

First Unitarian Church of Oakland
BOARD OF TRUSTEES
MEETING MINUTES
February 28, 2023 6:45 - 9:00 pm

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.

Present:

Barbara North, President (*chairing meeting*)
 Debby Kaplan, Treasurer
 Nicole Fitzhugh (*timekeeper*)
 Marilyn McMahon, Secretary

Guests:

Noemi de Guzman (Administrator), Sarah Watts (Music Visioning Team rep.), Dennis Rowcliffe (Process Monitor), Bev Smrha, Bill Blakely, Claudia Morgan, Dick Bailey, Jef Melcher (RE director), Ron Weisberg, Stefan Schneider (Facilities Mgr and Music Co-leader), Micky Duxbury, Dave Ruede, Carol Layne.

6:45 pm – Open comment period (15 min.) Marilyn read written suggestions by Steve Thomasberger that instead of hiring a new facilities manager, we move the rentals responsibility to the administrator, contract out any repairs, and hire a custodian; and that, because the annual meeting's agenda will be filled by business items, a second congregational meeting be convened for discussion of the church's status, mission, and vision. Barbara answered questions: We are seeking more members for COWSM. We hope to present options for future ministry at the annual meeting, March 19.	<i>Congregation</i>
7:00 pm – Chalice lighting and opening reading (5 min.)	<i>Nicole</i>
Welcome and preview of meeting (5 min.)	<i>Barbara</i>
Consent agenda (5 min.) <ul style="list-style-type: none"> • MOTION to approve hiring of a Spirit-Room Assistant. (Nicole, Debby 2nd.) PASSED • MOTION to approve Claire Eustace's affiliation with our congregations as community minister. (Marilyn, Debby 2nd.) PASSED • MOTION to approve minutes of the January board meeting. (Nicole, Marilyn 2nd.) PASSED 	
Operations Team report (10 min.) With the watchword "steady," Noemi detailed how the church continues functioning in accordance with its mission after Rev. Soto's resignation. The church gained two new members last week, bringing our active-member count to 182. The Community Connections team seeks additional volunteers. Jef Melcher, RE director, will coordinate worship services and the Worship Associates. The finance team and the board treasurer are revisiting budget assumptions in our changed circumstances. Last week our church hosted a commemoration by Interfaith Movement for Human Integrity of the 1942 presidential order that led to the wartime incarceration of Japanese Americans. Thanks to Stefan Schneider for making that event happen, in line with our commitment to serve the Oakland community. At Sunday's service, we collected \$2039.79 for the rebuilding fund of First A.M.E. Church of Oakland.	<i>Noemi</i>
Music Visioning team's final report (10 min.)	<i>Sarah Watts</i>

<p>The MVT gathered input from the congregation about our music programs, and recommends: For the coming program year, hiring Renee Witon and Susan Keiter as music co-leaders. Longterm, aiming to hire a music director with expertise in multicultural genres. Creating a music committee to lead us toward a more multicultural music repertoire and to regularly assess our progress. More tightly integrating the music with the theme of each worship service. Using guest musicians to broaden our cultural range.</p> <p>MOTION to approve the recommendations in the MVT report. (Nicole, Debby 2nd.) PASSED</p>	
BREAK (5 min.)	
<p>For the record: Since the January board meeting, Claudia Tong and Zia Swim (vice president) have resigned from the board.</p>	<i>Barbara</i>
<p>Staff hiring and Personnel Committee staffing (15min.)</p> <p>Noemi will resign as church administrator March 17. We have a job description for the position.</p> <p>We need to staff the personnel committee as well as a hiring committee for facilities manager. The personnel committee will revise our personnel handbook consistent with up-to-date human resources practices and our policies.</p>	
<p>Nomination of Laila Ibrahim to COWSM (5 min.)</p> <p>The Committee on the Wellbeing of Shared Ministry recommends that Laila Ibrahim be appointed to COWSM.</p> <p>MOTION to appoint Laila Ibrahim to COWSM (Nicole, Debby 2nd.) PASSED</p>	
<p>“For the Good of the Order” (10 min.)</p> <ul style="list-style-type: none"> • Claire Eustace and Kevin Mann have requested ordination by our church. The Board will consider budget impact, and will put a proposal before the congregation at the annual meeting March 19. • Board thank-you’s: We will work with Mary Foran on a gift of appreciation for Rev. Soto. Thanks-yous this month to organizers of the 2/26 congregational Listening Circle. We will prepare an appreciation of Vincent for his years of technically directing our hybrid worship services. • Board members reviewed the task responsibilities accepted during the meeting. 	
Process monitoring comments (5 min.)	<i>Dennis</i>
Closing reading & extinguish chalice (5 min.)	<i>Nicole</i>
End of public session	
Executive session: Personnel matters (60 min.)	