

## **Approved Minutes**

### **First Unitarian Church of Oakland**

#### **Board of Trustees**

**January 27, 2015**

**These minutes were approved at the February 24, 2015 Board meeting.**

The meeting started at 7:15 PM in the 3<sup>rd</sup> floor program area at church.

Board members and FUCO ministers in attendance at the meeting were Dan Goss, Charles Masten, Rev. Jacqueline Duhart, Rev. Ed Brock, Brian Jeffries, Claudia Morgan, Jaki Lee, Kris Wedding-Crowell, and Randall Wright.

#### **Opening Words and Chalice Lighting**

Dan shared a reading and lit a chalice.

#### **Consent Agenda**

The Board noted that, subsequent to the previous meeting, the Board moved (via email) to confirm that the Annual Meeting will be on Sunday, March 29<sup>th</sup>, as opposed to the date appearing in the minutes.

Brian moved, and Randall seconded that we approve the consent agenda (approval of December 2014 minutes) with that in mind. The motion passed unanimously.

#### **Ministry in 2015/2016 church year**

The Board discussed the inputs we've heard on the question of ministry in the 2015/2016 church year, including the congregational forums and special meetings we've held, as well as the budget and Stewardship reports we've gotten.

Kris gave us some updated Stewardship information. Around \$9,000 in additional pledges have come in, and we expect that more will in the next couple of weeks.

We think that setting aside \$14,000 would be a reasonable minimum amount to offer a half-time non-senior minister for the time from the Fall of 2015 until the end of 2015.

Charles moved that the Board hire a half-time contract minister starting August 15, 2015 for the 2015/2016 program year. Kris seconded the motion. The motion passed unanimously.

Kris moved that the Board form a task team to write a job description for the half-time contract minister position, and that the team will consist of an ET member, a Transition Team member, a Board member, a representative from JTW/ARE, and an LDT member. Charles seconded the motion.

Kris made an amendment to charge the task team to present a job description to the Board for possible approval at the February Board meeting. Brian seconded the amendment. The amendment passed.

The amended motion passed unanimously.

Rev. Jacqueline would like to be consulted by the job description team.

The Board appointed Chris Sutherland as its representative to the job description task team. We expect that Chris will work with the groups who will have a representative on the team to make sure they identify their representatives, meet, and get the job description written.

Claudia will post something on the church web site explaining that we will be hiring someone, and that we are in the process of coming up with a job description, hiring team, and hiring process.

Charles, Randall, and Claudia will work on coming up with a hiring team consisting of a Board member, representatives of various congregant groups, and who have strong hiring and interpersonal relational skills. They will bring the Board a list of potential hiring team members for the Board's approval no later than the February meeting.

Brian moved that the Board approve the updated budget that the ET sent us on January 25<sup>th</sup> with the update that it will include the contract minister position the Board has specified. Randall seconded. The motion passed unanimously.

### **Process Monitoring**

Sheri Prud'homme shared observations about our process.

### **Multicultural Exercise**

Randall led us in a multicultural exercise.

### **Capital Campaign**

Noemi DeGuzman and Dick Bailey presented information to the Board about the progress of the Capital Campaign. They shared campaign dates, financial goals and the implications for our future budgets, and information about recruiting for the leadership teams. They expect that they will have chairs for every leadership sub team by the end of this week.

### **Seating By-laws committee**

The item was tabled.

### **Annual Meeting**

Claudia has agreed to organize the Board's responsibilities for the Annual Meeting, including recruiting the moderator, parliamentarian, child care, figuring out food, etc.

### **Committee on Shared Ministry**

Rev. Ed presented the Board with a proposal for how we might move forward in the creation of a Committee on Shared Ministry. The proposal is to have three committees: Shared Ministry for assessing the health and effectiveness of different aspects of church life, Right Relations for resolving conflicts, and Personnel to deal with staff and ministry issues and conflicts.

Rev. Ed will work with the Transition Team, the Leadership Development Team, the Faith in Action Ministry Team, and Rev. Jacqueline to come up with more specific proposals for how we might meet these various needs in the future. Rev. Ed will report back on the status of this effort at the next Board meeting.

### **Process Monitoring**

Dennis Rowcliffe shared observations about our process.

### **Closing Words**

Dan shared a closing reading.

### **Adjournment**

The meeting adjourned at 10:39 PM.

Respectfully submitted,

Dan Goss

Board Secretary