

First Unitarian Church of Oakland Board of Trustees Meeting Minutes

March 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: Rev. Theresa Ninán Soto, Nicole Fitzhugh, Debby Kaplan, Marilyn McMahon, Barbara North, Daisy Quan, Kathy Radez, Claudine Tong, Zia Swim Absent: Guests: Dan Wright, Lucia Savage, Bill Blakely, Dick Bailey, Noemi de Guzman, Dennis Rowcliffe	
Meeting Chair: Kathy Radez Timekeeper and Communications Facilitator: Nicole	RACI chart: Marilyn Readings: Debby 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 (interim) 	Board Partners and Champions 2021-22 <ul style="list-style-type: none"> • Program Council: Daisy Quan • Policy Review and Revision: Lucia Savage (outgoing) • Nominating Committee: Kathy Radez • Software Transition: Dan Wright (outgoing) • Stewardship: Dan Wright (outgoing) • JTW: Dan Wright (outgoing)

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>
A big thank you to Board members from Dick Bailey. Noemi asks the Board to consider inviting the Operations Team to the orientation of new Board members.			
7:00	5 min	Chalice Lighting and Reading	<i>Debby</i>
7:05	5 min	Welcome and Preview of Meeting Agenda and Process <ul style="list-style-type: none"> - Introductions - Meeting roles and process 	<i>Kathy</i>

		- Goals for tonight	
7:10	5 min.	Thank you to our outgoing board members	<i>Kathy</i>
7:15	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 February Board meeting via Basecamp - Reports Received: <ul style="list-style-type: none"> - On Agenda: <ul style="list-style-type: none"> - Operations Team Report - 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"; • Moves to approve the consent agenda and receive January reports. 	<i>ALL</i>
Motion by Kathy to approve the consent agenda. Seconded by Daisy. Motion to approve consent agenda passed unanimously with usual abstention by board president.			
7:20	15 min.	Minister's Report/Operations Team Report	<i>Reverend Ninán Soto</i>
<p>Pastor has been planning how to guide in-person interactions with tabling, worship. Jef and religious education volunteers are organizing leadership for various age levels and we are grateful and hopeful for the program.</p> <p>Operations Team: Repeated a request that was in the report: _____. "Executive team" is interpreted as "operations team" in policy documents. Hopes for continued progress on updating policies.</p>			
7:35	15 min.	Election of Officers	<i>Kathy</i>
<p>Officer responsibilities were explained. Zia volunteered to stand for the Vice-President position. Barbara is willing to stand for President. Marilyn is willing to be Secretary. Kathy moves to elect Barbara North as President, Zia Swim as VP, Marilyn McMahon as secretary, and Debby Kaplan as Treasurer. Claudine seconds the motion. Motion passes unanimously.</p>			
7:50	5 min.	Approval of Annual Meeting Minutes <i>Question: Should we include the actual vote tallies (which were not announced at the meeting and which do not reflect abstentions, given the limitations of Zoom polling), or should we only note that the motions and nominations passed by a majority of the members in attendance?</i>	<i>Pres.</i>

Approval of the minutes as submitted by Nicole Fitzhugh as Annual Meeting Secretary: This matter will be done on Basecamp.			
7:55	5 min.	Motion to authorize signatories for bank accounts	<i>Kathy</i>
Motion by Marilyn McMahon to approve resolutions 1 through 8 regarding authorized signatories on our accounts at Community Bank of the Bay, as set forth in the separate motion included in the Board Packet. Seconded by _Noemi de Guzman_. PASSED unanimously			
8:00	5 min.	Break	<i>All</i>
8:05	15 min.	Financial Health and Clarity / Budget Discussion	<i>Debby</i>
There was substantial cleanup needed of the financial records. This work has now been done, so we have good data now, more efficient financial processes. This year's budget projects a deficit but we budget conservatively and will monitor the deficit situation carefully. Debby walked us through the spreadsheet of the 2022 budget and YTD actuals.			
8:20	5 min.	GA: Delegates / Representation, ... ?	<i>Pres.</i>
Nicole, Zia, and Kathy will discuss with Pastor Ninán. GA will be June 22-26 in Portland.			
8:25	20 min.	Board Orientation (retreat, goal setting, anti-racism training, administrative tasks)	<i>Pres.</i>
Will include a financial introduction too.			
8:45	5 min.	Board Thank-yous	<i>Kathy</i>
Pastor Ninán thanked Kathy for her work as president during a period with complicated matters to address. Board members also wanted to thank: Stefan for all his work readying the building for the congregation Kris Wedding Crowell for work on Family and Children Ministries Pastoral Associates, esp. John Shinnick, also Carol Wood, Evelyn Sheridan			
8:50	5 min.	For the Good of the Order (questions, brief planning, spontaneous items, items pulled from consent agenda) <ul style="list-style-type: none"> - <u>Monthly Board Tasks</u> for next month - March Chalice Chatter: Debby - April Chalice Chatter: Claudine - Board welcomer (3 Sundays/month) - Next BoT meeting April 26, 6:45 - 9:00pm. Agenda items? - Review RACI (<u>R</u>esponsible, <u>A</u>ccountable, to be <u>C</u>onsulted, to be <u>I</u>nformed) - 	<i>ALL</i>
8:55	5 min	Process monitoring	

Dennis described the process monitoring role. It is meant to notice how board members have interacted during the meeting, particularly being watchful of white supremacy behaviors. He encourages the meeting participants to be doing this monitoring themselves and to add their comments to this segment of the agenda.

9:00	5 min.	Closing Reading and Adjournment	<i>Debby</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:

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