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| <p>First Unitarian Church of Oakland BOARD OF TRUSTEES MEETING MINUTES (Approved) March 26, 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, contract minister Daisy Quan, Administrator Linda Propert Sanford, JTW rep Dave Ruede Carol Layne Bill Blakely Dick Bailey Rev. Kevin Mann Suzanne Van Houten Rinda Bartley</p> |
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| <p>Open comment period - 6 :45 pm (15 min) Carol reported on work of the Safety committee of the Building & Grounds team, including a recent walk-through fire inspection, need to define and post escape routes and safe assembly point. Nicole summarized the areas of fuzziness in our definition of membership. Bill volunteered to draw up a proposed definition with Clark, and give it to the Board.</p> | <p><i>Congregation</i></p> |
| <p>Chalice lighting and opening reading- 7:00 pm (3 min)</p> | <p><i>Nicole</i></p> |
| <p>Welcome and preview of meeting (2 min)</p> | <p><i>Nicole</i></p> |
| <p>Consent agenda (5 min) A. Updates on Board activity and reporting actions taken since previous meeting. <ul style="list-style-type: none"> ● New administrator hired ● Hope For Us workshop B. Quick action items <ul style="list-style-type: none"> <input type="checkbox"/> Approve minutes of last Board meeting MOTION to approve the February 2024 meeting minutes (Dennis, 2nd Marilyn) - PASSED. <input type="checkbox"/> Decide start date of coffee hour “Talk to a Board member” </p> | <p><i>Nicole</i></p> |

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| <p>April 7. Board will sign up for first few months online.</p> <p><input type="checkbox"/> Jef Melcher's request for authorization to solemnize marriages MOTION to authorize Jef Melcher to solemnize marriages (Dennis, 2nd Marilyn) - PASSED.</p> | |
| <p>Minister's report (10 min)</p> <p>In the monthly Worship Associates meeting, discussed discomfort experienced by someone in congregation with the greet-each-other element of worship services.</p> <p>There are six people now in the Shared Pulpit class. On a Saturday in June, they will rehearse the sermons they are writing. These will be ready for summer lay-led services. Summer WAs are Jodie, Josh, Sarah, Corless.</p> <p>It feels like the church is coming to life this spring! There's been lots of activity, including opening our church as a hospitality station at the East Bay Interfaith Pilgrimage for Gaza, OWL classes, youth group forming, and upcoming Easter events for all generations.</p> <p>Will meet with Laila and Suzanne, who will present the results of their congregational survey as WAs on Sunday, April 12.</p> | <p><i>Rev. Laurel</i></p> |
| <p>Administrator's report (10 min)</p> <p>There's been much activity at church during past month.</p> <p>Maintenance: Skylight leak fixed, will fix front door access next. Pianos were tuned. However, they need to be rebuilt, which will be thousands of dollars (not yet budgeted).</p> <p>Space rental: All long-term tenants now have written, recently reviewed agreements. We need a regular process for collecting rent (how often? in advance? etc.) (The Board noted this for next month's agenda.) Also need a clear policy on the rental rate for church members for memorial events.</p> <p>Tax: We are awaiting the decision whether we get a property tax exemption this year.</p> <p>Finance: We need a clear policy on expense reimbursement limits for church events.</p> | <p><i>Daisy</i></p> |
| <p>Administrator transition plan (5 min)</p> <p>Daisy's maximum capacity (on top of her other job) is 20 hours/week. She proposes to work up to 20 hours/week on onboarding and training our incoming Administrator, Jorim, over a 3-week transition period from Sunday, April 7 to Saturday, April 27. The three weeks will focus on orientation, training on key responsibilities, and facilitating connections so Jorim will know who to contact for support (including Daisy). After the three weeks of paid work, Daisy will continue providing support on a volunteer basis, as her capacity allows.</p> <p>MOTION to approve Daisy's transition plan (Dennis, 2nd Evalyn) - PASSED.</p> | <p><i>Daisy, Nicole</i></p> |
| <p>DRE report</p> <p>Jef was unable to attend but will send a written report to the Board.</p> | |
| <p>Future of JTW: Report / proposal (15 min)</p> <p>JTW is at a critical juncture. It cannot continue in its present form. The current leaders, Janet McFarland and Linda, are burned out, and no one has come forward to</p> | <p><i>Linda</i></p> |

carry on JTW’s work. Also, two white women cannot run JTW as originally envisioned (with 50% BIPOC leadership). Janet and Linda greatly appreciate the staunch support they have received from Donna Fujioka, Rev. Kevin Mann, Jef Melcher, and Dennis Rowcliffe.

Linda and Janet have brainstormed some possible candidates for JTW or a successor organization:

For JTW to continue, it needs three new volunteers, two of whom are BIPOC. Linda would consider staying on as part of such a team. She added, however, that BIPOC are scared to be on JTW for “fear of becoming a target.”

Otherwise, perhaps an ad hoc team could run several events per year. Or our congregation could organize a White Allies group instead of JTW.

If JTW survives, it could operate differently than the current First Sundays for Racial Justice format, such as having only a few events a year, or hosting an annual event like Beloved Conversations. Or it could act as an antiracism liaison from UU Oakland to outside community groups, to UUA groups like DRUUMM, or to UUA programs.

Kevin mentioned some UUA programs including a pilot Beloved Conversations course planned by the Starr King school.

