

<p>First Unitarian Church of Oakland BOARD OF TRUSTEES MEETING MINUTES July 23, 2024 6:45 - 9:00 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, <i>President</i> Evalyn Seidman, <i>Vice President</i> Dennis Rowcliffe, <i>Treasurer</i> Marilyn McMahan, <i>Secretary</i> Judith Hunt Debby Kaplan Janet McFarland Dave Ruede Patsy Wood</p>	<p>Guests: Jorim Rhee, Congregational Administrator Jodie Mathies, Finance Team rep Molly Hermes, Finance Team rep Tom Smith, EJA rep Carol Layne, Building & Grounds (BAG) Team rep</p>
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<p>6:45 pm Open comment period (15 min) No comments.</p>	<p><i>Congregation</i></p>
<p>7:00 pm Chalice lighting and opening reading (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 (10 min)</p> <p>A. Updates on Board activity and reporting actions taken since previous meeting.</p> <ul style="list-style-type: none"> ● Approved minutes of June meeting ● Passed motion to pay registration fees for Nicole to attend General Assembly. Nicole is grateful for the opportunity to go to this year’s very important GA and vote on the Article II revision. ● Selected Janet as Board liaison for the Oakland Pride Day (9/8) events planning committee <p>B. Quick action items</p> <p>None.</p>	<p><i>Nicole</i></p>
<p>Administrator’s report (10 min) Jorim has added a section, “Relationship Cultivation,” to her ongoing report (blog style), to track the building of relationships with individuals and groups in the larger community. This month she has had conversations with Pastor Jasper of Urojas Ministry to Unhoused,</p>	<p><i>Jorim</i></p>

<p>Building Opportunities for Self-Sufficiency (BOSS), Sarah Bush Dance Project, Young Religious Unitarian Universalists of the Pacific (YRUUP), and Vedanta Society Berkeley.</p> <p>Our church is hosting two youth overnights in partnership with YRUUP. Vedanta Society Berkeley still needs one member of our Board to join the planning team for their upcoming Major Anniversary in Feb 2025.</p> <p>Jorim is contracting for janitorial services, using funds originally budgeted for salary of another sexton, who we are not hiring this year. Will also contract for maintenance services as needed.</p>	
<p>Building and Grounds (BAG) report (10 min)</p> <p>Dave: The BAG team has replaced the float switch on our existing sump pump and will continue fixing the flooding vulnerability of our basement. Tomorrow they'll begin taking stock of the capital projects as well as smaller repairs needed, gathering cost estimates, and deciding which tasks can be done by volunteers rather than contractors, and which ones will require a capital campaign.</p> <p>Carol: A lot of work has been done. Approximately 40% of the boxes of files have been examined and most have gone to recycling or shredding. Member David Conrod, a professional Fire Marshal, noted the amount of material in the basement is acceptable in his opinion. Carol received a budgetary quote to have the organ blower removed and is working to get a second quote.</p>	<p><i>Dave, as BAG rep</i></p> <p><i>Carol</i></p>
<p>EJA proposal to raise funds for heat pump (5 min)</p> <p>Nicole explained why the Board will not decide on EJA's proposal tonight but expects to at our August meeting. We await a report from the Finance Team on our current financial status (how actuals compare to budget) and an assessment by BAG of our capital projects needs.</p>	<p><i>Tom</i></p>
<p>Finance Team: first steps toward draft 2025 budget (10 min)</p> <ol style="list-style-type: none"> 1. Clarified that FT will help with <i>the Board's</i> plan for discerning congregation's budget priorities. 2. To give our staff the recommended COLA of 3% next year would amount to \$10,000. 3. Need direction from Board about priorities, for ex. whether to make a bigger budget deficit next year to pay for high priority expenses. Happy to hear talk of a 5-year plan, because a longer view will help us budget well. 4. Clarified that the FT uses "budget deficit" to mean that income for a given year does not cover expenses for that year, that is, that we dip into savings, endowments, or special funds. It does <i>not</i> mean that we are spending money we don't have. 5. Q. Who determines whether a given expense fits the criteria/purpose of a particular endowment? A. The Board, after consultation with the Endowment Committee. <p>Finance Team should make a list of questions for the Board to answer before FT drafts a budget.</p>	<p><i>Jodie</i></p>
<p>BREAK (5 min)</p>	

