

First Unitarian Church of Oakland Board of Trustees Meeting Minutes

February 22, 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: Debby Kaplan, Dan Wright, Rev. Theresa Ninán Soto, Daisy Quan, Lucia Savage Absent: Kathy Radez Guests:	
Meeting Chair: Dan Wright Timekeeper and Communications Facilitator: Daisy Quan	RACI chart: Debby Kaplan Readings: Dan Wright Process Monitor: Dennis Rowcliffe
Board Officers 2021-2022: <ul style="list-style-type: none"> • President: Kathy Radez (absent) • Vice President: Dan Wright • Treasurer: Debby Kaplan • Secretary: Dan Wright (interim) 	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 • JTW: Dan Wright

Approx. Start	Approx. Time	Item	Name
6:45	15 min	Open Comment Period All members and friends are welcome. 3 minutes per speaker. Secretary reads aloud comments sent via email.	<i>Kathy</i>
Noemi as administrator: that she can learn about lines of communications w/other teams and wants to be clear on reporting relationships. There have been some things that have come up like membership, technology or finance. Noemi wants to make sure she is addressing those issues to the right people and at the right level. Urges BoT to use that time to communicate to the Program Council. Recruiting for BoT or COWSM. Last, they need greeters for re-opening. Not all prior greeters may be available. Noemi asks can BoT members come to the reopening and be ready to greet people who attend in person? Dick asks did we have an official meeting for the budget? Dan answers that we had a working session to dig into the numbers and give feedback to the ops team so they could present a budget for decision.			
7:00	5 min	Chalice Lighting and Reading: Dan played a choral rendition of “We Would be One.”	<i>Dan</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>Dan</i>
7:10	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 January Board meeting via Basecamp - Approved motion by unanimous consent to define “membership” for purpose of the annual meeting and current church data records. - Reports Received: <ul style="list-style-type: none"> - On Agenda: <ul style="list-style-type: none"> - February Financial Health and Clarity Report - Budget Worksheet - Not on Agenda: <ul style="list-style-type: none"> - - <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 January reports.</i> 	<i>ALL</i>
<p>Motion by <u>Lucia</u> to approve the consent agenda. Seconded by <u>Daisy</u>. Motion to approve consent agenda passed unanimously with abstention by board vice president, who was presiding in lieu of the president.</p>			
7:15	15 min.	Minister’s Report/Operations Team Report <ul style="list-style-type: none"> • Reopening update. • In general, the biggest operational task is reopening and attention is on that, with short practice service on 2/27 with a reopening celebration one week later on 3/6. Pastor Ninan will provide a written report by the end of the week. • Dan Wright asks who on the Ops team to discuss logistics with, esp about Zoom vs. in person. Pastor Ninan has some concerns about different types of voting, and how to manage two kinds of voting. Pastor Ninan is not sure we should have live zoom voting and in person voting. <p>Discussion of voting:</p> <ul style="list-style-type: none"> • Dan envisioned a registration table for zoom and in person who would work together with one list, so that Zoom voting could be entertained. So that we’d disqualify people who came in person 	<i>Reverend Ninán Soto</i>

