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| First Unitarian Church of Oakland BOARD OF TRUSTEES MEETING MINUTES June 27, 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. <i>Adopted by the congregation on March 18, 2019</i> |
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| Present: Nicole Fitzhugh, President Evalyn Seidman, Vice Pres. Dennis Rowcliffe, Treasurer Marilyn McMahon, Secretary Judith Hunt Bev Smrha | Guests: Bill Blakely Dick Bailey Steve Thomasberger Laurel Egenberger Debby Kaplan (as Earth Justice rep) Donna Fujioka | Janet McFarland Jef Melcher Claudia Morgan |
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| 6:45 pm | Open comment period (15 min.) Article 2 passed at GA. Suggestion that a volunteer manage the Zoom worship service each Sunday (mainly, muting people as needed). Q: We used to have a policy of only one ordination a year, right? A: Yes, in order not to be overwhelmed with requests, particularly since Starr King school is nearby. About our summer common read, <i>Mistakes & Miracles</i> : Donna and Janet explained the selection process. They looked at quite a few books and eliminated all the others. Some, for example, had no mention of Asian-Americans. // The discussions will be held on the 3rd Thursday of each of the next three months. For the first discussion, on July 20, people should read the first three chapters. The discussions will be mostly in small groups (on Zoom, perhaps with an in-person option). The book's authors may join us for a session at the end. | <i>Congregation</i> |
| 7:00 | Chalice lighting and opening reading | <i>Evalyn, Dennis</i> |
| | Welcome and preview of meeting | <i>Nicole</i> |

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| | <p>Consent agenda</p> <p>Since the May meeting, the Board did the following online:</p> <ul style="list-style-type: none">• Approved May meeting minutes• Set March 3, 2024 as date of Annual Congregational Meeting <p>Nicole shared some updates:</p> <ul style="list-style-type: none">• See the June 28 <i>Chalice Chatter</i> for an update from the Board on our work with the Hope For Us conflict engagement team.• Donna Fujioka was a delegate for GA and was granted reimbursement of expenses by the board and JTW.• The Board requests that Donna and our other delegates give reports on GA at the July board meeting. <p>The Board then voted on the following MOTIONS:</p> <ul style="list-style-type: none">• To approve Gary Facenteas a new member of the Administrator Hiring team. (Dennis, Evalyn 2nd) PASSED• To approve Sarah Watts as new member of Contract Minister Hiring team (Marilyn, Dennis 2nd) PASSED• To approve Nicole, Evalyn, Dennis, and Bill as authorized signers on church checking accounts and Claire Eustace and Bill Blakely as signers on the MDF account. (Marilyn, Evalyn 2nd) PASSED Operations accounts will be reimbursed by Musicopia as needed. | <i>Nicole</i> |
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| | <p>Operations Team report</p> <p>Bill, our acting administrator, reported on operations matters.</p> <p><i>Rentals:</i> He met with Cal.Interfaith Power and Light (CIPL) about renting the two offices and meeting area in the back of the third floor, offering a monthly rent of \$1800, basic janitorial, internet, wifi, shared third floor kitchen, etc. He requests authority to negotiate rental of this space.</p> <p><i>Internet service:</i> We currently pay WiLine \$1300 a month for our dish internet service, which is consistent but expensive. They have offered to lower it to \$700 a month with a 2 year lease. Bill is talking with Comcast, the only company with fiber optic cable for our location, and is expecting a monthly cost of \$250-350. Does he have the authority to cancel WiLine and sign with Comcast?</p> <p><i>Member Directory:</i> Breeze enables us to offer an online directory to give church members access to their own Giving history, and other Members' names, addresses, phone numbers, and email addresses—like our printed directories in the past, just online. Does the Breeze Team have the Board's authorization to proceed?</p> <p><i>Checking accounts:</i> We need to update the authorized signers for the checking accounts in the next few days!</p> <p>MOTION to authorize Bill to negotiate rental of the rear portion of the third floor to CIPL (Dennis, Marilyn 2nd). PASSED</p> <p>MOTION to authorize Bill to change our internet provider (Evalyn, Dennis 2nd). PASSED</p> <p>MOTION to authorize the Breeze team to make a member directory available online to members (Bev, Marilyn 2nd). PASSED</p> | <p><i>Bill Blakely</i></p> |
| | <p>Finance/Treasurer's report</p> <p>Insurance on the building has been paid. Our budget is overall covering expenses so far. We're in good shape as long as we have strong Stewardship campaign results this year.</p> | <p><i>Dennis / FT rep</i></p> |
| | <p>Earth Justice grants team report</p> <p>Debby Kaplan reported on the status of work on the state and federal grants that EJA is pursuing. Details are in the report submitted by Tom Smith.</p> | <p><i>Debby</i></p> |
| | <p>Religious Education report</p> <p>Planning to offer 4-6 OWL with other congregations in the fall. Next week will discuss plans for 7-9 OWL in conjunction with MDUUC. Kudos to Jef for his constant reaching out to numerous other local congregations about such</p> | <p><i>Nicole</i></p> |

