

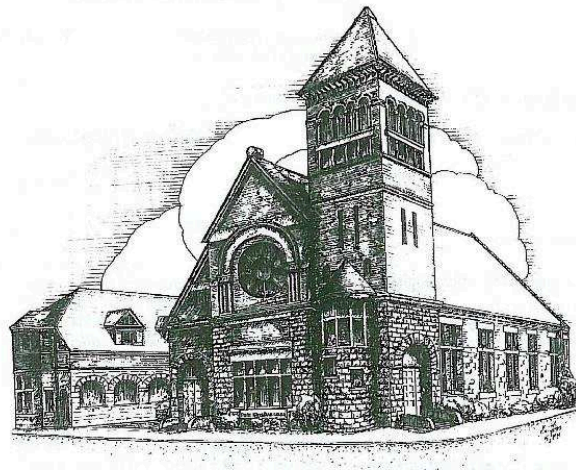


First Unitarian Church of Oakland

Spiritually Alive, Radically Inclusive, Justice Centered



2025 SPECIAL CONGREGATIONAL MEETING



SUNDAY, JUNE 1, 2025

11:00 AM - 12:30 PM

First Unitarian Church of Oakland
685 14th Street, Oakland, CA 94612

WWW.UUOAKLAND.ORG

Table of Contents

Agenda..... 3

Rules of Order.....4

Proposed Amendments to the Bylaws (5).....5

 Shall Art. V, sec. 2 be amended to move the annual congregational meeting from March to April, May, or June?..... 5

 Shall Art. VI, sec. 1(a) be amended to change the minimum number of Trustees from nine to four?..... 6

 Shall Art. VI, sec. 1(e) be amended to permit a Trustee to serve two full consecutive terms, not counting partial terms?.....6

 Shall Art. VI, sec. 1(i) be amended to clarify that a quorum is a majority of current Trustees?..... 7

 Shall Art. VI, sec. 1(l) be deleted?.....7

Meet the Board Candidate..... 8

Budget for Program Year 2025-26..... 10

Asset Statement..... 11

Agenda

10:30 am	Worship - <i>Rev. Laurel Liefert</i>
11:00	Welcome and Call to Order - <i>Janet McFarland, President of the Board of Trustees (BoT)</i> <ul style="list-style-type: none"> • Recognition of Meeting Secretary, Nicole Fitzhugh and Parliamentarian, Mark Savage – <i>Janet McFarland</i> • Reading of Congregational Covenant - <i>New Members</i> • Announcement of Quorum Count - <i>Patsy Wood, BoT Secretary</i>
11:10	Congregational Business - <ul style="list-style-type: none"> • Motion to elect Laurel Egenberger as Moderator - <i>Patsy Wood</i> • Review Agenda and Rules of Order - <i>Laurel Egenberger</i> • By-Law Changes • Election of Trustees
12:00	Stewardship Report: Present 2025-26 Budget <i>- Jodie Mathies, Finance Team Chair</i>
12:15	Report on results of vote - <i>Patsy Wood</i>
12:20	Adjourn Annual Meeting and Invitation to Social Time <i>- Laurel Egenberger</i>
12:25	Closing and Benediction - <i>Rev. Laurel Liefert</i>
12:30 - 1:00	Zoom link will remain live for social time <i>Note: Please join us in Wendte for the Celebration Lunch!</i>

Additional resource: Are you curious about the church's previous Annual Meetings? All meeting packets are made publicly available here: <https://uuoakland.org/about-us/our-elected-leaders/annual-reports/>

