

<p>First Unitarian Church of Oakland BOARD OF TRUSTEES MEETING MINUTES May 28, 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: Jorim Rhee, Administrator (incoming) Laurel Egenberger Debby Kaplan Tom Smith Tamara Haw Bill Blakely Dave Ruede Carol Layne</p>
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<p>6:45 pm Open comment period (15 min)</p> <p>Several people had difficulty finding the link for this meeting. The Board will find ways to assure that the link is consistently easily available.</p> <p>Debby spoke in support of EJA’s proposal to install a third-floor heat pump. Our values point to switching our building from natural gas to electricity, and the heat pump proposal furthers that goal. It will make our staff and tenants on that floor more comfortable. The proposed solution is well thought out, based on lots of good work researching, exploring options, and getting bids.</p> <p>Tom Smith informed us of an offer available, if we act soon, to get free installation of air filters.</p>	<p><i>Congregation</i></p>
<p>7:00 pm Chalice lighting and opening reading</p>	<p><i>Dennis</i></p>
<p>Welcome and preview of meeting</p> <p>Tom and EJA were inadvertently left off the agenda, so time for them was added back in. MOTION to add EJA’s report and proposal to the agenda (Marilyn, 2nd Dennis) - PASSED.</p>	<p><i>Nicole</i></p>

<p>Consent agenda</p> <p>A. Updates on Board activity and reporting actions taken since previous meeting.</p> <p style="padding-left: 40px;">No bylaw amendments will be voted on at the annual meeting. The Secretary dropped her proposed amendment, as state law prohibits Board decisions being made electronically with less than unanimity.</p> <p>B. Quick action items (An item may be moved to “For the Good of the Order” if more discussion is needed.)</p> <p><input type="checkbox"/> MOTION to approve the minutes of the April board meeting (Marilyn, 2nd Dennis) - PASSED</p>	<p><i>Nicole</i></p>
<p>Minister’s report</p> <p>Rev. Laurel leaves for the summer after the memorial service on June 9, and returns for the 2024-25 program year on September 9 or 10. The Worship Associates have all twelve summer services pretty well organized already.</p> <p>She shared some of her hopes and plans for next year:</p> <ul style="list-style-type: none"> ● To form a meaningful and worthwhile Program Council ● To consider setting up a Committee on Right Relations. She has sent the board a link to UUA training about this. ● To synchronize our program year and fiscal year, which will better enable communicating and tracking each program’s budget allotment and spending <p>She thanked the Board for this past year and is excited for next year. In next year’s contract, the clause forbidding her to do anything other than worship was removed, but she understands that worship is still her primary responsibility.</p> <p>Nicole raised the danger that she might end up working full-time for half-time salary, and Rev. Laurel acknowledged the Board’s repeated pleas not to work too many hours. We have agreed that she can bank extra hours worked as flex time, and use that for time off rather than vacation time.</p>	<p><i>Rev. Laurel</i></p>
<p>Administrator’s report</p> <p>This is a very busy period, with an ordination, the annual meeting, and three memorial services all within several weeks.</p> <p>Jorim reminds us that after Board officers are elected, finalizing new check signers with the bank usually takes a full month. So electing new officers promptly is important so new signers can be authorized before the program year starts.</p> <p>She recommends that the Operations Team be reconstituted by late June or early July. Further, she suggests these members: Jodie Mathies (Finance); Jorim Rhee (Administrator); Rinda Bartley (as a lay person, not as the Personnel Committee chair); and Rev. Laurel (upon return in Sept). Having an Operations Team functioning would enable the Board to focus on onboarding and envisioning.</p>	<p><i>Jorim</i></p>

