

First Unitarian Church of Oakland BOARD OF TRUSTEES MEETING AGENDA August 22, 20236:45 - 9:00 pm Click here to join the meeting	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: Rev. Laurel Liefert Bill Blakely Dave Ruede Debby Kaplan Jef Melcher Claire Eustace Kevin Mann Laila Ibrahim Laurel Egenberger
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Open comment period (15 min) (Members and friends to speak; 3 minutes each. Secretary reads aloud comments sent by email.) There were no comments. Those present discussed Stewardship (see details below), and the discrepancy between our calendar year and fiscal year. Our program year ends June 30, but our fiscal year is the calendar year. At Rev. Laurel's Colorado church, the fiscal year and program year both ran from July 1 to June 30. Their Stewardship campaign was in February-March, with the election of board members and annual meeting in May, and meeting for transition of leadership happening before the start of the new program year. All agreed we need a meeting to discuss the calendars and the timing of Stewardship and the fiscal year.	<i>Congregation</i>
Chalice lighting and opening reading (3 min)	<i>Marilyn</i>
Welcome and preview of meeting (3 min)	<i>Nicole</i>

<p>Consent agenda (10 min) (Reporting actions taken since previous meeting, and quick items. An item may be moved to “For the Good of the Order” if more discussion is needed.)</p> <p>Updates/status:</p> <ul style="list-style-type: none"> • Resumes are currently being received for our church administrator position. • Registration is happening for the OWL program. • The Board had a full-day meeting with staff and Hope For Us recently. • The Board is aware of the technical difficulties with worship services and is addressing them. <p>MOTION to approve July meeting minutes (Evalyn, 2nd Dennis). PASSED</p> <p>MOTION to set May 5, 2024 as Claire Eustace’s ordination date (Marilyn, 2nd Dennis). PASSED</p> <p>Jef asked the Board to approve purchase of an updated Pride flag for our building and to pay for it. We currently display the original rainbow flag, and there have been meaningful additions to it, including transgender colors, brown and black for racial diversity, a circle for intersex, and arrows meaning progress. A congregant offered \$50 to pay for a good quality, durable flag.</p> <p>MOTION to authorize Jef to acquire an updated Pride flag of good quality for the front of the church (Evalyn, 2nd Bev). PASSED</p> <p>Jef will also create a display that explains the symbolism of the flag.</p>	<p><i>Nicole</i></p>
<p>Minister’s report (10 min)</p> <p>Rev. Laurel has signed her contract and Bill is working on the payroll paperwork. She has been preparing her first two services and organizing services through October, including filling worship associate and other roles. Her October plans include marking national Coming Out Day, introducing our new tenant Interfaith Power & Light, an ingathering of new church members, maybe ceremonies to induct Worship Associates and new leaders. Also a candlelight vigil for Transgender Day of Remembrance in November, a “decades” ceremony in January, and a 100% youth service in March.</p> <p>She meets every other week with Hope For Us. On Saturday 8/26, she will hold an informational meeting for anyone interested in or curious about Worship Associates. She is planning a WA training program.</p>	<p><i>Rev. Laurel</i></p>