Meeting Rules of Order

Adopted by the Board of Trustees; Revised on March 12, 2011

1. The quorum for all business meetings of the Membership shall be twenty-five (25) percent of Members eligible to vote as of the most recent record date.
2. In accordance with the bylaws, only members of the congregation may vote. A simple majority of members present will be sufficient to act on behalf of the entire membership.
3. Except where noted, voting shall be by raising hands. Votes are “up or down,” with allowance for minor, “friendly” amendments at the discretion of the Moderator. If there is a need for discussion which cannot be completed within the time allocated on the agenda, the matter will be referred back to the Board of Trustees with the charge of arranging for an opportunity for congregational discussion and vote, if needed, within the next 60 days.
4. Nominations and other voted-upon issues, whether private ballot, show of hands or other means, must be passed by a majority (>50%) of eligible voters present at the meeting, unless a higher threshold has been called for. Only votes FOR are factored into deciding a majority vote. Votes against and abstention votes lead to the same result: a negative vote. For instance if there are 110 voters, a majority is characterized when there are 56 votes in favor. But this is not the case if there are 54 votes in favor, 20 against and 36 abstentions, even though there are far more “yes” votes than “no” votes. Not marking the ballot or not raising your hand will be counted as an abstention and may affect the decision/outcome of a vote.
5. Discussion must be limited, in order to complete the agenda in the time allotted:
 - a. Any person may speak only once to an issue;
 - b. Comments must be brief and to the point;
 - c. The Moderator may limit comment; and
 - d. Any modification of the rules is at the discretion of the Moderator.
6. All speakers at the annual meeting must make use of the microphones to speak [when meeting in person].
7. Before speaking, speakers must be recognized by the Moderator.
8. Robert’s Rules of Order apply, except that the above rules will prevail in the event of conflict.

Proposed Amendments to the Bylaws (5)

Members of UU Oakland will vote on the following proposed changes to the bylaws at this congregational meeting on June 1, 2025.

Shall Art. V, sec. 2 be amended to move the annual congregational meeting from March to April, May, or June?

Current text: "The Annual Meeting of the Congregation for the election of Trustees and the transaction of other business shall be held in March of each year, with the exact date to be set by the Board of Trustees."

Proposed text: "The Annual Meeting of the Congregation for the election of Trustees and the transaction of other business shall be held in April, May, or June of each year, with the exact date to be set by the Board of Trustees."

Rationale for proposed change: To adjust the timing of the annual meeting in accord with the resetting of the budget year*, and to give the Board some flexibility in setting the date.

**The budget year has been the calendar year, Jan - Dec. We are changing it to synchronize with our program year, which is July 1 - June 30.*

Shall Art. VI, sec. 1(a) be amended to change the minimum number of Trustees from nine to four?

Summary of proposed change: Changes the minimum number of Trustees from nine to four. The maximum number remains unchanged at twelve.

Current text: "The Board of Trustees shall comprise no fewer than nine and no more than twelve Members, with the exact number of authorized Trustees to be fixed from time to time by resolution of the Board of Trustees."

Proposed text: "The Board of Trustees shall comprise no fewer than four and no more than twelve Members, with the exact number of authorized Trustees to be fixed from time to time by resolution of the Board of Trustees."

Rationale for proposed change: To align the minimum number of Trustees in the bylaws with reasonable expectations regarding the number of trustees willing and qualified to serve.

Shall Art. VI, sec. 1(e) be amended to permit a Trustee to serve two full consecutive terms, not counting partial terms?

Summary of proposed change: Permits a Trustee to run for a second consecutive full term (not counting partial terms*). A full term is still 3 years.

**When a Trustee vacates their seat on the Board early for any reason, our bylaws allow a member to be elected to serve out the remainder of their term.*

Current text: “Re-Election - No Member may be elected as a Trustee for consecutive terms of office.”

Proposed text: “Re-Election - Term Limits. No Trustee may serve for more than two consecutive full terms of office. (A partial term shall not be counted as a term for this limitation). A one-year absence from the Board after a person has served the maximum number of consecutive terms of office shall render such person again eligible for election to the Board.”

Rationale for proposed change: In recent years we have had a small number of Trustees due to a shortage of candidates, yet some exceptional members are willing to serve for two terms. Not allowing a Trustee to serve two consecutive terms hurts the continuity of Board functioning and squanders expertise.

Shall Art. VI, sec. 1(i) be amended to clarify that a quorum is a majority of current Trustees?

Summary of proposed change: Adds the words “then in office” to the definition of a quorum of the Board.

Current text: “A quorum shall be a majority of Trustees.”

Proposed text: “A quorum shall be a majority of Trustees then in office.”

Rationale for proposed change: Merely to clarify the language of the bylaw.

Shall Art. VI, sec. 1(l) be deleted?