Marilyn noted that this discussion feels premature, because on April 13th, we will have our Action Planning Day with Hope for Us, when we will start reinventing our future. Our racial justice/antiracism work will surely be a focus of that.

Linda gives the Board permission to share her proposal letter with the congregation.

Dennis spoke in favor of restarting a White Allies group (which existed here ten years ago). He suggested that we wait a year, then form either a new White Allies group or a new JTW.

Nicole will advise our H4U coaches that the future of our racial justice/antiracism work needs to be an important component of our Action Planning Day. And at the April Board meeting, we will discuss the results of that day and continue the current discussion.

BREAK - 8:00 pm (5 min)

Rev. Kevin Mann’s revised affiliation agreement (10 min)
 Rev. Kevin submitted a revised agreement for affiliation with UU Oakland. Nicole thanked him for his patience, given that he first requested affiliation in April of last year. Marilyn said she has some questions and concerns about the latest draft of the agreement and suggested a conference where Board members could review the text in detail with Rev. Kevin and COWSM. She reminded the Board of its plan to review all of our affiliation agreements to assure they are consistent. Suzanne expressed concern with further delay of approval. Dennis pointed out that the agreement could be modified in the future. Marilyn agreed to support the agreement as written in order not to delay the affiliation any longer.

Nicole

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| <p>MOTION to approve the affiliation of Rev. Kevin Mann, based on the 3/26/2024 version of his affiliation agreement (Dennis, 2nd Evalyn) - PASSED.</p> | |
| <p>Appoint supervisor for new administrator (15 min)</p> <p>Our governance and staff policies assume that we have a full-time minister, an Operations Team, and a Personnel Committee. At present we have none of those. Therefore the Board is supervising our employees. Jorim starts on April 7 as our new congregational administrator. The Board needs to appoint a person to be her direct supervisor and to report to the Board.</p> <p>The main functions of the supervisor will be to assure the flow of important information between the administrator and the board, to decide on her requests for vacation or leave (as the administrator does for other employees), and to conduct the administrator’s evaluations . (The supervisor would review the evaluations with the Board in closed session.)</p> <p>Nicole asked Rinda to serve as chair of the Personnel Committee, act as its chair, and recruit other committee members, and to serve as the administrator’s direct supervisor on behalf of the Board, until at least July 2024. Rinda accepted. She will facilitate communication and connections among the web of congregational volunteers and Jorim.</p> <p>MOTION to create a Personnel Committee, appointing Rinda Bartley as a member and its chair, and to support her in recruiting additional members (Marilyn, 2nd Evalyn) - PASSED.</p> <p>MOTION to appoint Rinda as direct supervisor to the new congregational administrator (Dennis, 2nd Evalyn) - PASSED.</p> <p>Nicole asked Daisy and Bill to consider joining the Personnel Committee.</p> <p>Dennis mentioned a concern Rinda had raised, that we need to control the volume of requests made of the administrator by congregants. Nicole: We will watch this issue and solve it when it arises.</p> | <p><i>Nicole</i></p> |
| <p>Onboarding / trainings for new board members (15 min)</p> <p>Nicole named two goals of the onboarding process: (1) for board members to get to know one another, preferably starting before our work together begins, and (2) to train new members in what the job is and how to do it. Onboarding should be fun. Among topics to discuss: how to track our tasks and accountability. The RACI chart didn’t work for us, so we need a new method.</p> <p>Dave specified some things all Board members need to be able to do: Use Zoom, and set up a Zoom meeting using the church account; use the church Google drives. We also need to improve how files are organized on those drives. He suggested that Board members sit in a meeting of each of the Board committees. Nicole explained that we currently have a Board member assigned to be a liaison to each of these committees. Judith suggested adding a liaison to the Pastoral Associates.</p> <p>Nicole directed all Board members to send her an email by Tuesday listing “three things I wish I had known before joining the Board.”</p> | <p><i>Nicole</i></p> |

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| Dave emphasized the need for a (functioning) Program Council. | |
| <p>Additional payment to Hope For Us (10 min)</p> <p>The Hope For Us team has given us tremendously more time than we originally contracted with them for. The amount we paid up front would have covered a few weeks, and they have been working with us since May 2023. (The Pacific Western regional UUA office has paid an invoice for us.) Now we have received another invoice for \$5000, which H4U has said is optional.</p> <p>We are operating with a deficit, and we have lost future rental revenue we expected Daisy to bring in.</p> <p>Should we send another payment, and if so, take it out of our budgeted denominational contribution or do special fundraising?</p> <p>MOTION to pay the \$5000 Hope For Us invoice, drawing it from our budgeted denominational contribution, and revisit our denomination contribution amount later (Dennis, 2nd Marilyn) - PASSED.</p> | <i>Nicole</i> |
| <p>“For the good of the order” (5 min)</p> <p>(Questions, brief planning, spontaneous items, or pulled from consent agenda)</p> <ul style="list-style-type: none"> ● Board thank-you’s <ul style="list-style-type: none"> ○ Kevin and Daisy, for organizing our support of the “pilgrimage for Gaza” (Judith) ○ Ron, for organizing the Bill Pezick memorial sharing circle (Evalyn) ● Review rotating tasks signup list | <i>Nicole</i> |
| Extinguish chalice & closing reading (5 min) | <i>Evalyn</i> |
| END OF MEETING 9:23 pm | |

BIKE RACK (Topics saved for future meeting)

- Plan annual meeting
- COWSM report on survey
- Process/policy for regular collection of rent