

**First Unitarian Church of Oakland  
Board of Trustees Meeting  
April 26, 2005, 7:00 p.m.**

**Board members present:** Sharon Dolan, Karen Eng, Katrinca Ford, Reneé Harper, Tom Haw, Bob Hood, Laila Ibrahim, Jack Macy, Michael Rothhammer, and Jane Voytek. **Also in attendance:** Rev. Cinnamon Daniel, Rev. Kathy Huff and Charla Weiss.

The Chalice was lit. The Text of the Month was read and there was a brief check-in.

**Thank you cards** will be sent to Rev. Chandler Stokes, First Presbyterian Church of Oakland; Barbara Smith, Head Docent, Mt. View Cemetary; and the Library Archives Committee.

**Leadership Retreat (K. Huff).** Those at the retreat identified the following areas of need:

1. Training and support of leaders is an issue.
2. Communication between the Board, Council of Convenors, and the Executive Team need strengthening.

Discussion ensued about ways to increase communication. Joint meetings or retreats are a possibility. Longer meetings would result if a brief joint meeting was held prior to a regular meeting. Additional meetings added to already busy schedules are a problem. Katrinca will contact the Council of Convenors and request copies of their minutes.

**Congregational Minister's Report (K. Huff).** It is important that all Board members understand the new policy on "use of the church name." The policy states that the church name can only be used when two-thirds of the congregation demonstrates support for the action.

The last months of a church year are always extremely busy and the ministers become severely over extended. Guidance will be sought from the Board and the Committee on Ministry, with consideration given to the results of the evaluations that have been performed this past month, to better manage time and resources.

Written report also submitted.

**Church Manager's Report (C Weiss).** There were 176 individuals and families who participated in the photo directory effort. The support for this effort should be transferred to the Membership Committee. It must not be assumed that the Manager should organize and staff this activity in future years. The new photo directory will be issued in September at the start of the Church year.

Budget:

Pledge payments are not up-to-date. Forty-four pledgers have made no contribution to their 2005 pledges. Pledge statements will be sent out in the near future with an appeal to bring pledge payments current. The special plate collections do not have a large impact on total receipts and probably make people feel good about the work of the Church.

Brighter Today is leaving on May 2 and the space has not been rented to another tenant. It will be vacant for at least two months.

The Building Expense line item will go over budget because of the increased usage of the facility.

Eryka Quintero has reached the end of her probationary period. A meeting will be scheduled with her to evaluate her performance to date and discuss future employment.

**Executive Team Report (D. Goss in writing).** Security of personnel and property is an issue. The 2005 budget will probably need to be revised because the stewardship campaign did not meet its goals and our tenant, Brighter Today, is vacating and a new tenant has not been found.

**Education Minister's Report (C. Daniel).** The April 17 worship service and Rev. Laurentine Hamilton tombstone dedication was meaningful and collaboration with First Presbyterian Church will be continued.

The Coming of Age program participants will be recognized on May 8 with about 14 youth attending.

#### Monthly Calendar for the Coming Year

Date	Opening/Closing	Snacks
May 24, 2005	Sharon Dolan	Renee Harper
June 28, 2005	Karen Eng	Laila Ibrahim
July 26, 2005	Jack Macy	Karen Eng
August 23, 2005	Tom Haw	Bob Hood
September 27, 2005	Laila Ibrahim	Michael Rothhammer
October 25, 2005	Karen Eng	Katrinca Ford
November 22, 2005	Renee Harper	Jack Macy
December 20 or 13, 2005	Michael Rothhammer	Bob Hood
January 24, 2006	Tom Haw	Laila Ibrahim
February 28, 2006	Jack Macy	Sharon Dolan
March 28, 2006	Tom Haw	Renee Harper
April 25, 2006	Bob Hood	Katrinca Ford

**Proposal on Accessibility (K Ford).** Katrinca can no longer lead this activity. The next step is to go to the people involved and start a conversation regarding concerns and needs. A caucus of disabled individuals is starting to form. This item will be revisited next month.

**Building Restoration.** It was felt that the Executive Team will be the individuals involved in the day-by-day work involved as they work with the Reconstruction and Restoration Committee. The Board will work with the two groups and set policy and provide other assistance as needed. The magnitude and urgency of what is needed to maintain the building must be communicated to the congregation.

Discussion of the process involved resulted in the following thoughts:

Tom Haw has knowledge of the previous restoration process and is willing to continue to be involved in this work.

Sharon Dolan thinks that volunteers alone cannot manage this enormous project. It will be necessary to prioritize the work.

Bob Hood thinks that replacing the roof is on the top of the list and we must get information about costs. We will have to get bridging loans to finance the project.

Renee Harper concurs with Bob Hood's thoughts regarding formulating a plan to proceed with the first phase of reconstruction. She also feels that many members of the congregation are unaware of both the financial needs of the church, both day-by-day and for reconstruction and restoration. These needs should be clearly communicated to the entire congregation.

Laila Ibrahim advises looking at the data from previous capital campaigns for guidance in this effort.

Michael Rothhammer would like to know what options have already been proposed by the Reconstruction and Restoration Committee.

Bob Hood is concerned about adding debt service to our already overextended budget.

Cinnamon Daniel believes it is vital to get information out to the congregation as a whole.

**Minutes of previous meeting were approved.**

**Meeting adjourned at 9:50 p.m.**

Respectfully submitted,  
Eva Bunce, Scribe