<p>Jorim’s goal for the summer is to tighten up communications; having an active Program Council and an active Operation Team would help greatly.</p> <p>She wants more clarity on her role in hiring.</p> <p>Nicole requested that Jorim write a detailed description of where there are gaps in our hiring process, so we can decide how to divide up responsibilities.</p> <p>Discussion about the role of minister on the Operations Team: It’s reasonable to include the minister in that virtually everything the OT does affects or involves her, yet we are not paying Rev. Laurel to be an executive minister and want to avoid overloading her.</p> <p>Nicole: We’ll spend time at the June board meeting working out government structures, roles, etc. So the Operations Team won’t be assembled before then.</p>	
<p>Earth Justice Associates report and request</p> <p>The team got several firms to give bids on the project. They chose one based on the firm’s engineering expertise and recommendations of good equipment, which will keep the temperature constant with low energy usage. (see Third Floor HVAC, r0.pdf) The team asks the Board to approve going ahead with this bid for \$29,000, and notes that there are possible grants that could help with cost. Also, with the Board’s approval, EJA could do fund-raising.</p> <p>Nicole noted that the budget that the Board approved included \$20K for this pilot project, but not \$29K. And the church has other competing needs for any funds we might free up. She asked EJA to draw up proposals for how to raise the additional money (possibly from the Endowment Fund, Stewardship, a capital campaign, or...).</p>	<p><i>Tom Smith</i></p>
<p>DRE report</p> <p>Jef’s phone battery was running out, so he could not give his report. Nicole presented his request for funding for a Spirit Room Assistant for the summer. We have only childcare in the summer, not RE, and without a Spirit Room assistant, there would be nowhere for children ages 5-14 to be entertained during worship and coffee hour. A teen assistant would work two hours each Sunday at \$16.50/hr. Having teens do the (5-14) childcare promotes community among the families, and kids enjoy seeing a familiar teenager each week. And several teens may already be interested in the job.</p> <p>MOTION to approve the hiring of a teen Spirit Room assistant for the summer (Judith, 2nd Dennis) - PASSED.</p> <p>The Board will consider other RE requests at the June meeting. Nicole notes that we made the DRE position half-time assuming an 8-hr/wk assistant, but we have not had such an assistant since 2021.</p>	<p><i>Nicole</i></p>
<p>BREAK (5 min)</p>	

<p>Staff and Board Policy Meeting Plan</p> <p>At the staff meeting, there was a request for more clarity on our current governance structures and policies, including: Does the Board oversee finance and programs? Should there be a program council? What does the senior staff have the power to do? How do the different staff roles and Board interact? Also, what does the staff need to do for new programs? (checklist)</p> <p>The Board needs to decide these questions and get a process in place by the June board meeting or the July meeting at the latest, so we can tell staff their authority to start programs, how to do it, how much budget they have, etc. by the start of the program year in August.</p> <p>Rev. Laurel hopes all programs will consider how they further the Mission of the church.</p> <p>Debby points out that we have many existing policies—decisions already made—but with all the turnover we have, we’ve lost knowledge of them. Best not to reinvent the wheel.</p>	<p><i>Nicole</i></p>
<p>Action-Planning Day followup team</p> <p>The followup team met three times, and distilled from our Action-Planning Day some “lenses” of how we look at things and some “themes” of who we want to be and what we want to do. One of the strongest themes was: We’re a social justice church.</p> <p>The Board needs to decide how we will make plans actually happen. For example, how will we educate the congregation about the heat pump proposal and build a consensus on whether to support it?</p> <p>Though it can seem like we don’t have enough volunteers for existing projects, if people really want to do new projects, they will do them. The Board’s role is to make sure the scaffolding is in place to enable them to do so.</p> <p>Rev. Laurel: We plan to highlight church programs in worship services, and there will be a programs fair for people to learn more about all the programs.</p> <p>Debby urged all Board members to make efforts to get to know new church members and what they are looking for here.</p>	<p><i>Nicole</i></p>
<p>Planning the annual meeting</p> <p>Rundown of volunteers for the various roles for the meeting. Still some slots to be filled.</p> <p>Desire to integrate the folks on Zoom more with those attending in person. Nicole will make fewer slides and ask Vincent to show the online attendees on the screen frequently.</p>	<p><i>Nicole</i></p>

Jorim: Board photos will be taken by Steve Thomasberger after the meeting, between 1pm and 2pm. Then, a week or two later, she will contact Board members for our bios for an email to the congregation.	
END OF PUBLIC MEETING	
EXECUTIVE SESSION	
Extinguish chalice & closing reading	<i>Dennis</i>
END OF MEETING 9:20 pm	

BIKE RACK (Topics saved for future meeting)

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