

## MINUTES – Board of Trustees Meeting

### First Unitarian Church of Oakland

**August 23, 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, Nicole Fitzhugh, Claudine Tong, Marilyn McMahon, Rev. Soto <b>Guests:</b> Noemi de Guzman, Laurel Egenberger, Michael Fitzhugh <b>Absent:</b>	
<b>Meeting Chair:</b> Barbara North <b>Timekeeper and Communications Facilitator:</b> Nicole	<b>RACI chart:</b> <b>Readings:</b> Marilyn <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>Program Council:</i>   <i>Policy Review and Revision:</i>   <i>Nominating Committee:</i> Corless Smith, Laurel Egenberger, Kris <i>Wedding Crowell   Software Transition:</i>   <i>Stewardship:</i>   <i>JTW:</i>

Approx. Start	Approx. Time	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.	<i>Congregation</i>
<b>OPENING</b>			
7:00	3 min	<b>Chalice lighting and reading</b>	<i>Marilyn</i>
7:03	3 min	<b>Welcome and preview of meeting agenda and process</b> Introductions; Meeting roles and process; Goals for tonight	<i>Barbara</i>
7:06	4 min.	<b>Consent agenda</b> (Action and reporting actions taken since previous meeting) <ul style="list-style-type: none"> <li>• (An item may be moved to "For the Good of the Order" if more discussion is needed)</li> </ul>	<i>All</i>
<b>Motion to approve the consent agenda and acknowledge receipt of Minister's and OT reports, plus Finance Team's presentation as Finance report (Nicole, 2d Debby). PASSED</b>			

REPORTS AND STATUS			
7:10	7 min.	<b>Minister's report</b>	<i>Rev, Soto</i>
Most important right now is building up the Worship Associates, so our services will meet our hopes and expectations. // Re Stefan retiring: He leaves as Music Co-Director in June and as Facilities Manager in June or earlier: We will consider how might it serve us to separate those positions.			
7:17	7 min.	<b>OT report</b>	<i>Noemi</i>
Re Stefan retiring: Minister and OT considering a transition position rather than permanent hire, and revisioning how best to distribute the Facilities and Music Co-Director responsibilities. Need to create a vision, which will drive planning and hiring.			
7:24	7 min.	<b>Finance report</b>	<i>Debby</i>
The "Midyear Finance Update" slides are the report for this month. Overall, church finances are ok, due to prudent budgeting and spending. We have a small surplus currently, which will cover our contribution to the UUA. A problem area is the loss of rental income. Stewardship campaign will be crucial this year. FUCO is doing the two critical things the Board is responsible for assuring: keeping adequate financial records and safeguarding against mishandling of funds. As a result of books being in better order, our spending on bookkeeping is greatly reduced, and less time is required of the Finance Team for monitoring the contractor.			
START OF CHURCH YEAR: NEXT STEPS			
7:31	15 min.	<b>Survey/Outreach</b>	<i>Barbara</i>
Small team has made plan for survey/outreach; survey may launch next week; target to launch outreach is just after Labor Day, with report to Stewardship team by mid-Sep about what's learned from the phone outreach about how congregants want to re-engage with our community and with volunteering. Discussion main points: Aim is to communicate that the church wants to be there for our members, to ask what people want/need from the church. Expectations about how to connect (what mix of in-person and zoom) have changed permanently. We'll learn about people's desires, needs, vision of how we connect as a community in future.			
7:46	15 min.	<b>Stewardship</b> (Roles and responsibilities of Board; timeline)	<i>Nicole</i>
Aiming to start mid- to late October, finishing by Thanksgiving week.			
8:01	5 min.	<b>BREAK</b>	
8:06	10 min.	<b>Jump-starting engagement</b> (Sparking the start of the church program year / Encouraging increased congregation fellowship)	<i>All</i>
Asking Program Council what they are doing to support the Board's goal of re-engagement. Then all the groups will be planning their activities. Discussion: brainstorming about growing our connections with the broader community, including more interaction, outreach, service.			
INTERNAL BOARD BUSINESS			
8:16	10 min.	<b>501(c)(3) responsibilities of church officials</b>	<i>Zia</i>

Board members should not take any public stances for/vs. candidates. Ballot initiatives are less clear. Board members should be clear when speaking whether we are speaking as individuals or for the church.

8:26 15 min. **Time of monthly board meeting**

*All*

To meet the needs of all board members, we'll do an internal Board survey exploring best times and days to have our monthly meetings. Keep in mind that some people in our community would like some Sunday meetings.

8:41 5 min. **Scheduling board retreats for this church year**

*Barbara*

For topics including:

- Priorities and triage for the church year
- Anti-racism training
- Continuing on-boarding
- Updating Board Process Agreements
- Updating Board Policies (invite Lucia)

We'll also schedule board retreats via internal survey. // Desirable to do an anti-racist training together. Maybe the Jan. Jubilee 3, though it's on East Coast time. Rev. Soto will look into getting one that's better scheduled for us.

8:46 15 min. **"For the Good of the Order"** (questions, brief planning, spontaneous items, items pulled from consent agenda)

*All*

- Approve job description for Youth Lead Facilitator – **MOTION to approve: PASSED.**
- Approve minutes of June board meeting – **MOTION to approve: PASSED.**
- Approve minutes of July board meeting – *Will handle on Basecamp.*
- Board thank-yous – *Ingrid for managing CFM scheduling (Nicole); Finance Team for update presentation (Debby); August worship leads (Barbara).*
- Assign rotating [Board tasks](#) for next month – *Comm.Fac'r: Barbara; Readings: Zia; Chalice Chatter article: Barbara; Timekeeper: Marilyn.*
- Review RACI chart – *will handle online*
- Agenda items for next Board meeting
- Quarterly meeting of Board officers with Operations Team – *Needs to be scheduled. OT proposes the 2nd Wed. of the 2nd month of each quarter. Noemi will email specific dates.*

## CLOSING

9:01 4 min **Process monitoring comments**

Remarks on demographics of Board. Noted that we had different views of whether community connections discussion was appropriate for Board meeting, but we moved on without conflict. Tip of the hat to Nicole's promotion of Jubilee 3.

9:05 2 min. **Closing Reading and Adjournment**

*Marilyn*

*Meeting adjourned at 9:21 p.m.*

**Ground rules:**

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| <ul style="list-style-type: none"><li>• One person speaks at a time (Stack process to be used)</li><li>• No side conversations</li><li>• Phones on vibrate</li></ul> | <ul style="list-style-type: none"><li>• Start on time and if a need develops to go beyond 9:00, check with the group</li><li>• Stick to the agenda. If an item runs long, group will decide to table it for next meeting, stay late, or table other agenda items.</li></ul> |
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**Bike Rack:**

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