

<p>First Unitarian Church of Oakland BOARD OF TRUSTEES MEETING MINUTES April 23, 2024 6:45 - 9:15 pm</p> <p>Click here to join the meeting</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 McMahon, Secretary Judith Hunt</p>	<p>Guests: Rev. Laurel Liefert, contract minister Jorim Rhees, Administrator (incoming) Daisy Quan, Interim Administrator (outgoing) Bill Blakely Dick Bailey Dave Ruede Carol Layne Tom Smith Frances Kendall Rinda Bartley</p>
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<p>6:45 pm Open comment period (15 min)</p>	<p><i>Congregation</i></p>
<p>7:00 pm Chalice lighting and opening reading</p>	<p><i>Nicole</i></p>
<p>Welcome and preview of meeting</p>	<p><i>Nicole</i></p>
<p>Consent agenda</p> <p>A. Updates on Board activity and reporting actions taken since previous meeting.</p> <ul style="list-style-type: none"> ● New administrator came on board - Welcome, Jorim! ● “Action Planning Day” (Hope For Us) <p>B. Quick action items (An item may be moved to “For the Good of the Order” if more discussion is needed.)</p> <ul style="list-style-type: none"> <input type="checkbox"/> MOTION to approve the minutes of the March board meeting with Dennis’s small edits (Judith, 2nd Marilyn) - PASSED <input type="checkbox"/> MOTION to give financial aid of \$500 to Susan Keiter (Music Co-director) to attend conference of AUUMM (Assoc. Of UU Music 	<p><i>Nicole</i></p>

<p>Ministers) (Marilyn, 2nd Judith) - PASSED</p> <p><input type="checkbox"/> “Talk to a Board member” - signups for first few months The Board will do this online. Nicole will send link to signup sheet.</p> <p><input type="checkbox"/> MOTION to add \$250 to the Ordinations budget (from the general Operations budget) (Judith, 2nd Dennis) - PASSED</p> <p>The Board will ask COSM to pull together our policies about spending on ordinations.</p>	
<p>Minister’s report</p> <p>Rev. Laurel recounted her many activities this month, including:</p> <ul style="list-style-type: none"> ● Attending her son Marcus Liefert’s ordination at UUCBerkeley (large and wonderful. 50 ministers attended!) ● Attending the Pacific Central Region’s minister’s retreat (lovely) ● Our Easter service (so much joy! And children!) <p>Her plans include:</p> <ul style="list-style-type: none"> ● The upcoming Ingathering of nine new members (which will also bring two more children into our congregation) ● Jody and Sarah will plan the summer services; there is lots of interest in leading those ● Repeating her sermon-writing course next year ● Several upcoming memorial services - for Sharon Dolan’s mother (5/18 service), Daphne Parsons (6/2 service), Betty Seiden. Nicole added that ReeAnn Dixon, a long-time member, just died. ● COSM may get a third member soon. ● June 9th is her last service this year. She will return on Sep. 9th to start the next program year. ● She wants to get her next year’s contract completed. 	<p><i>Rev. Laurel</i></p>
<p>Administrator’s report</p> <p>Jorim started 4/7, is learning the ropes, and Daisy’s last day is 4/27. Our AUUA membership was renewed. Identified discrepancy on vacation hours setup in ADP payroll system. Ron still puts together the Chalice Chatter and Jorim sends it out. Ongoing need for more staff/volunteers if we are to increase rentals; need people for day of rental events (we’ve relied on Frank and Bill doing extra hours). Hiring another part-time sexton as planned is important. (Dennis will inquire of Finance Team about our budget for more staffing in rentals area.) Bill will oversee and train Jorim on income and pledges for awhile. Our liability insurance increased \$4K this year; we should shop around for new insurer. Jorim will attend church on 4th Sundays.</p>	<p><i>Daisy</i></p>
<p>DRE report</p> <p>Jef not present, so Nicole reported on DRE matters. Jef wants to expand RE, maybe rename it (Lifespan RE?), maybe expand his hours. He will get input from Melissa James and present a proposal at the May Board meeting. Tracy is our new youth group leader. Board members, be sure to meet her on the 2nd Sunday in May.</p>	<p><i>Nicole</i></p>

