACI chart: Dan Wright Readings: Meri Lane Communications Facilitator: Claudia Morgan
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 • Nominating Committee: Kathy • Software Transition: Dan • Stewardship: Dan

Actual Time	Allocated Duration	Item	Name
12:00	15 min	Open Comment Period All members and friends welcome. 3 minutes per speaker. Secretary reads aloud comments sent via email.	
Janet MacFarland here on behalf of the Accompaniment and Justice Teams with interest in funds available for social justice. The Accompaniment Team attended a picnic with the extended family of our guest and has started guest accompaniment to appointments. The team will start a collection for the family. Bill Blakely inquired whether there would be discussion of software team work. Board would like a report next month and expressed support for the software team's work. Dan is board software liaison. Per question re Jeffrey Melcher, board need not advise/approve an environmental justice outdoor picnic. The			

date, however, should be inputted on the church calendar and location should be accessible via BART.			
12:15	5 min	Chalice Lighting and Reading	<i>Meri</i>
In support of learning toward adoption of 8th Principle, Meri offered <i>Toward a Place of Wholeness</i> by Viola Abbitt			
12:20	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>
12:25	5 min	Consent Agenda: action and reporting actions taken since previous meeting <ul style="list-style-type: none"> - Actions taken since previous meeting: <ul style="list-style-type: none"> - Approve via Basecamp minutes of Board Meeting on May 25, 2021; and - Approve via Basecamp minutes of Board Meeting on June 6, 2021 - Reports Received: <ul style="list-style-type: none"> - On Agenda: <ul style="list-style-type: none"> - Operations Team Report - 2021.5.14 Draft Endowment Policy LCS Additions - June 2021 Financial Clarity and Health Report - Finance Team report to Board 6.24.21 - Not on Agenda: <ul style="list-style-type: none"> - Inform: LS Plan for 2021 Review of policies (06-20-21) - Program Council Report <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> 	<i>ALL</i>
<p>Motion by Meri to approve the consent agenda. Seconded by Lucia. Dan applauds Lucia’s Inform: LS Plan for 2021 Review of policies (06-20-21). Lucia draws board attention to question in the doc requesting that board think about what to do with policies currently on website.</p> <p>Motion to approve consent agenda passed unanimously with usual abstention by board president.</p>			
12:30	20	Operations Report	<i>Claudia</i>
Due to personnel changes and Pastor Theresa’s absence, Operations Team (OT) now consists of two persons			

who were only supposed to be liaisons: Jody for Finance Team and Claudia for Board. Situation was very challenging the first week, but has improved. The all volunteer staff is doing a great job managing the office during summer. Special thanks to Noemi de Guzman.

Discussion re severance package for Venée Call Ferrer. Thanks to Dan for personal visit w/ Venée on her last day.

Per Claudia's invitation, Hester Green of Finance Team states that pledges and expenses are several months behind in Quickbooks. Also balance sheet adjustments were made last month. We have new bookkeeper from Shining Star - Emily Bauer (sp?).

OT has met with reopening and software transition teams. Claudia requests board input on what else they'd like to see in OT report

Board members requested Claudia's concerns re what's not getting done and her input on what OT needs from board. Is the work sustainable?

Claudia is more concerned about filling out board vacancies than OT. She hopes that eventually the OT will operate on an oversight level, rather than doing the work itself.

Debby: what can be done this summer to assist process of hiring new positions? Should we contact Pastor Theresa about what can happen while they're away to minimize the work they'll face upon their return. Claudia states that she and Jodie committed not to contact Pastor Soto during their break; they felt unexpectedly burdened by things that an interim minister should've managed before they came. Claudia and Jodie will search for job descriptions in files. Kathy suggests contacting Steve Thomasberger about descriptions already in process.

Claudia will add two items to OT attention: 1) email from Janet MacFarland regarding broken sidewalk pavement in front of church with potential for injury and liability concerns; and 2) need to change access permissions on UUCEF endowment accounts.

12:50	10	Financial Clarity and Health	<i>Debby</i>
<p>Debby: applauds Finance Team work. Q1 Financials in board packet are improvement on last set provided to board. Deficit is less than expected. Income is keeping pace even though church isn't open. FT will create proposal to invest funds with UUCEF. Things on track with Shining Star and new bookkeeper.</p> <p>Question regarding categories on budget to actual detail spreadsheet allocating expenses among Community Within, Justice & Worship/Music. Is purpose of allocations to demonstrate how income is spent for fundraising purposes? Concern expressed that allocations of, e.g., salaries to "justice", not be used to justify using Justice Endowment distributions to pay salaries previously paid from pledge revenue, thereby depleting funds that donors intended for new justice work. Claudia suggests that we discuss intentions regarding general ledger allocations categories at next board meeting.</p>			
1:00	10	Endowment Policy	<i>Lucia</i>

Lucia explains that main differences from prior draft, indicated in red, are: 1) standardization of terms; 2) indicating distribution schedule will be in accord with UUCEF terms; and 3) principal change is to provisions regarding fair and transparent processes for decisions on use of Justice Endowment distributions.