<p>Report on Board’s work on governance structures and roles (15 min)</p> <p>Nicole, Dave, and Janet met to make a plan for restarting the Operations Team, due to need of our staff for faster decisions and clarity about who decides what. In their proposal, the main role of the OT is to support the church Administrator, while reducing the number of issues that go to the Board. The OT members would be the Administrator, Rev. Laurel, two Board members, a Finance Team member, and another lay person.</p> <p>Rev. Laurel is on the team primarily so she knows of everything going on. She is not contracted to supervise staff, and she works half-time. Two Board members are on the team so it’s easier to assure that at least one is available for a given meeting.</p> <p>The watchword is flexibility. The Board can change the OT’s composition, function, or procedures whenever necessary.</p> <p>When an issue is kicked up to the Board, the Board must act/decide on it fast.</p> <p>MOTION to implement the Operations Team proposal (Debby, Judith) - PASSED</p>	<p><i>Nicole / Dave/ Janet</i></p>
<p>Board onboarding and training: Summary of progress & future plans (10 min)</p> <ul style="list-style-type: none"> • The Board had a training session with Melissa James of our UUA regional office. • Our key task now is to “vision our priorities” in preparation for drafting the 2025 budget. • We’ll hold a board meeting in person at Judith’s building before the end of the calendar year. • Dave wants another meeting with the Finance Team. A report is forthcoming from the FT and Debby will send it out. It will give us a snapshot of where our actual spending and income are, as compared to what we budgeted. • The FT includes Hester (even though she has moved to Nevada) and Bill as well as Jodie and Molly, so they have sufficient personpower. • Summary of budget process and timing: (1) Board decides priorities for next year and tells the FT. (2) FT gives estimates of budget for use in setting Stewardship goals. (3) Stewardship campaign. (4) FT draws up a budget (or several alternative budgets). (5) Board votes on budget. 	<p><i>Nicole</i></p>
<p>Board leadership: Board structure & preparing for officer elections (5 min)</p> <ul style="list-style-type: none"> • The bylaws require us to name four officers, but we can operate with a flatter structure so we all know what is happening. • Nicole will turn over the presidency in September. Dave is willing to take it on. • Evalyn is willing to stay on as VP or pass it on. • Patsy will shadow the Secretary role to prepare for that office in March. Marilyn will stay on as Secretary until then. 	<p><i>Nicole</i></p>

<ul style="list-style-type: none"> • Nicole: The only skills needed for being on the Board or the Operations Team are listening and thinking. There’s no knowledge base you need to start with, and no special skills. • Janet, Patsy, and Dennis will serve on the OT. 	
<p>Lenses and themes from “Action Planning Day”: Next steps (5 min) Nicole proposes forming three task forces to move forward the main themes distilled from Action Planning Day: (1) <i>Shared Ministry</i> – charged with canvassing the congregation to report on definitions of the term “shared ministry.” Will submit report to Board by February, and present at the annual meeting in March. (2) <i>Conflict Engagement</i> – charged with developing congregational methods and structure for resolving conflicts within the congregation. Will report on their plan at the annual meeting in March. (3) <i>ARAOMC</i> – charged with researching and recommending programs to further our goal of being an anti-racist, anti-oppressive, and multicultural congregation. Will submit report to Board by February, and present at the annual meeting in March.</p> <p>Why isn’t a task force proposed for social justice work in the larger community? Because we need to do those three things before we’re ready to do that. Also because Rev. Laurel is planning services around themes related to community justice, so we need to coordinate our plans with her.</p>	<i>Nicole</i>
<p>“For the good of the order” (5 min) (Questions, brief planning, spontaneous items, or pulled from consent agenda)</p> <ul style="list-style-type: none"> • Board thank-you’s: Patsy will email us to solicit ideas of who to thank. • Review individual to-do items • We’ll now start the weekly Board submission to the Chalice Chatter. Evalyn will write one this week, and Patsy next week. 	<i>Nicole</i>
<p>Extinguish chalice & closing reading (5 min)</p>	<i>Nicole</i>
<p>END OF PUBLIC MEETING</p>	
<p>EXECUTIVE SESSION</p>	
<p>END OF MEETING</p>	

BIKE RACK (Topics saved for future meeting)

- Program Council
- RE requests (awaiting RE proposal)
- Schedule an in-person Board meeting before Dec.