		<p>from also voting by Zoom. Pastor Ninan: we need to avoid confusion and mistake. Zoom voting is doable but not live stream (Pastor Ninan).</p> <ul style="list-style-type: none"> • Dan: Are we having a regular worship service or are we doing a short service followed by a meeting? Pastor Ninan says it will be a new animal w/devotion, in person check in and zoom check in. • State of the church: there is a concept that Pastor Ninan and KR do state of the church together. • LS made the point that what we record for later watching is not the same as the in-the-moment activity of a zoom/live annual meeting. • Dan reminds us that this is the first of the two Sundays preceding that we're required to announce it from the pulpit. Pastor Ninan says it will be announced from the pulpit. • Pastor Ninan would love for Noemi to report separately as Administrator. And Pastor Ninan can we start this at the March BoT meeting. 	
7:30	30 min.	<p>Financial Health and Clarity / Budget Discussion Report on financial clarity Actuals vs. Projected for 2-22-22 Budget Discussion</p> <p>Debby called people's attention to the two documents (linked w/in)[change links to public links]. Debby summarized the budget summary contained in her Report on Financial Clarity.</p> <p>Debby discussed the availability of the \$66k that is invested with our endowment funds, but does not have a dedicated purpose and is derived from an operating budget surplus. To use this we'd have to declare an emergency but if that declaration could be used if the year turns into a long series of disappointments. The deficit for 2022 is lower than the approved deficit for 2021, which, in turn, was less than the board guideline for deficits. Ops team and Finance Team recommend that this budget be approved so we don't damage our ability to rebound.</p> <p>Paston Ninan thanked Debby for the clarity of her report.</p> <p>Lucia asked about rental income and what was the \$25k based on. Debby answered that she thought that in 2019 (last year w/o Covid) rental income was \$60k or \$80k.</p> <p>Daisy appreciated that the new board gets the same level of detail as this board has gotten and that that the new board is open to an amended budget as necessary.</p> <p>Dan acknowledged the collegial way that the Board and operations team collaborated to put together a difficult budget.</p>	Debby
<p>Motion: Debby moved to accept the proposed budget subject to quarterly review with the hope that we can reconsider raising the amount we pay toward UUA fair share. Daisy seconded. Motion passed passed with three votes to none, with the vice president who was presiding abstaining</p>			

8:00	5 min.	Break	<i>All</i>
8:05	10 min	Discussion: Nominating committee and board membership and CoWSM membership	<i>Lucia</i>
<p>Lucia kicked off the discussion. This is a summary of that.</p> <p>The number of people involved in CoWSM and the Board are so low that we're concerned. Our response to Sarah Letson's request for help from the nominating committee is that our nominating committee is also not high-functioning at the moment.</p> <p>The question I want to put forward is, what are we as Board members prepared to do to help bring those groups up toward full-strength? Sarah sent a list of desired candidates. One thing we may want to think about is, do we have a sense what the priorities are?</p> <p>Action item: look at Debby's term of service for board members. Dan and Pastor Ninan will also look. Pastor Ninan suggests career/volunteer fairs facilitated by the community connections team, who they say would be happy to plan that.</p> <p>Another idea was to recruit at the Program Council is also somewhere we can recruit / give opportunities. Daisy will discuss that at the upcoming meeting on 3/1.</p> <p>Daisy also suggested that perhaps Covenant groups do a service at least once per year?</p> <p>Lucia reminds that we owe Sarah Letson an answer as to who would be doing invitations and outreach to members Cowsm had identified as desired members.</p> <p>Next steps:</p> <ul style="list-style-type: none"> • Daisy will mention at the Program Council that there are opportunities for service with the Board of Trustees and with the COWSM. For COWSM, Daisy will refer people and their networks to Sarah Letson for more information. • Lucia will get back in touch w/Sarah L and let her know that its find to explore the list of potential members with those people, and that we've made a general announcement at the Program Council • Dan and Debby can help Sarah L with the outreach if she needs help. 			
8:20	10 min.	Annual meeting planning report <ul style="list-style-type: none"> • Announcements • Roles • Membership rules and list <p>BoT members who made commitments are shown on the Annual meeting planning document and the updated RACI</p>	<i>Dan</i>
8:25	5 min.	Board Thank-yous	<i>Dan</i>
<p>Big thank you to Hester! Because budget.</p> <p>Thank you to Noemi for service on JTW, CoWSM</p>			
8:30	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 - Monthly Board Tasks for next month 	<i>ALL</i>

		<ul style="list-style-type: none"> - Words of Welcome Sign Up <ul style="list-style-type: none"> - 2/27 Kathy R. - 3/6: JTW - 3/13: Lucia - 3/20: open - 3/27: open - Next BoT meeting March 22, 6:45 - 9:00pm. Agenda items? - Review RACI (Responsible, Accountable, to be Consulted, to be Informed) Chart (Dan) 	
8:40	5 min	Process monitoring	
8:45	5 min.	Closing Reading and Adjournment	

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
- Timely appointment of delegates to UUA General Assembly
- 2022-2023 fundraising to supplement the approved budget
- Board nominations, COWSM nominations, and nominating committee
- Leadership development (see 2021 annual report update)