

<p>First Unitarian Church of Oakland BOARD OF TRUSTEES MEETING MINUTES January 23, 2024 6:45 - 9:15 pm</p>	<p>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></p>
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<p>Present: Nicole Fitzhugh, President Evalyn Seidman, Vice Pres. Dennis Rowcliffe, Treasurer Marilyn McMahan, Secretary Judith Hunt</p>		<p>Guests: Rev. Laurel Liefert Jef Melcher, DRE Daisy Quan, Administrator Debby Kaplan Bill Blakely</p>
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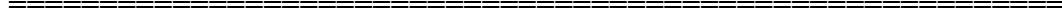
<p>Open comment period (15 min) Debby Kaplan gave an update on the third-floor heat pump pilot project. Two potential bidders have been scheduled to come and give us estimates and assessments.</p>	<p><i>Congregation</i></p>
<p>Chalice lighting and opening reading (3 min)</p>	<p><i>Marilyn</i></p>
<p>Welcome and preview of meeting (2 min)</p>	<p><i>Nicole</i></p>
<p>Consent agenda (7 min)</p> <p>A. Updates on Board activity and reporting actions taken since previous meeting.</p> <p>B. Quick action items</p> <ul style="list-style-type: none"> <input type="checkbox"/> Approve minutes of Dec. Board meeting <p>MOTION to approve the minutes of the December Board meeting, with amendments submitted by board members (Marilyn, 2nd Dennis) - PASSED</p> <ul style="list-style-type: none"> <input type="checkbox"/> Rev. Kevin Mann's affiliation agreement <p>Status: On hold, while we clarify our relationships and agreements with all of our affiliated ministers. We will continue in conversations with UU advisors and Rev. Kevin to negotiate his agreement. In the meantime, we wish to encourage Rev. Kevin's career development.</p> <p>Rev. Laurel reminded the Board that affiliations are part of the charter of COWSM, who should therefore also be consulted.</p> <p>MOTION to endorse and/or affiliate with Rev. Kevin Mann to the degree necessary for ministerial fellowship and pursuit of chaplaincy (Judith, 2nd Marilyn) - PASSED</p>	<p><i>Nicole</i></p>

<p>Minister's report (10 min)</p> <ul style="list-style-type: none"> Started the sermon-writing class, with 9 participants. Hopefully, it will produce a bank of ready sermons before the summer. Worship Associates are meeting monthly. Rev. Laurel will be away some days in February, April, and May. Will discuss with Daisy whether to count them as vacation or flex time (for extra hours already worked). She will begin logging her extra hours worked. Rev. Laurel would like to know the timeline for the board's decision about minister hiring next year. Nicole: We will have more clarity after tonight's Executive Session. 	<p><i>Rev. Laurel</i></p>
<p>Administrator's report (10 min) Daisy's last day as full-time administrator is Friday, Jan 26.</p> <p>Creating system for better communication of meetings and events. UUA certification is in process, and Board will have several days to review qualitative information before it's submitted. Organizing of online church-administration files has begun. Website simplification update has begun, and changes to ensure that all information has a workflow for maintenance. Work on an internal program directory will continue when Clark returns from vacation.</p> <p>The Building and Grounds Committee did a tour of the building to identify repair, maintenance, health and security needs; and a master list has been created. Committee will prioritize and make recommendations. A Key Log was created. Hiring of a part-time facilities staff person (another sexton) is now on hold.</p> <p>Rental tracker, Google drive folder, and rental calendar set up to manage rentals. Contracts are being re-negotiated with long-term tenants (except CIPL, who has a recent written contract). Need to strengthen payment policy for ongoing rentals. Need more capacity for staff/volunteer day-of events in order to increase rentals.</p> <p>Updating current employee personnel files, and had 1:1 meetings with majority of staff to review file and new personnel handbook</p>	<p><i>Daisy</i></p>
<p>Administrator position in transition (25 min.) Daisy offers to change to part-time after 1/26, on hourly basis, between 10 and 20 hours per week. She expects hiring of her replacement to take 3-6 months and plans to bridge the gap, plus to train the new hire, possibly as a volunteer at that point after reinstatement as church member.</p> <p>Nicole requested that she advise whether adjustments need to be made to job description, and write a list of duties an administrator could perform in $\frac{3}{4}$ time or $\frac{1}{2}$ time.</p> <p>MOTION to approve Daisy's plan of transition to Interim Administrator, paid hourly, working between 10 and 20 hours per week (Dennis, 2nd Evalyn) - PASSED</p>	<p><i>Nicole</i></p>
<p>BREAK (5 min)</p>	