<p>Building and Grounds charter</p> <p>Tom, Bill, Carol, and Dave all worked on drafting the charter. The Board requested some changes to make explicit that the BaG team’s work is to be conducted in the best interests of the church and in consultation with appropriate stakeholders (for example, finding out who might have use for furniture or equipment before disposing of it). The Board reviewed Rev. 2 of the charter, negotiated one change in wording for clarity (from “well-informed stakeholders” to “appropriate stakeholders”).</p> <p>MOTION to approve the Building and Grounds charter, rev.3 (Marilyn, 2nd Dennis) - PASSED</p> <p>MOTION to appoint Bill Blakely as lead of Building and Grounds team (Marilyn, 2nd Judith) - PASSED</p>	<p><i>Dave/Bill</i></p>
<p>Document retention policy</p> <p>We intend to follow state law requirements even as they change. The policy document reflects current legal requirements.</p> <p>MOTION to approve the retention periods detailed in the Document Retention Policy (Judith, 2nd Dennis) - PASSED</p> <p>The BaG team will decide who is responsible for this policy document (keeps it up to date, files it, makes it available).</p>	<p><i>Dave/Bill</i></p>
<p>BREAK (5 min)</p>	
<p>Onboarding of new Board members</p> <p>Major topics to cover: Accountability, organization, decision-making. After discussion, decided to have separate getting-to-know-you and tech/policy sessions rather than an all-day combined one.</p>	<p><i>Nicole</i></p>
<p>Board lunch</p> <p>Judith has booked the solarium at her building for lunch on May 4th. Marilyn will send email to discuss where and how to get the food.</p>	<p><i>Nicole</i></p>
<p>Article II: educating congregation about it</p> <p>At GA (happening at the end of June), amendments to Article II will be voted on, resulting in the final draft, which will be voted up/down at next year’s GA. How is the congregation to be educated about it? Decided that in the May 12 (Mother’s Day) worship service, Rev. Laurel will give Nicole (or her designee) five minutes to announce discussion(s) about Article II.</p> <p>Also, a call for GA delegates will be included in the Chalice Chatter.</p>	<p><i>Nicole</i></p>
<p>Planning the annual meeting</p> <p>The Board will meet next week to plan the annual congregational meeting. Board members are to look at the “annual meeting planning template” before then. We</p>	<p><i>Nicole</i></p>

need to recruit people to fill all the special roles, and to gather annual reports from all programs and teams.	
<p>By-laws amendments or other motions for annual meeting</p> <p>Marilyn proposes an amendment to the by-laws to facilitate Board decisions that need to be made electronically (by email) between monthly meetings. Currently such decisions must be unanimous, and that prevents decisions being made, simply due to the difficulty of getting everyone to vote by email. Marilyn proposes changing to a 75% majority. Nicole has concerns about transparency: if less than unanimity is required for “behind closed doors” decisions, this could deny the congregation the opportunity to hear/see all board members discuss the issue and vote. Board members generally share the concern that decisions get delayed by at least a month by this by-law. Marilyn wants at least the approval of board meeting minutes to be streamlined so the minutes are available sooner.</p> <p>Marilyn will check on the noticing requirements for putting by-laws amendments to a congregational vote.</p>	<i>Nicole</i>
<p>Action-planning followup team</p> <p>The Hope For Us coaches (Revs. Connie and Sam) want the Board to select a followup team before our meeting with them on 5/1. Rev. Laurel agrees to be on the team, as does Nicole. Dave and Laila have agreed by email.</p>	<i>Nicole</i>
<p>“For the good of the order”</p> <p>(Questions, brief planning, spontaneous items, or pulled from consent agenda)</p> <ul style="list-style-type: none"> ● Board thank-you’s: Those who helped with Action Planning Day (Evalyn) ● Review rotating tasks signup list 	<i>Nicole</i>
Extinguish chalice & closing reading	<i>Nicole</i>
END OF MEETING 9:12 pm	

BIKE RACK (Topics saved for future meeting)

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