Explanation of proposed change: Section (l) creates an exception to the rule of section (k),* which requires any decision of the Board made electronically (usually, by email) to be unanimous. Section (l) allows approval of the Board meeting minutes to be an exception, such that Trustees who did not

attend the meeting are not required to vote when the vote is by email. This exception is not permitted by California law.

*The text of section (k): “Unanimous Written or Electronic Communication Consent Any action required or, permitted to be taken, by the Board may be taken without a meeting, if all Trustees consent in writing or by a form of electronic communication agreed upon by the Board of Trustees to such action. Such consent or consents shall be filed with the minutes of the proceedings of the Board. Such action by written or electronic consent shall have the same force and effect as the unanimous vote of the Trustees.”

Current text to be removed: “Minutes of a Board meeting may be approved if all Trustees present at that meeting consent in a manner described in section (k).”

Rationale for proposed change: To conform with California state law.

Effect of proposed change: When the Trustees vote to approve Board meeting minutes by email, the decision must be unanimous, regardless whether any Trustees were absent from the meeting.

Meet the Board Candidate

Katrinca Ford (she/her)

FUCO/UU Experience

Katrinca has been a member of the First Unitarian Church of Oakland (FUCO) since 1992 and part of the Unitarian Universalist faith since her early teenage years. Over the years, she has worked with the Religious Education (RE) program across nearly every age group—from toddlers to teens to parents.

She finds this work a fun and meaningful way to connect with children, offering a different kind of relationship than those formed in schools or sports. Religious education creates a unique opportunity to know children within the context of their families, to share values, and to explore the mysteries of the universe together.

Katrinca has witnessed generations of children grow up at FUCO—including her own—and finds deep inspiration in seeing those she once worked with as children return as adults. She has led the Coming of Age program and served on the Summer Worship Committee.

As a longtime Worship Associate and summer sermon speaker, Katrinca values the opportunity to share her beliefs and engage with important issues through a spiritual lens. Preparing these offerings allows her to reflect deeply on life and to experience and share joy with the adult community.

She previously served on the board in the early 2000s and felt that now was a good time to return. Serving on FUCO's board is an honor she believes anyone with the capacity should consider. It offers a meaningful way to care for the church—by helping guide its mission, steward its resources, and sustain the incredible building the congregation is fortunate to call its own. Being on the board is a powerful way to support and nurture the life of the church.

Work/Life Experience

Katrinca Ford is a native Californian who has dedicated her life to working with children and families. After 15 years as a preschool teacher, she chose to deepen her commitment to the well-being of young people by specializing in adolescent mental health. She holds a Master of Science in Counseling Psychology from California State University, East Bay, and has been a licensed marriage and family therapist since 2007, with a specialization in play therapy.

Katrinca provides therapy, consultation, and training for children, parents, educators, and mental health professionals. For over a decade, she has maintained a private practice focused on helping parents understand the unique needs of their children within the broader context of developmental

challenges. She also shares her insights through workshops and trainings for teachers and healthcare professionals.

Katrinca is grateful to host her private practice at the First Unitarian Church of Oakland, as it offers her a meaningful connection to the building and community in a way she hadn't experienced before.

Anti-Racism/Anti-Oppression Training and Activism

Katrinca has completed several levels of the Jubilee Anti-Racism Program, a core initiative of the Unitarian Universalist Association (UUA) aimed at addressing and dismantling racism within congregations and the broader society. She takes anti-racism work seriously and consistently applies this lens to both her professional and personal life.

In her role with RE programming, Katrinca is intentional about incorporating an anti-racist perspective, ensuring that this work is woven into the fabric of how children and families engage with the church community. She is committed to acknowledging and taking responsibility for the ways we all participate in a deeply inequitable system. While this work can be challenging and at times heartbreaking, Katrinca finds it deeply meaningful and essential.

