

<p>First Unitarian Church of Oakland BOARD OF TRUSTEES MEETING MINUTES August 27, 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 McMahon, <i>Secretary</i> Dave Ruede (chalice and readings) Debby Kaplan Janet McFarland (timekeeping) Patsy Wood Absent: Judith Hunt</p>	<p>Guests: Jorim Rhee, Congregational Administrator Tom Smith, EJA rep Bill Blakely Rinda Bartley</p>
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<p>Open comment period</p> <p>Rinda: Great that the Operations Team is being restarted. Would like to see the Board functioning as a policy board again.</p> <p>Rinda: Jorim is being asked to do lots of things that aren't in their job description, including by Board members. Jorim will send their job description to the Board so we know clearly what they are supposed to spend their time on. The only requests Board members may properly make of Jorim are tasks that are required by the whole Board. To be clear, Jorim's only supervisor is Rinda.</p> <p>Janet: How do I get a Signup Genius account? Jeff: Jorim is the main Signup Genius administrator, and Jef has an account. The church has seven (?) other accounts, and Janet can have one of those.</p> <p>Q: Who is Frank's supervisor? Rinda: Jorim supervises the Sexton.</p>	<p><i>Congregation</i></p>
<p>Chalice lighting and opening reading</p>	<p><i>Dave</i></p>
<p>Welcome and preview of meeting</p>	<p><i>Dave</i></p>

<p>Consent agenda</p> <p>MOTION to approve minutes of July meeting (Marilyn, 2nd Patsy) - PASSED</p> <p>MOTION to dispose of two (non-”throne”) wooden chairs as recommended by BAG (Nicole, 2nd Dennis) - PASSED</p> <p>MOTION to extend Rev. Laurel’s contract for an additional year (Janet, 2nd Patsy) - PASSED</p>	<p><i>Dave</i></p>
<p>Administrator’s report</p> <ul style="list-style-type: none"> ● Jorim has been coordinating activities of Oakland Pride Sunday (Sept. 8), which include congregants tabling at Oakland Pride, and two dance performances at our church, for which we’ll need ushers and greeters. ● With Bill and Daisy’s help, Jorim is streamlining office processes. ● Jorim has been doing things beyond the administrator job description, usually because there is no one else to do it. As the Operations Team gets going, it should ease this burden. ● Jorim is working on hiring a teenager as our new A/V & Tech employee. Also contracting for a handyman on as-needed basis for small repairs. ● The Vedanta Society still would like a member of our board to join the organizing committee for their anniversary event in early 2025. (Marilyn volunteered.) We are booking more event rentals from groups associated with the Vedanta Society. Our relationship with them is worth fostering. ● Jorim aims to schedule a junk pickup day in the first week of Sept. Will coordinate with Building and Grounds. ● There has been lots of conversation about ongoing maintenance of the Main Kitchen. The Administrator needs to take this on, so it should be added to the Administrator Job Description. 	<p><i>Jorim</i></p>
<p>Finance Team report: Budget vs. actuals</p> <p>Debby has asked the FT to schedule another training session for the Board about the budgeting process, or they’ll ask Marilyn to schedule it. Debby is still working on getting the data accessible so that Jorim can produce the FT report. Aiming to get that report to the Board before the training and before the September Board meeting.</p>	<p><i>Debby</i></p>
<p>Election of new board president</p> <p>Nicole formally resigns as board president today. Marilyn and Evalyn will stay on as secretary and vice president, respectively, until March.</p> <p>MOTION to elect Dave Ruede as the new president (Evalyn, 2nd Dennis) - PASSED. (Nicole, as current president, did not vote, and Dave recused himself.</p>	<p><i>Dave</i></p>

