

First Unitarian Church of Oakland Board of Trustees Meeting Minutes

July 25, 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: Daisy Quan, Kathy Radez, Lucia Savage, Debby Kaplan, Claudia Morgan, Meri Lane Absent: Pastor Theresa Soto (board member ex officio), Dan Wright Guests: Joyce Cutler, Noemi de Guzman (COWSM), Dennis Rowcliffe (JTW), Stefan Schneider	
Meeting Chair: Kathy Radez Timekeeper: Meri Lane Process Monitor: Dennis Rowcliffe	RACI chart: Daisy Quan Readings: Claudia Morgan Communications Facilitator: Daisy Quan
Board Officers 2021-2022: <ul style="list-style-type: none"> • President: Kathy Radez • Vice President: Dan Wright • Treasurer: Debby Kaplan • Secretary: Meri Lane 	Board Partners and Champions 2021-2022: <ul style="list-style-type: none"> • Operations Team: Claudia Morgan • Program Council: Daisy Quan • Policy Review and Revision: Lucia Savage • Nominating Committee: Kathy Radez • Software Transition: Dan Wright • Stewardship: Dan Wright

Actual Time	Allocated Time	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.	
Joyce Cutler thanks all for keeping things together for past 1.5 years. Wonders how Stewardship will find ways to fill gaps due to loss of rental income. Expresses concern about discomfort people feel discussing money and hopes we can understand generosity in all the ways we live into it.			
12:15	5 min	Chalice Lighting and Reading	<i>Claudia</i>
Reading: <i>Love the Gift of Your Life and Do No Harm</i> , by Mark Belletini			
12:17	5 min	Welcome and Preview of Meeting Agenda and Process - Introductions	<i>Kathy</i>

		<ul style="list-style-type: none"> - Meeting roles and process - Goals for tonight 	
Lighter agenda today as happens during summer. No need to fill allotted time, and hope to end earlier than usual.			
12:20	5 min	<p>Consent Agenda: action and reporting actions taken since previous meeting</p> <ul style="list-style-type: none"> - Actions taken since previous meeting: <ul style="list-style-type: none"> - Approved <u>minutes of June 27 Board Meeting</u> via Basecamp - Reports Received: <ul style="list-style-type: none"> - On Agenda: <ul style="list-style-type: none"> - <u>Operations Team Report</u> - <u>July 2021 – Financial Health and Clarity Report</u> - <u>UUA Endowment Funds - YTD June 2021 Financial ActivityV2</u> - <u>Program council report</u> - Not on Agenda: <ul style="list-style-type: none"> - <u>Report from Delegates to General Assembly 2021</u> - <u>A reflection and inquiry to the board of trustees from the committee on the wellbeing of shared ministry</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>Motion by Lucia to approve the consent agenda. Seconded by Meri.</p> <p>Motion to approve consent agenda passed unanimously with usual abstention by board president.</p>			
12:25	10 min	Reopening Update	<i>Stefan Schneider</i>
<p>Stefan: Reopening Team is strictly an advisory committee. We review data, e.g., science, then will make recommendations to Operations Team (OT), then OT will go to board with a reopening proposal. The Reopening Team is not a decision making body</p> <p>Based on work by Stefan and Vincent Raines, the facility is well equipped to reopen. For health precautions, we have air scrubbers, monitoring systems, etc. for adequate air flow. The equipment for Covid will also be useful for smoke in the event of possible fires with both HEPA and charcoal filters. For live streaming of in person services, we have high quality, user friendly equipment in place: a new computer for Vincent Raines, our good sound system, plus a new internet system to be installed.</p> <p>Existing dates for reopening are in question due to rise of covid Delta variant:</p> <ul style="list-style-type: none"> - Sept. 26: Homecoming with water communion. - Sept. 12 and 19 for soft openings with half of congregation invited to short services on each date (A-H 			

and L-Z). Goal of soft opening is to test out ventilation, monitoring systems and livestream with persons in the sanctuary, to make sure everything works before Homecoming with potentially full sanctuary on Sept. 26.

Decision regarding criteria for entry, e.g., proof of vaccination, is a board decision. The Reopening Team will collect data, make recommendations, but the decision belongs to the board.

Claudia: in Sacramento, the church rather than run soft openings with anyone A-H, asked people to sign up to attend so that they'd have certainty regarding turnout.

Discussion regarding who makes decisions regarding reopening?

- Stefan: OT will make recommendation, but final decision is by board
- Kathy: we will discuss how decision is made
- Lucia suggests that the board and OT develop metrics, e.g., infections rates in county, etc., to guide OT proposal on opening criteria.

Claudia will make inquiry to congregation to identify someone with public health expertise for input on reopening and criteria.

Stefan requests board member at Reopening Team meetings, which will meet every other week after Pastor Soto's return. Stefan will consult with Pastor Soto about meeting time. Daisy might be available to attend meeting depending on timing.

Kathy requests further discussion with Stefan on Reopening at August 24 board meeting. Stefan says that would be appropriate.

Claudia: OT will put together metrics for triggers on reopening for board review.

Lucia: recommends checking whether UUA has recommended criteria for reopening.

