

## First Unitarian Church of Oakland Board of Trustees Meeting MINUTES

June 28, 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)*

<b>Present:</b> Barbara North, Zia Swim, Debby Kaplan, Marilyn McMahon, Nicole Fitzhugh, Kathy Radez, Claudine Tong <b>Guests:</b> Sarah Letson, Hester Green, Noemi de Guzman, Dennis Rowcliffe <b>Absent:</b> Rev. Ninán (vacation)	
<b>Meeting Chair:</b> Barbara North <b>Timekeeper and Communications Facilitator:</b>	<b>RACI chart:</b> Marilyn McMahon <b>Readings:</b> Zia Swim <b>Process Monitor:</b> Dennis Rowcliffe
<b>Board Officers 2022-2023:</b> <i>President:</i> Barbara North <i>Vice President:</i> Zia Swim <i>Treasurer:</i> Debby Kaplan <i>Secretary:</i> Marilyn McMahon	<b>Board Partners and Champions 2022-23</b> <i>Nominating Committee:</i> Corless Smith, Laurel Egenberger, Kris Wedding Crowell

Approx. Start	Approx. Duration	Item	Name
6:45	15 min	<b>Open Comment Period</b> All members and friends are welcome. 3 minutes per speaker. Secretary reads aloud comments sent via email.	
Steve Thomasberger (1) suggested having a “State of the Church” meeting for the congregation in September, to inform and for discussion; (2) urged Board to use and continue the previous Board work done on “Transformation Within/Between/Among”; (3) encouraged Bd to focus not on current struggles of churches generally but to remember that programs that excite people will bring them in. Rinda Bartley reminds Bd to be in touch about stewardship plans. Zia: Suggested connecting with other UU congregations around acting on current events. Nicole: At GA, there’s discussion about what UUs want to do regarding national political current events.			
7:00	5 min	<b>Chalice Lighting and Reading</b>	Zia
Reading from Lama Rod Owens about not letting our insistence that we are good people blind us to oppressions and how we may participate in them.			
7:05	5 min	<b>Welcome and Preview of Meeting Agenda and Process</b> Introductions; Meeting roles and process; Goals for tonight	Barbara
7:10	5 min.	<b>Consent Agenda: action and reporting actions taken since previous meeting</b> <ul style="list-style-type: none"> <li>[none]</li> </ul>	All

		An item may be moved to "For the Good of the Order" if more discussion is needed	
<b>MOTION to approve the consent agenda and acknowledge receipt of OT and Financial reports. (Debby moved; Kathy seconded.) PASSED</b>			
7:15	10 min.	<b>Operations Team Report</b>	
Noemi reviewed the written report. Also: Personnel committee needs to be staffed. Employees must be asked for their election as to retirement plan by end of July. Program council's July meeting moved to 7/12. Appreciating Jane and Gary Facente for continuing to care for gardens. A review of our healthcare benefits to employees encouraged.			
7:25	30 min.	<b>Budget Followup</b> <ul style="list-style-type: none"> <li>• Endowments</li> <li>• Roles of our consultants, Operations Team, Finance Committee</li> <li>• Numbers - where we stand &amp; projections</li> </ul>	<i>Debby</i>
Money is disbursed from (earnings on) endowments, put into our budget as income. How much we get depends on a 13-quarter average of each fund's value. Biggest sources of income are endowments, pledges. There's an Endowment Committee. Bd should help think of creative ways to get rental income (creative use of our spaces). "Budget is a different language for talking about what our priorities are." Our spending continues to be lower approx. proportionally to reduction of our income.			
7:55	5 min.	<b>Juneteenth Holiday Update</b>	
Juneteenth was made a holiday this year for our employees; Barbara made decision to include it (via emergency protocol), as consistent with our values. The policy for future years will be decided and included in an update of the personnel handbook.			
8:00	5 min.	<b>Break</b>	<i>All</i>
8:05	10 min.	<b>COWSM: Recruiting and New Members</b>	<i>Sarah Letson</i>
<b>MOTION to appoint Sherry Weston-Vigil to COWSM. (Barbara moved; Kathy seconded.) PASSED.</b> COWSM is now minimally staffed, with 3 members (should have 3-5). Bd still needs liaison to COWSM; until then, Sarah may provide a written report or appear at Board meeting to update us. COWSM charter needs one small change. Kathy will make the latest board-approved version of charter available on board drive.			
8:15	5 min.	<b>All-day Board Retreat in August</b> (training for how to budget, UUA workshop, other topics?)	<i>Barbara</i>
Barbara proposes two 2-hr sessions in July (planning for fall) and a longer session in August (UUA workshop on board functions plus more budget training; stewardship plans; plans for reinvigoration of congregation in fall). She'll send a doodle poll to schedule sessions.			
8:20	10 min.	<b>Review and Update of Board Procedures</b> <ul style="list-style-type: none"> <li>• <a href="#">Board Process Agreements 04.28.20 FINAL.docx</a></li> </ul>	
Update to process agreements is overdue. We'll discuss needed changes (on BaseCamp) .			
8:30	10 min.	<b>2022-23 Board Priorities and Key Questions</b>	<i>Barbara</i>

Barbara asks that Board members review some documents on Board processes and protocols. She will send us links 2 weeks before we discuss them, with a reminder one week before. Documents all live on Board's google drive, but some have links in BaseCamp. Email best for informal/reminders; record decisions in BaseCamp.			
8:40	5 min.	<b>Board Thank-you's</b>	<i>All</i>
Jane and Gary Facente for continuing to care for gardens. John Shinnick for all his Pastoral Associates work (as he bows out). Summer worship hosts. We can get current addresses (from Breeze) through Nicole (if she has access).			
8:45	5 min.	<b>Review and Update RACI Chart</b> ( <u>R</u> esponsible, <u>A</u> ccountable, to be <u>C</u> onsulted, to be <u>I</u> nformed)	<i>All</i>
We reviewed status of our June tasks.			
8:50	5 min.	<b>For the Good of the Order</b> (questions, brief planning, spontaneous items, items pulled from consent agenda) <ul style="list-style-type: none"> <li>• Approve minutes of May 2022 Board meeting</li> <li>• Approve minutes of Annual Meeting</li> <li>• Assign rotating <u>board tasks</u> for next month</li> <li>• </li> </ul>	<i>All</i>
Claudine will do Board welcome this Sunday. We sd all sign up for worship welcome Barbara will do a Board update for Chalice Chatter in early July. Communications Facilitator: Kathy. <b>MOTION to approve minutes of 2022 Annual meeting. (Marilyn moved; Claudine seconded.) PASSED.</b> <b>MOTION to approve minutes of May board meeting. (Kathy moved; Nicole seconded.) PASSED.</b>			
8:55	5 min	<b>Process monitoring</b>	
Dennis offered observations about our process at this meeting.			
9:00	5 min.	<b>Closing Reading and Adjournment</b>	<i>Zia</i>
An excerpt from <i>Hope in the Dark</i> by Rebecca Solnit regarding hope as a fierce motivator..			
<i>Meeting was adjourned at 9:04 pm.</i>			

## Bike Rack:

- Healthy Congregations
- Stewardship
- Software transition
- Leadership development (see 2021 annual report update)

## Meeting ground rules:

Phones on vibrate	No side conversations	One person speaks at a time (stack process to be used)
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<p>Start on time. If a need develops to go beyond the scheduled end time, check with the group.</p>	<p>Stick to the agenda: If an item runs long, it will be tabled for the next meeting or, by group decision, either handled in overtime or accommodated by tabling other agenda items.</p>	
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