<p>MOTION to elect Debby Kaplan as the new treasurer (Janet, 2nd Patsy) - PASSED. (Debby recused herself.)</p>	
<p>2025 budget and priorities</p> <p>In discussion of priorities and what we would like to include in the 2025 budget, board members mentioned:</p> <ul style="list-style-type: none"> • Staffing, and/or moving to rely more on volunteers, to relieve Jorim of rentals and facilities work not in the administrator job description • Would like to make hospitality a budget priority. If groups know that snacks and childcare are always available, it's easier for people to volunteer and meet. Also, we need a Hospitality Team to run the coffee hour (and wash dishes, so we don't end up paying Frank to as we have lately) • The Tech Team needs beefing up... We may need to put some money into hiring contractor to make our website and calendar more plug-&-play. • More help to RE staffing 	<p><i>Dave, as president</i></p>
<p>BREAK (5 min)</p>	
<p>EJA proposal to raise funds for heat pump</p> <p>Tom explained that the heat pump project began three years ago, when the Board asked Stefan to make a plan to replace natural gas in our building (including our seven or eight furnaces and a gas water heater). We also have need to heat the third floor of the East Wing and to stop heat leaks from Hamilton Hall.</p> <p>Energy rates have increased and will continue doing this. We need to take a fresh look at what the savings from transitioning off gas would be.</p> <p>There are government incentives (rebates) available for solar, but not for heat pumps. The best quote we got for the third-floor heat pump project as \$10K more than what's in the current budget (and what the cost was expected to be), so EJA would like to raise funds for it.</p> <p>Janet: The electricity for my heat pump at my small home is very expensive.</p> <p>Dave: We are still waiting for the current budget vs. actual spending information, which we need to make decisions on 2025 budget and spending on heat pump.</p> <p>MOTION to table the issue of funding the heat pump project until the Board has the financial information needed to plan 2025 budget (Nicole, 2nd Dennis) – PASSED</p>	<p><i>Tom</i></p>
<p>Stewardship campaign planning (20 min)</p> <p>Dave wants to start the campaign early, on Sep. 15th or 22nd. We (the Board, who is the Stewardship Team this year) need to start calling those who haven't gotten their new pledges in yet after a week. With nine Board members, each of us won't have to call more than ten people.</p>	<p><i>Dave</i></p>

<p>Dave suggests the basis for the 2025 budget be this year's (\$320,000) plus \$10,000 more for a staff COLA (cost-of-living adjustment).</p> <p>As to theme, Nicole suggested something along the lines of 'one more brick in the wall/bell tower' or 'building on a strong foundation.'</p> <p>Dave will contact Sarah Watts (as head WA, given that Rev. Laurel is not back yet) about fitting the campaign kickoff into the 9/15 or 9/22 service, and will make the theme known.</p>	
<p>Operations Team formation (9 min)</p> <p>Rinda, Jorim, Janet, Evalyn, and Dave met last week to plan the OT. Need to find a lay member (or two); will put a notice in the Chalice Chatter. Also need a Finance Team rep. OT meetings are expected to be monthly, or maybe weekly.</p> <p>A board liaison is needed; Janet volunteers. Maybe also a backup?</p>	<i>Janet</i>
<p>Expanding tech staffing for worship services</p> <p>We now have three or four AV/rentals staff: Zach and Evelie, plus Vincent as a backup, plus the person Jorim is hiring currently. Zach now knows that he needs to train the new AV tech person.</p> <p>The sound on Zoom worship services has improved and the problem is believed solved, but please let Zach know if you think otherwise.</p>	<i>Jorim</i>
<p>“For the good of the order”</p> <ul style="list-style-type: none"> ● Review tasks accepted at this meeting – No one has kept track of all of these. Maybe need to reactivate this as a rotating task. ● Board thank-you's this month – The women's-retreat-planning team. Patsy will send out a signup list for the thank-you's. 	<i>Dave</i>
<p>Extinguish chalice & closing reading (3 min)</p>	<i>Dave</i>
<p>END OF MEETING</p>	

BIKE RACK (Topics saved for future meeting)

- Three task forces (to continue work on congregation's priority themes distilled from Action Planning Day)
- Program Council