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| | <p>collaborations. Jef also helped organize the recent 3-congregation picnic, and is hoping to plan another.</p> <p>Given our history of support for LGBTQ+ community and the current political climate, we hope for a FUCO presence at the Oakland Pride celebration, maybe setting up a “way station”.</p> <p>During summer services, as usual we will use volunteers for childcare. The older children will be supervised by volunteers in the Narthex. Please say yes if Jef asks for your help.</p> | |
| | <p>Overall hiring plan The committee creating this plan (the Administrator-Hiring Team, whose scope was expanded) will meet again with the Finance Team the first week of July and have an update for the July meeting. At that time we will be able to approve the administrator job description and begin hiring.</p> <p>Nicole edited the draft Personnel Handbook and the committee is now working on it. We have outlines of an employee health insurance policy and are nailing it down. Though we only have part-time employees, as UUs we are committed to offering some health benefits.</p> <p>All this points to our ongoing need to have a Personnel Committee, which would have sped up our hiring. We need to do leadership development.</p> | <i>Nicole</i> |
| | BREAK (5 min.) | |
| | <p>Special Congregational Meeting in the fall Discussed two proposed dates in September. Will decide via email.</p> | <i>Nicole</i> |
| | <p>Rentals Other than the negotiation with CA Interfaith Power and Light, rental activity remains on hold until we can meet with the hiring committee.</p> | <i>Nicole</i> |
| | <p>Contract Minister Hiring Team report and recommendation Job responsibilities would be leading two high-quality worship services a month, plus coordinating all parts of worship for all services. Major criteria were experience as a minister and skill at creating worship services.</p> <p>The hiring team unanimously and enthusiastically recommended a candidate. The Board discussed and will vote in executive session after this meeting.</p> | <i>Judith</i> |
| | <p>Ordinations The Ordination Celebration for Micah Ma is well in hand. We have agreed to reinstate the ordination budget for Kevin Mann’s ordination, on par with Alex Haider Winnett’s.</p> | <i>Nicole</i> |

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| | MOTION to move \$1500 into the Ordination Fund for Kevin's use (Dennis, Bev 2nd). PASSED | |
| | <p>Minister's Discretionary Fund</p> <p><i>Ministry Team's proposal</i> - Claire and Bill Blakely will be signatories on this account and Claire will file redacted forms with Bill for bookkeeping purposes. The Ministry team has made a form for this purpose and has written a policy proposal to govern use of the funds.</p> <p>MOTION to approve the MDF policy written by the member ministry team (Marilyn, Dennis 2nd). PASSED</p> <p><i>Special collection</i> - A congregant suggested a special collection one Sunday to boost the MDF and the Board likes the suggestion. The Board will decide the date via email.</p> <p>MOTION to have a special Sunday collection to boost the MDF (Judith, Bev 2nd). PASSED</p> | <i>Nicole</i> |
| | <p>Staff healthcare benefit policy</p> <p>We are looking at either rejoining the UUA Health Plan, which is expensive, or operating an employee reimbursement account. It is being studied and is on the agenda for the hiring team's meeting. It will be resolved by the time we hire a contract minister.</p> | <i>Nicole</i> |
| | <p>"For the good of the order"</p> <p>Board thank-you's - Rev. Jacqueline Duhart (Nicole), Joyce and Daphne for snacks each Sunday (Dennis), Joyce & Ron for the potluck (Dennis).</p> <p>Chalice Chatter article for this month - Judith</p> | <i>Nicole</i> |
| | Extinguish chalice & closing reading | <i>Dennis, Evalyn</i> |
| | END OF MEETING | |

"BIKE RACK"

- Stewardship!
- Date for special congregational meeting