

First Unitarian Church of Oakland Board of Trustees Meeting MINUTES

May 24, 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: Barbara North, Zia Swim, Debby Kaplan, Nicole Fitzhugh, Kathy Radez, Claudine Tong, Rev. Theresa Ninán Soto Absent: Marilyn McMahon Guests: Noemi deGuzman, Bill Blakely, Sarah Letson, Claudia Morgan	
Meeting Chair: Barbara North Timekeeper and Communications Facilitator: Nicole	RACI chart: Nicole Readings: Debby Process Monitor: Dennis Rowcliffe
Board Officers 2022-2023: <i>President:</i> Barbara North <i>Vice President:</i> Zia Swim <i>Treasurer:</i> Debby Kaplan <i>Secretary:</i> Marilyn McMahon	Board Partners and Champions 2022-23 <i>Program Council:</i> <i>Policy Review and Revision:</i> <i>Nominating Committee:</i> Corless Smith, Laurel Egenberger, Kris Wedding Crowell <i>Software Transition:</i> <i>Stewardship:</i> <i>JTW:</i> <i>OT:</i>

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.	
No comments sent via email.			
7:00	5 min	Chalice Lighting and Reading	Barbara
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) 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”.	ALL
Motion to approve the consent agenda and acknowledge receipt of Minister's, OT, and Financial reports. PASSED			
7:20	15 min.	Minister's and Operations Team Reports	Rev. Ninán,
<p>We are moving forward with DRE hiring. A host for the July 17th service is needed– similar to a worship associate, to assist the guest speaker. We will have about half our summer services lay-led and half guest minister/ speaker led.</p> <p>From the OT: rentals are down. When OYC finishes their move the 3rd floor will be revamped for a new tenant if one can be found. The Community Connections team is working with the OT, and with the board, on a new definition of membership.</p>			
7:35	10 min.	Financial Health and Clarity / Budget Discussion	Debby
It will be very important to work closely with Stewardship to coordinate collecting pledges. The board will also schedule a board retreat to discuss finances in depth.			
7:45	15 min.	Followup to board goal-setting meeting/ “retreat”	Barbara
We want to reach out to our immediate community neighbors. This can be done with UU churches/ fellowships via RE (OWL, COA). We want to align our goals with the neighborhood, and have every church program working in alignment with that goal, but with open ears and lack of condescension. One suggestion was becoming a cooling station. We will continue to examine the possibilities by working with the program council.			
7:55	10 min.	Conflict care and UUA support	Rev.Ninán
This item was pulled from the agenda by the president.			
	5 min.	Break	All
8:10	5 min.	Status on GA Delegates. GA is in June.	Zia/Nicole
Noemi can handle credentialing. From FUCO: Jef Melcher, Claudine Tong, and Sherry Weston-Vigil. Jef will be attending offsite. We will explore funding possibilities for Claudine and Sherry.			
8:25	10 min.	Recruiting for COWSM	Barbara
Motion to have the appointment process as follows: the COWSM team and the minister will discuss candidates with the board, and the board will approve based on online discussion. PASSED			
8:35	10 min.	Roles to fill: Liaison to CoWSM, Operations Team member Relational Chart - include expectations	Barbara
Nicole Fitzhugh will be the board liaison to the OT going forward. If we can recruit more board members, we will fill the COWSM liaison position. COWSM will report to the board quarterly until a board liaison is found.			
8:45	5 min.	Board Thank-you's	ALL

We noted appreciation for the good work this month of: The Ordination Committee, led by Bill Blakely, but esp the food team of Joyce Cutler and Daisy Quan; The Welcomers/ Vax Checkers, especially Leslie Brandt; Ingrid Mittermaier for RE.

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"> - Approve minutes of April 2022 Board meeting - Approve minutes of Annual Meeting - Assign rotating <u>board tasks</u> for next month - Review RACI (<u>R</u>esponsible, <u>A</u>ccountable, to be <u>C</u>onsulted, to be <u>I</u>nformed) Chart (____) 	ALL
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Motion to approve April Meeting Minutes. PASSED.
Annual Meeting Minutes need to be approved on basecamp.

8:55	5 min	Process monitoring	Dennis Rowcliffe
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Dennis suggested that the board check its internal communication processes.

9:00	5 min.	Closing Reading and Adjournment	_____
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Meeting was adjourned at 9:10 p.m. It went into Executive Session at 9:10.

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)