<p>Operations Team report (8 min)</p> <p>Our rental calendar now includes regular rehearsals of two outside choirs, an all-day meeting, and a memorial service. We need a Building & Grounds team to start up. The church needs a “spiffing up” work party. Molly Hermes is organizing a decluttering team. Meri Lane is revising our document retention policy.</p> <p>Our bell tower has been taken over by pigeons and needs haz-mat-type cleaning. The front of the church needs a power washing.</p> <p>Bill and Clark are researching a change of ISP that could save \$1000/month.</p> <p>The Board confirmed that it has authorized Bill to go ahead with changing ISPs. Evalyn agreed to be the Board liaison to the Building & Grounds team.</p>	<p><i>Bill Blakely</i></p>
<p>Pastoral care planning (15 min)</p> <p>We need a plan for providing pastoral care to our congregation, as Rev. Laurel has responsibility for worship services only, and it is unfair to continue to rely on our community ministers for unpaid pastoral care work.</p> <p>Discussed: how Pastoral Associates operated in past and now, scope of PA and lend-a-hander services, and the level of need for pastoral services.</p> <p>Claire, our paid provider this summer, said the need was light, but with more publicizing of its availability, we would get more requests for pastoral services. There was one request for couples counseling (guidelines set a limit of 3 visits for this), one personal request, and one request to visit a treatment facility.</p> <p>Claire handled pastoral care requests pro bono in the spring. Now she has been asked for chaplain services by JTW for their book discussions and by PA, and she would like to be paid for these.</p> <p>Kevin has taken some phone calls and had virtual and in-person meetings for people of color. Nicole and Kevin have discussed ways to support Kevin by sharing his services with other congregations.</p> <p>Nicole will set up a meeting with Rev. Laurel, the Pastoral Associates, the ministry team, and Judith (as board liaison to PA).</p>	<p><i>Nicole Ministry team reps Pastoral Assocs. reps</i></p>
<p>COWSM proposal (10 min)</p> <p>Laila and Suzanne van Houten propose a survey about (1) our Ends statements, and (2) what congregants find meaningful in their involvement with our church. They propose distributing the survey, collecting responses, and then having two or three meetings to discuss it. Thinking of starting in September.</p> <p>Discussion: Lots of feeling that this effort could complement our Stewardship campaign well. Mention that COWSM should check with JTW, who also wants to revisit the Ends statements.</p>	<p><i>Laila</i></p>

<p>MOTION to approve COWSM's survey proposal for a September timeframe (Bev, 2nd Dennis). PASSED</p>	
<p>BREAK (6 min)</p>	
<p>Stewardship (15 min) Debby Kaplan and Dave Ruede have volunteered to be on the Stewardship committee but not to chair it.</p> <p>The Board will help recruit two more committee members, including a chair who will function as a project manager (schedule meetings, keep track of things).</p> <p>Others who need to be involved: BOAT (Breeze Oversight and Advisory Team) and Bill for member data, and Finance Team. Dennis is Board liaison to the Stewardship committee. All Board members will make themselves available and will help communicate to the congregation (including phone calls). The Board should connect everything to Stewardship. The message to the congregation should be: Stewardship is the foundation for everything we do, and for doing our healing and moving forward.</p> <p>Like last year, there will be three goals (minimal success, cause to celebrate, and over the moon).</p> <p>Debby emphasized that the Stewardship campaign will be fun, too. Rentals have increased, things are looking up, we're getting new members—time for fundraising and fun! She suggested that those not doing the work (for example, of cleaning the church) could “sponsor” those doing it by donating to the church. Like people sponsor runners in races for charity.</p> <p>All Board members are called on to suggest at least one person to join the Stewardship committee, and also to think about testimonials.</p>	<p><i>Nicole</i></p>
<p>Board management of staff (10 min) Board members will be assigned to connect with each staff member. Our emphasis is to connect, communicate, learn what support they need, and appreciate them.</p> <p>The form in the back of the Employee Handbook for supervisory conferences can guide us. All employees should be told they can use board@uuoakland.org to communicate with us.</p> <p>Assignments: Dennis: Tech team Marilyn (and maybe Judith): Music team Nicole: Jef (who supervises Dorothy) All Board members: Frank</p>	<p><i>Nicole</i></p>
<p>Board meeting format and scheduling (5 min)</p>	<p><i>Nicole</i></p>

Moved to Bike Rack.	
Board tasks (rotating tasks, liaison roles, etc.) (10 min) Acknowledging emails to the Board: Dennis Notifying direct stakeholders about decisions made at Board meetings: Marilyn All board members will sign up for lighting chalice and readings, writing Chalice Chatter pieces, etc. on our rotating tasks list. Marilyn will recirculate the link to the signup list.	<i>Nicole</i>
“For the good of the order” (10 min) (Questions, brief planning, spontaneous items, or pulled from consent agenda) Board thank-you’s: <ul style="list-style-type: none"> • Claire, for pastoral care this summer: Marilyn • Kevin, for his unpaid work: Nicole • Clark, for stepping in to handle the A/V tech two Sundays: Dennis 	<i>Nicole</i>
Extinguish chalice & closing reading (5 min)	<i>Marilyn</i>
END OF MEETING	

“BIKE RACK”

- Consider different Board meeting format /scheduling (for ex., hybrid? some Sundays?)