

First Unitarian Church of Oakland Board of Trustees Meeting MINUTES

April 26, 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: Nicole Fitzhugh, Debby Kaplan, Kathy Radez, Zia Swim, Barbara North, Marilyn McMahon, Rev. Theresa Ninán Soto Absent: Claudine Tong Guests: Noemi de Guzman, Bill Blakely , Sarah Letson	
Meeting Chair: Barbara North Timekeeper and Communications Facilitator: Nicole	RACI chart: Nicole Fitzhugh Readings: Debby Kaplan Process Monitor: Dennis Rowcliffe
Board Officers 2022-2023: <ul style="list-style-type: none"> • President: Barbara North • Vice President: Zia Swim • Treasurer: Debby Kaplan • Secretary: Marilyn McMahon 	Board Partners and Champions 2022-23 <ul style="list-style-type: none"> • Program Council: • Policy Review and Revision: • Nominating Committee: Kathy Radez • Software Transition: • Stewardship: • JTW: • OT:

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.	Barbara
No comments were sent via email.			
7:00	5 min	Chalice Lighting and Reading	Debby
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 	Barbara

7:10	10 min.	Consent Agenda: action and reporting actions taken since previous meeting <ul style="list-style-type: none"> Actions taken since previous meeting: [none] Board member(s): <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 April reports. 	ALL
Agenda Item "Conflict Care and Motion to approve the consent agenda and acknowledge receipt of Minister's, OT, and Financial reports. PASSED			
7:20	15 min.	Minister's/Operations Team Report	Noemi, Marilyn
<p>The Trustee position on the OT is vacant. It's important for communication and relationships. Marilyn will schedule the quarterly meeting for Board officers with OT.</p> <p>We reviewed minister's report on screen. Rev. Ninán highlighted importance of rebooting worship leadership, noted there's a sign-up genius for elements of each service.</p>			
7:35	20 min.	COWSM - Nominating committee next steps and transition	Sarah Letson, Daisy
<p>Sarah is currently the lone member of COWSM, and its charter calls for 3-5 members. Daisy is resigning from the BoT and would like to join COWSM. We discussed whether to follow normal process for appointing members after recommendation by Nominating Committee or to make exception and appoint Daisy directly, given urgent need. Also discussed whether COWSM should have its own Nominating Committee or use the Board Nom.Comm.</p> <p>Motion by Nicole to accept Daisy's resignation from the Board. Seconded by Debby. PASSED</p> <p>Motion by Nicole to appoint Daisy Quan to COWSM directly as exception, but reaffirm usual process is via recommendation of nominating committee. Seconded by Debby. PASSED</p>			
7:55	5 min.	Reminder to Please sign up for announcements Board Member Worship Welcome Sign-up Open question - are we on for this through the summer? Can a returning board member confirm past expectations on this so we can sign up as needed?	Vice Pres.
Decided that we will continue doing the Worship Welcome through the summer. Marilyn will tell Rev.Ninán.			
8:00	5 min.	Break	All
8:05	15 min.	Financial Health and Clarity / Budget Discussion	Debby
<p>Estimated quarterly actuals compared with what was budgeted: Church income was a little under what is expected per quarter, but expenses were under their expected figure, too, so the deficit is less than expected. We'll go deeper into finances and investments at the Board retreat/orientation.</p>			

8:20	10 min.	<p>GA Delegates. GA is in June. We need to formalize next steps for delegates and ownership of this process tonight.</p> <ul style="list-style-type: none"> - J. Delegates: Delegates to the Unitarian Universalist Association General Assembly and delegates to the Pacific Central District Assembly shall be appointed by the Board. Pledging members of the congregation who would like to serve may submit a written statement of interest co-signed by 5 other pledging members to the Board President by the 3rd Tuesday in March for the District Assembly, and the 3rd Tuesday in April for General Assembly. Delegates serve terms of one year, and are eligible for re- appointment. - <i>Adopted October 24, 2006</i> 	Zia.
<p>Zia will research requirements and timeline for appointing GA delegates. Nicole will write next Board column in Chalice Chatter and include a call for delegate candidates.</p>			
8:30	15 min.	<p>Board Orientation (retreat, goal setting, anti-racism training, administrative tasks)</p> <ul style="list-style-type: none"> o Consider doing part of this in person? Or zoom preferred? (o One or two sessions? o Topics in development. Include - goal/intention for the year, financial and stewardship discussion. Review of, and guidance on material from Dan Hodgkiss- congregational life consultant. 	Zia.
<p>Decided to hold part in person if possible (e.g. goal-setting and getting-to-know-you) and another part on zoom (e.g. reviewing 'nuts & bolts' docs). We'll schedule an anti-racism training, either as part of orientation/retreat or separate.</p> <p>_____ will follow up on planning and scheduling the segments of the orientation/retreat.</p>			
8:45	5 min.	Board Thank-yous	Marilyn to note
<p>We noted appreciation for the good work this month of: Jeff, those who checked vax status on Sundays, hiring team for RE director, all the musicians (Joyful Noise, Crescendo Choir), Dorothy ('baby room')</p>			
8:50	5 min.	<p>For the Good of the Order (questions, brief planning, spontaneous items, items pulled from consent agenda)</p> <ul style="list-style-type: none"> - Need to approve minutes of March 2022 Board meeting (because not unanimous on Basecamp) <p>Kathy moved to approve. Nicole seconded. PASSED</p> <ul style="list-style-type: none"> - Process for approving minutes of 2022 annual membership meeting <p>Marilyn will follow up with Dan Wright</p> <ul style="list-style-type: none"> - May Chalice Chatter - who owns! 	ALL

		Nicole will write board column for May Cha.Cha. - <u>Monthly Board Tasks</u> for next month We'll handle on Basecamp. - Review RACI (<u>R</u> esponsible, <u>A</u> ccountable, to be <u>C</u> onsulted, to be <u>I</u> nformed) Chart (Marilyn)	
8:55	5 min	Process monitoring	<i>Ingrid</i>
Ingrid commented on diversity of those present, our process, and tone of the meeting.			
9:00	5 min.	Closing Reading and Adjournment	<i>Debby</i>
<i>Meeting was adjourned at 9:13 p.m.</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
- Stewardship
- Software transition
- Leadership development (see 2021 annual report update)