Kathy: we should specifically address criteria for children who are not yet eligible for vaccination. Claudia emphasizes attention to persons working with youth and children regarding their concerns and comfort level with being around unvaccinated persons. Stefan: Alex Winnett as member of Reopening Team has suggested different scenarios for working with youth and children, e.g., outdoors on patio..

Claudia will create document regarding reopening criterion, etc. on Ops Team drive with access to Reopening Team, Pastor Theresa and board for view and comment in the coming weeks.

Lucia volunteers to help with communications to congregation regarding reopening.

Kathy will contact Pacific Western Region to find what resources they have.

Lucia comments in Chat that Ops Team should always know how to connect with UUA and PCD even when minister is away.

12:48

10 min

Operations Report

Claudia

Claudia: much of Operations Team (OT) work can't happen until Pastor Theresa returns. Priority needs to be hiring office staff, and Claudia has been filling in gaps, but will not continue unless there is movement to hire

office staff.

There has been attention to request by the Accompaniment Team for funds for our accompanied individual and the questions raised by that request. Can we give funds to an individual rather than an organization? How are decisions like this made? Do we need a philanthropic working group to develop processes?

Meri: keep in mind distinctions between social justice endowment, which needs to grow to \$250,000 before we can withdraw distributions, and the \$20,000 already in the social justice restricted fund, \$4,500 of which is allocated for spending in the 2021 budget. We need policies with clarity and transparency for both pots of money so all groups in the congregation understand how to request funds. We also need to be thoughtful about using \$20,000 so that it lasts for the years needed to raise funds to reach the \$250,000 endowment threshold for regular distributions. But we shouldn't wait for perfect policies to do social justice spending, but rather balance the need for long term policies with the need to provide funds out of the social justice restricted fund to do good now. Ideally, philanthropic working group mentioned by Claudia would be good to coordinate social justice fundraising and spending across endowment and restricted funds, underlining the need to recruit more persons in congregation for our work..

1:00

10 min

Financial Clarity and Health*Debby*

New bookkeeper Emily meeting with Jodie and Hester. She has inputted data at a faster pace, but Shining Star is still on probation. Bank balances indicate that expenses and income are keeping pace, although we have a few large expenditures coming up, e.g., UUA \$30,000, which however will be offset by expected Clara-Belle Hamilton trust distribution. There are no savings from recent personnel changes, due to severance pay to Venne and cost of summer staff. Finance Team thinking about fundraising for social justice spending. We will hopefully be caught up with midyear budget report for next board meeting.

Lucia asks re how a decision will be made regarding using social justice restricted funds for accompanied person. Lucia will meet with Claudia and Jodie of Operations Team regarding this question.

Meri: talked to Jodie last night and two possible avenues are: 1) payment from Minister's Discretionary Fund; and 2) channeling payment to accompanied guest through a nonprofit that has agreed to this. Noemi offers in chat that the nonprofit's name is the Center for Urban and Family Life.

1:12

10 min

Policies and Possible Gaps?*Claudia/
Lucia*

Lucia: Based on questions in Program Council past month, it's apparent that people don't understand lines or areas of authority and roles of groups under existing policies and the organizational chart. Although some policy changes are needed, we for the most part already have ok rules on policy, but how do we ensure everyone understands and uses the policies and processes that already exist?

Daisy: How do we model ways for people to look up policies? In last two Program Council meetings, we discussed what authority it has, what it can and should do. Board should take more leadership to develop iterative processes and frameworks for Program Council attendees. What exists and what can exist? It's not, e.g., always clear who is the Program Council, just those who show up; is it democratic?

Lucia: There is also, e.g., lack of clarity in Program Council regarding whether they are equal to or under the authority of the Operations Team. Do they, e.g., have the authority to open a bank account?

1:10	10 min	For the Good of the Order (questions, brief planning, spontaneous items, items pulled from consent agenda) <ul style="list-style-type: none"> - Nominating Committee update - <u>Monthly Board Tasks</u> for next month - Review Church Calendar for major events that deserve / need Board presence - Next BoT meeting August 24, 6:45 - 9:00. Agenda items? - Review RACI (Responsible, Accountable, to be Consulted, to be Informed) Chart (Dan) 	<i>ALL</i>
<p>No updates from Nominating Committee. Kathy will talk with Nominating Committee about recruiting for Operations Team, which needs more members.</p> <p>Next month big topics: Reopening plans, midyear finance report, policy plans, Religious Education report, how board can support JTW 8th Principle education campaign, Q&A on General Assembly, Stewardship, Software transition</p> <p>RACI chart: Daisy</p> <ul style="list-style-type: none"> - See link here <p>Possible topics for next month: See Bike Rack below</p>			
1:20	5 min	Process monitoring	<i>Dennis Rowcliffe</i>
<p>Appreciated recognition of who was present and who was absent at the meeting. Observed consideration shown for comments and views of other persons, even if there wasn't time to address them. Speaking time was well shared, although some spoke more than others. Did not observe overt characteristics of white supremacy culture, although more subtle characteristics may have been present..</p>			
1:25	5 min	Closing Reading and Adjourn	<i>Claudia</i>
<i>Be the Answer</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:

- Report on Children and Family Ministries from Alex Haider-Winnet
- How board can support JTW in 8th Principle educational campaign (August)

- Q&A on GA (August)
- Stewardship
- Software transition
- Leadership development (see 2021 annual report update)