Board discussion: Ops Team doesn't need to develop policy on Justice Endowment distributions immediately, because, assuming \$10,000 in additional donations yearly, the endowment won't reach the threshold needed for distributions for about two years. Support expressed for all programs developing plans for use of Justice Endowment distributions in advance of annual budget.

Question taken from Janet MacFarland re availability of funds for Accompaniment Team use. Clarification that: 1) Funds from Justice endowment will not be available for distribution until it reaches certain dollar threshold; but 2) there is an entirely separate Social Justice Designated and Restricted account that contains \$20,000 available now with no further restrictions (other than something that might be written on the memo line of the donation checks; of which no one is aware).

Question whether Justice Endowment paragraph on purposes and permissible uses should retain salaries and staff compensation as permissible uses of funds, leaving open possibility that distributions could be used to pay salaries previously paid from pledge income. Support expressed for leaving that language so that funds could, e.g., be used to pay a Justice coordinator or minister in the future.

Motion by Dan to approve Endowment Policy as set forth in [2021.5.14 Draft Endowment Policy LCS Additions](#). Seconded by Meri. Motion passed unanimously with usual abstention from board president.

1:20	5 min	Break	
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1:25	5	Report out on Women's Retreat	<i>Debby</i>
Debby was unable to attend Women's Retreat due to miscommunication regarding transportation, an example on how unequal access excludes participation by all. Accessibility should be part of an event's organization and not the burden of the person needing access.			
1:28	20	Learning Goal conversation	<i>Kathy</i>
<p>Kathy presents powerpoint on Transformation Among learning goal within context of Church Reopening. She will upload the presentation to the board materials folder. Timeline:</p> <ul style="list-style-type: none"> - June: develop key learning goal questions about Transformation Among - July - Sept.: organic assessment of and support for Transformation Within with respect to administrative transition, church reopening, program council and Committee on Well Being - Oct. Regroup and consider additional processes (surveys, listening circles?) - Nov. - Feb.: Refocus assessment and answers to learning goal questions <p>Kathy requests board discussion of questions we'd like to answer:</p>			

- Lucia: in past, we did an assessment every 3 years regarding the goal of Transformation Among ourselves.
- Claudia: in past there was a strong pastoral care focus: how do we do better by one another? How can we individually help one another not just to promote justice, but also to help ourselves as a community?
- Daisy: What does it mean to “do church”; what does being in caring relationship consist of?
- Debby: Transformation Among is about being who you really are in community and not bearing the entire weight of that on their own.
 - When new people enter a church space, how quickly do they feel that they’re us and how quickly do we feel like they’re us?
 - Offsite events: is everybody included? What are our policies and practices around accessibility? It’s triggering not to have a way to participate; it’s being excluded one more time. And the burden of creating inclusion falls on the shoulders of the person being excluded.
 - How well do we let folks know about the opportunities to welcome other people?
- Meri: would like Transformation Among in our community go from a majority white congregation in the middle of Oakland to a community that reflects our surrounding, diverse city. What are our actual numbers in age, ethnicity, address, etc. ? Can we develop metrics to see how we’re doing year to year?

1:50	20 min	For the Good of the Order (questions, brief planning, spontaneous items, items pulled from consent agenda) <ul style="list-style-type: none"> - Steering committee summer planning - Public comment: summer trial of post-worship/coffee-hour informal public comment opportunities - Nominating Committee check-in: 7/1 at 7pm - Monthly Board Tasks for next month - Review Church Calendar for major events that deserve / need Board presence - Next BoT meeting July 25, 12:00 - 2:15. Agenda items? - Review RACI (Responsible, Accountable, to be Consulted, to be Informed) Chart (Dan) 	ALL
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Steering Comm. discussion: how do we situate ourselves to support Pastor Theresa when they return. Kathy will schedule interim steering committee meeting possibly to connect with Operations Team and Committee on Wellness.

Alex Haider Winnett ordination is being addressed by the Committee on Wellness.

Kathy working with the Nominating Comm. All are welcome to the next meeting on July 1 at 7:00 p.m. It is important to fill board vacancies. Claudia and Debby support communication with Nominating Comm. that board meetings are smoothly run with useful tools and not tedious.

Claudia requests that board meeting notice reminders include link to board tasks and worship welcome documents.

Next meeting possible topics:

- Reopening
- General ledger classification of expenses
- Learning goals
- Software transition
- Report back from staff exit interviews
- How is church staffing going?
- 2020 financial books closed yet?
- Alex Haider Winnett report on Children and Family Ministries

2:05	5 min	Process monitoring	<i>Dennis Rowcliffe</i>
<p>All members present. No obvious reliance on white supremacy culture. Everyone who wanted to speak had an opportunity to do so and there was room for humor.</p> <p>Dan: appreciates board president willingness to share power in permitting meeting facilitation by others.</p>			
2:10	5 min	Closing Reading and Adjourn	<i>Meri</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:

- Leadership development (see 2021 annual report update)
- Technology team (see 2021 annual report update)