<p>DRE report (5 min.) Eight families are interested in next OWL class. It is truly a whole-family program. Jef is working toward a youth group. Is starting a 4th-to-6th-grade OWL class, recruiting help from other local churches (MDUUC, FUC-Berkeley).</p> <p>This Sunday will be busy: Games table, potluck, interview with a candidate for desired youth adviser position. Jef talked with Ashton about running role-playing games on Sun afternoons, maybe renting space at FUCO. Arrangement would benefit us and Ashton.</p> <p><i>Jef needs more volunteers. Also, he needs a parents group to make the youth group work.</i> He's working on a proposed youth overnight event for Feb. 3. It's approved by MDUUC.</p>	<p><i>Jef</i></p>
<p>Half-plate ministry proposal (8 min.) Discussed further Rev. Laurel's proposal from last month to split our Sunday plate equally with community organizations.</p> <p>MOTION to approve Rev. Laurel's plan to donate half of our Sunday plate to an organization chosen quarterly by the congregation, to begin with the period March-May, and then resuming in the fall (Marilyn, 2nd Evalyn) - PASSED</p>	<p><i>Rev. Laurel</i></p>
<p>Proposed Youth Facilitator position (12 min.) There is an excellent, qualified person ready and willing to do this job. Jef requests that the Board add \$2000 for it in the 2024 budget.</p> <p>MOTION to amend the 2024 budget to add \$2000 for a Youth Lead Facilitator position as proposed by Jef Melcher (Evalyn, 2nd Marilyn) - PASSED</p> <p>MOTION to approve the Youth Lead Facilitator job description submitted by Jef (Dennis, 2nd Marilyn) - PASSED</p>	<p><i>Jef</i></p>
<p>Annual meeting – March 3, 2024 (5 min.) Our congregation no longer has in-house ability to run the annual meeting, including the voting, as hybrid (online and in person). Vincent is willing to do it for \$250 for 4 hours work.</p> <p>MOTION to hire Vincent Raines for \$250 to do the tech work to make our annual meeting fully hybrid, such that people attending virtually can participate fully, including voting (Marilyn, 2nd Judith) - PASSED</p> <p>Nicole will solicit annual reports from committees for the annual meeting. The service will be short, and the meeting will start at 11:00 a.m. Rev. Laurel offered to give a "state of the church" report, if desired.</p>	<p><i>Nicole</i></p>

<p>Amendments to by-laws (15 min.)</p> <p>The Board may propose some amendments to the bylaws, including:</p> <ul style="list-style-type: none"> ● To move the annual meeting from March to January (starting in 2025) ● To allow motions to be passed by the Board between monthly meetings by less than a unanimous email/electronic vote. ● Some changes to Board terms or to loosen the bar against sequential terms. <p>We will solicit advice on the soundness and legality of the ideas for amending the bylaws from in-house expertise.</p>	<p><i>Nicole</i></p>
<p>Gifts – Endowment Committee recommendation (5 min.)</p> <p>We have in recent months received several large gifts, from current members and from the estates of some late members. We sought the recommendation of the Endowments Committee as to how to use these gifts. The following motion follows their recommendation.</p> <p>MOTION to direct one-time donations over \$10,000 received in 2024 to be split evenly between the Memorial Operations Endowment and the Reinhardt Justice Endowment (Marilyn, 2nd Evalyn) - PASSED</p>	<p><i>Nicole</i></p>
<p>“For the good of the order” (5 min)</p> <ul style="list-style-type: none"> ● Board thank-you’s: To Rev. Kevin for organizing the Israel-Gaza vigil (Evalyn) ● Review rotating tasks signup list: Nicole will do the opening and closing readings at the February meeting. Marilyn will write something for Chalice Chatter this month, and Nicole next month. ● Nicole read comments from Dick Bailey, who could not attend tonight’s open comment period because he could not find the correct zoom link. Dick relayed the news that Rev. Ninán has been named executive director of TRUUST, an organization of trans UU religious professionals. Dick also commented on a disconnect between our church leaders and the Hope For Us coaches as to FUCO’s plans for a minister next year, and emphasized how rapidly we must move if we want to find an interim or developmental minister. ● Daisy will follow up on putting the zoom link for the monthly Board meeting on the uuoakland.org website. ● Evalyn will attend the staff meeting tomorrow as Board representative. 	<p><i>Nicole</i></p>
<p>END OF PUBLIC MEETING</p>	

EXECUTIVE SESSION	
Personnel matters (15 min.)	<i>Nicole</i>
Extinguish chalice & closing reading (3 min.)	<i>Marilyn</i>
END OF EXECUTIVE SESSION	



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