

<b>First Unitarian Church of Oakland</b> <b>BOARD OF TRUSTEES</b> <b>MEETING MINUTES</b> <b>May 23, 2023 6:45 - 9:00 pm</b>	<b>Our Mission</b> 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. <i>Adopted by the congregation on March 18, 2019</i>
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<b>Present:</b> Barbara North, outgoing President Nicole Fitzhugh, outgoing Treasurer Marilyn McMahon, Secretary Dennis Rowcliffe, new Treasurer Evalyn Seidman, new Vice Pres. Judith Hunt Bev Smrha	<b>Guests:</b> Debby Kaplan (EJA rep) Dick Bailey Rev. Mary Foran Bill Blakely Jef Melcher Sarah Moldenhauer-Salazar
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6:45 pm	<b>Open comment period</b> (15 min.)	<i>Congregation</i>
7:00	<b>Chalice lighting and opening reading</b> (3 min.)	<i>Marilyn, Nicole</i>
	<b>Welcome and preview of meeting</b> (2 min.)	<i>Barbara</i>
7:05	<b>Consent agenda</b> (10 min.) Actions taken since previous meeting: <ul style="list-style-type: none"> <li>Executed contract with Hope For Us conflict engagement team</li> <li>Executed settlement agreement with Rev. Soto</li> </ul> Quick action items: <ul style="list-style-type: none"> <li><b>MOTION to approve the April meeting minutes (Nicole, Judith 2d) - PASSED</b></li> <li>Proposal to give control of the Minister's Discretionary Fund to the community ministers team until a new minister is hired; also to have a special Sunday collection for the Fund. Nicole and Bill will figure out details of access to the Fund, and the Board will finalize approval of the proposals by email.</li> <li><b>MOTION to approve hiring of Zach as audio/zoom tech at \$25/hr for up to 15 hrs/wk (Marilyn, Dennis 2d) - PASSED</b></li> </ul>	<i>Barbara</i>
7:15	<b>Election of officers</b> (15 min.) Marilyn agrees to continue as Secretary.	<i>Barbara</i>

	<p><b>NOMINATION of Nicole as President - PASSED unanimously</b>  <b>NOMINATION of Evalyn as Vice President - After discussion of the role of VP, PASSED unanimously</b>  <b>NOMINATION of Dennis as Treasurer - PASSED unanimously</b></p> <p>Barbara handed over the meeting to Nicole. Nicole and the rest of the board expressed profuse thanks to Barbara for her service as President.</p>	
7:30	<p><b>Environmental grants team report (5 min.)</b></p> <p>On federal grant: Looking for more details from the DOE.  On state EPA grant: We submitted a sub-proposal to Interfaith Power &amp; Light.</p>	<i>Debby</i>
7:35	<p><b>Pastoral care this summer - Claire Eustace MOU (10 min.)</b></p> <p><b>MOTION to accept the MOU for Claire to provide pastoral care for the summer (Evalyn, Judith 2d) - PASSED</b></p> <p>The Board will ensure notices are posted ) Chalice Chatter, on the unofficial listserv, and in Sunday announcements.</p>	<i>Nicole</i>
7:45	<p><b>Select delegates to UUA General Assembly (5 min.)</b></p> <p><b>MOTION to name Donna Fujioka, Kevin Mann, Emily Stoper, and Bev Smrha as our delegates to the 2023 GA (Judith, Evalyn 2d) - PASSED</b></p> <p>Q: Does the congregation or Board direct delegates how to vote? A: Bev, who served as a delegate many times over the years, never was directed how to vote.</p>	<i>Nicole</i>
7:50	<b>BREAK (5 min.)</b>	
7:55	<p><b>Treasurer's report (10 min.)</b></p> <p>We're in a holding pattern until we make hiring decisions.  Dennis now takes over as Treasurer and will attend meetings of the Finance Team.</p>	<i>Nicole</i>
8:05	<p><b>Operations Team report (10 min.)</b></p> <p>Stefan met with volunteers to start a grounds &amp; facilities team. With the Board's approval earlier, the hiring of our new Zoom tech is finalized. Frank continues as our sexton. Over the summer, Nicole will handle email and phone calls about rentals. We can't accept new rentals until we have the staff to manage events.</p> <p>Stefan is finalizing the handoff of his knowledge, making a job manual for his position (including structural info about the building, history of repairs, contact people for insurance, and a million other things). Retirement party June 3 for Stefan is being organized.</p>	<i>Nicole</i>
8:15	<p><b>Jef Melcher's responsibilities this summer and fall (10 min.)</b></p> <p>Jef's contract extends through this fall. He and Board agreed that his responsibilities this summer will be to pursue projects he's been needing more time for, such as building the Worship Associates program, visioning lifelong RE, and building connections with other congregations. He will <i>not</i> be responsible for</p>	<i>Nicole</i>

	summer worship. He is working 20 hours/week, and we hope he will enjoy some vacation time. In August, we'll discuss his fall responsibilities.	
8:25	<p><b>Authorize hiring of Administrator</b> (10 min)</p> <p>The Finance Team is finalizing our policies about vacation accrual and employee health insurance, so we can begin hiring.</p> <p>The current job description is too extensive for the half-time administrator position, so it needs revision.</p> <p><b>MOTION to authorize Emily Stoper and Sharon Dolan to (1) write a job description for a half-time administrator; (2) recruit another member for their committee; and (3) begin the hiring process, subject to the Board's approval of the job description. (Judith, Dennis 2nd) - PASSED</b></p> <p>Bev will be the Board's liaison to this committee.</p>	
8:35	<p><b>Authorize hiring for Facilities position</b> (10 min)</p> <p><b>MOTION to begin recruiting a hiring committee for a half-time facilities manager. (Marilyn, Judith 2nd) - PASSED</b></p> <p>Dennis will be the Board liaison to this committee.</p>	
8:45	<p><b>Next steps in hiring a minister for program year</b> (10 min)</p> <p>We have four volunteers to be on a minister-hiring committee. We can afford up to 20 hours/week. Already some possibilities have presented themselves. The committee will need to recommend what ministry roles to fill next program year, perhaps with more than one person, and to present a proposal to the Board.</p> <p><b>MOTION to (1) authorize as a ministerial hiring committee David Ruede, Debby Kaplan, Laila Ibrahim*, and Dan Goss; (2) authorize the committee to prepare, for Board approval, a proposal for part-time ministry for next program year, specifying the most important roles to be filled; and (3) further authorize them to draft a job description for no more than 20 hours/week, for Board approval. (Marilyn, Judith 2nd) - PASSED</b></p> <p>Judith will be the Board's liaison to this committee.</p> <p>*Note 5/31/2023: Laila volunteered many weeks ago and is no longer available.</p>	
8:55	<p><b>Hope For Us - next steps</b> (5 min.)</p> <p>Board will meet tomorrow with our two coaches. (Meeting will be recorded for Board members who cannot attend.) Purpose: Begin defining what our church</p>	

	needs and forming a plan.	
9:00	<b>“For the good of the order”</b> (5 min.) I o <ul style="list-style-type: none"> <li>Board thank-you’s – The Board will thank: team organizing retirement party for Stefan (Evalyn); Dick Bailey for years of service as worship associate (Nicole); Mary Foran for her help and leadership (Evalyn)</li> <li>Review tasks chart – All trustees will look at rotating tasks list and sign up for next few months..</li> </ul>	
9:05	<b>Extinguish chalice &amp; closing reading</b> (3 min.)	
9:10	<b>END OF MEETING</b>	

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**“BIKE RACK”**

- Revise governance policies
- COWSM