

First Unitarian Church of Oakland Board of Trustees Meeting Agenda

January 25, 2022, 6:45 - 9:00pm

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: Kathy Radez, Debby Kaplan, Dan Wright, Rev. Theresa Ninán Soto, Daisy Quan, Lucia Savage Absent: Guests: Noemi de Guzman, Sarah Letson, Bev Smrha, Dennis Rowcliffe	
Meeting Chair: Kathy Radez Timekeeper and Communications Facilitator: Lucia Savage	RACI chart: Dan Wright Readings: Daisy Quan Process Monitor: Dennis Rowcliffe
Board Officers 2021-2022: <ul style="list-style-type: none"> • President: Kathy Radez • Vice President: Dan Wright • Treasurer: Debby Kaplan • Secretary: Dan Wright 	Board Partners and Champions 2021-22 <ul style="list-style-type: none"> • Program Council: Daisy Quan • Policy Review and Revision: Lucia Savage • Nominating Committee: Kathy Radez • Software Transition: Dan Wright • Stewardship: Dan Wright

Approx. Start	Approx. Time	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.	<i>Kathy</i>
7:00	5 min	Chalice Lighting and Reading	<i>Lucia</i>
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.	Update regarding board membership and duties	<i>Kathy</i>
Motion by Lucia to elect Dan as Board secretary. Seconded by Kathy. Elected by unanimous vote. The President abstained as is usual practice.			
	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"> - Approved minutes of December Board meeting via Basecamp - Appointment of Linda Probert Sanford to the JTW Team via Basecamp - Accepted resignation of Claudia Morgan and Meri Lane - Reports Received: <ul style="list-style-type: none"> - On Agenda: <ul style="list-style-type: none"> - January Ministers Report - Not on Agenda: <ul style="list-style-type: none"> - COWSM Report to the Board - 2021 & Projected 2022 Budget with Dec Actuals <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”; • Moves to approve the consent agenda and receive January reports. 	<i>ALL</i>
Motion by Debby to approve the consent agenda. Seconded by Lucia. Motion to approve consent agenda passed unanimously with usual abstention by board president.			
7:15	15 min.	Minister’s Report/Operations Team Report <ul style="list-style-type: none"> • Reopening update • 2022 budget process update 	<i>Reverend Ninán Soto</i>
<p>Pastor Soto announced the hiring of Noemi de Guzman as congregational administrator. They are pleased to hear the Board will convene a special meeting to attend to 2022 budget details.</p> <p>Lucia asked about the re-opening plan with an interest in balancing public health against peoples’ need to meet together. Pastor response: We continue to offer some in-person outdoor opportunities to be together. The reopening team will meet in another 2 weeks.</p> <p>Daisy mentioned opportunities such as the MLK in-person car caravan event, wondering whether we might have participated in outdoor activities. Rev. Soto responded that attending in-person events in the name of the Church have not yet been ok’d because of the need for the Church to take responsibility for the safety of the group if it’s done in the name of the Church.</p> <p>Daisy asks how the decisions are made as to the acceptable level of risk. Pastor Soto: we would need to do some educating and consideration of who’s involved, how is it safe (who is accountable for safety).</p> <p>Daisy suggests that some publicity of the rules / opportunities would be good so that the Congregational adults may consider what opportunities may exist.</p>			

Debby adds she thinks it would be good for the Congregation to hear decision-makers acknowledging the complexities of these decisions.			
7:30	10 min.	Financial Health and Clarity	<i>Debby</i>
<p>Debby: Numbers came in late, December 2021 has been reconciled. Smaller deficit than we had anticipated. Specific savings occurred due to lower facilities and staff expenses, among other things.</p> <p>Projected 2022 budget based on staffing / hiring costs approved by the Board in September.</p> <p>Expected pledge income is quite a bit smaller than Stewardship's earlier estimate; some members are lowering their pledges, others have chosen not to pledge this year.</p> <p>Therefore the current projected deficit, without 'cutting' from the 2021 budget, is close to \$130,000.</p> <p>There are three questions that the finance team is asking for some input on in order to help their work with the OT on firming up a real 2022 budget.</p> <p>Lucia question: how much further input do you need from the Board, and how soon do you need it? Debby: we will want input before submitting a budget so that we do not have to have too many rounds of review and changes. Debby will ask the Board to convene a special meeting to discuss soon.</p>			
7:40	15 min	Discussion: Nominating committee and board membership	<i>Debby</i>
<p>Debby: The nominating committee has asked a large number of people, including most or all I might have thought to ask, and all have said no. I do not know whether they were told how short-handed the Board is at this moment. My (Debby's) opinion: we need to be more direct about how short-handed we are and how in need of additional leaders.</p> <p>Lucia: Are there other folks that could be Board members that are not on that list? Folks that haven't been asked because they're not the usual suspects? (Paraphrasing...Enlarge the work of the Nom Com by having more of us inviting people into service?)</p> <p>Daisy suggests that we create a timeline of expectations for service, so folks will look forward to it.</p> <p>Kathy will create another thread in Basecamp to ask Board members to suggest more candidates.</p>			
7:55	5 min.	Board Thank-yous	<i>Kathy</i>
<p>Thank you to Dennis Rowcliffe for JTW service.</p> <p>Thank you to Noemi for the work she has been performing on the committees she's been on.</p> <p>Thank you to Hiring team members: Charlotte Dickson,</p> <p>Thank you to Meri Lane, Claudia Morgan</p> <p>Finance team members</p> <p>Stewardship Team (Rinda, Dan, Dave Ruede)</p> <p>Stefan who on February 23 will have been working for the church for 20 years.</p>			
8:00	10 min.	For the Good of the Order (questions, brief planning, spontaneous items, items pulled from consent agenda) <ul style="list-style-type: none"> - January Chalice Chatter: Dan Wright - February Chalice Chatter: Debby Kaplan - <u>Monthly Board Tasks</u> for next month - Next BoT meeting February 22, 6:45 - 9:00pm. Agenda items? - Review RACI (Responsible, Accountable, to be Consulted, to be Informed) Chart (Dan) 	<i>ALL</i>

Board tasks: Dan for chatter update. Kathy will update the Board task list.			
8:05	5 min	Process monitoring	
8:10	5 min.	Closing Reading and Adjournment	<i>Daisy</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:

- Healthy Congregations
- COWSM charter
- Timely appointment of delegates to UUA General Assembly
- Stewardship
- Software transition
- Board nominations
- Leadership development (see 2021 annual report update)