2025-26 Program Year Budget

First Unitarian Church of Oakland Operations - 2025 Budget; 2024 Budget & Actuals					
		DRAFT 2025-2026 Program Year Budget	2025 Budget	2024 Actuals	2024 Budget
Income					
	Stewardship	\$361,000	\$320,000	\$322,331	\$305,000
	Rental Income	\$50,000	\$40,000	\$44,162	\$40,000
	Collection Plate/One Time Gifts	\$19,000	\$18,000	\$19,799	\$15,300
	Unrestricted Income from Trusts/Endowments	\$19,250	\$20,100	\$18,107	\$21,400
	Restricted Income from Trusts/Endowments	\$135,500	\$140,750	\$113,333	\$110,000
	Program / Event Income	\$15,500	\$15,300	\$21,254	\$25,400
	Miscellaneous Income	\$9,275	\$7,500	\$9,699	2,500
	Total Income	\$609,525	\$561,650	\$548,685	\$519,600
Expense					
	Wages (Ministers/Staff)	\$283,705	\$257,552	\$233,552	\$259,208
	Benefits & payroll costs	\$86,467	\$72,089	\$61,963	\$76,376
	Professional Services (all 1099)	\$40,725	\$35,130	\$27,259	\$30,270
	Program / Event Expenses	\$18,950	\$19,650	\$18,164	\$20,420
	Denominational support	\$14,000	\$14,000	\$9,000	\$14,000
	Administrative	\$27,100	\$29,425	\$24,909	\$28,183
	Facilities	\$147,700	\$144,700	\$96,217	\$107,800
	Other	\$13,900	\$13,900	\$13,489	\$9,900
	Total Expense	\$632,547	\$586,446	\$484,553	\$546,157
Net Surplus/ (Deficit)*		(\$23,022)	(\$24,796)	\$64,131	(\$26,557)

Asset Statement

April 2025 Cash Balances

Church Bank Accounts	April YTD	
Operations Bank Accounts	\$392,996	\$288,000 covers 6 months of Operations' Expenses
Designated and Restricted Bank Accounts	\$249,607	see below for detail
Total	\$642,603	
Designated & Restricted Bank Account Detail	April YTD	Purpose of Fund
Musicopia (Donor Restricted)	\$16,723	To buy music equipment and scores
Minister's Discretionary Fund (Donor Restricted)	\$12,214	To help church members in need
Manse Fund (Donor Restricted)	\$50,558	To help ministers buy housing
Fund for Social Justice (Donor Restricted)	\$20,779	To fund social justice projects
Intern Fund (Donor Restricted)	\$23,146	To pay for a ministerial intern
Green Sanctuary Fund (Donor Restricted)	\$4,127	To pay for green building improvements
GA Fund (Donor Restricted)	\$75	To send someone to GA
Book Grant - Byrne and Williams (Donor Restricted)	\$111	To pay for Rev. Sheri to write book (remaining)
Operations Reserve (Board Restricted)	\$70,000	To cover unforeseen events
Interest (Unrestricted)	\$10,868	Interest
April Deposit	\$41,007	working to identify (could be draw from endowments)
Total	\$249,607	

UU Oakland Common Endowment Fund (UUCEF) and Other Fund Details

Endowment Fund	March 31 2025 Value of UU CEF Reserve	Type of Fund	Purpose of Fund	2025 Approximate Annual Draw	Current % Draw Determined by UU Oakland Board*
610195-George E Grant	\$17,606.95	Unrestricted	Operations' Expenses	\$800	4.50%
610196-George E Grant Memorial	\$34,752.28	Unrestricted	Operations' Expenses	\$1,500	4.50%
610420-Memorial Operations	\$211,364.97	Unrestricted	Operations' Expenses	\$8,900	4.50%
611177-Wendte Building Endowment	\$1,634,202.00	Donor Restricted	Building Expenses	\$96,000	6.00%
611184-Reinhardt Justice Endowment	\$262,320.24	Donor Restricted	Social Justice Expenses	\$4,000	first year of draw
Total Value and Annual Distribution:	\$2,160,246.44			\$111,200	
Monies Not Managed by UU CEF and Annual Contribution Sent to Church by Fund Manager					
Brumf Trust (held by family)		Unrestricted	Operations' Expenses	\$8,900	
Clara Belle Hamilton Endowment (held by San Francisco F		Donor Restricted	Building Expenses	\$38,000	
Total Annual Distribution:				\$46,900	
Grand Total Annual Distribution (matches 2025 Budget)				\$158,100	

[END OF PACKET]

**THANK YOU FOR JOINING THE
CONGREGATIONAL MEETING**

