

**First Unitarian Church of Oakland
Board of Trustees Meeting
October 25, 2005, 7:10 PM**

Board members present: Karen Eng (Secretary), Katrinca Ford (Board President), Renee Harper, Bob Hood (Board Vice President), Laila Ibrahim, Jack Macy, Cathy Rion and Tom Haw.
Also in attendance: Dan Goss (Executive Team), Rev. Kathy Huff (Congregational Minister), Judith Hunt (Committee on Ministry), and Charla Weiss (Church Manager).

Assignments:

Dan Goss and Bob Hood –work on wording of job description for Board Treasurer to propose to the congregation to amend the by-laws

Laila Ibrahim, Jack Macy & Katrinca Ford – refine Annual Plan for adoption at November Board meeting

Tom Haw – Article for The Sower about building restoration due by Nov 10th

The Chalice was lit.

Text of the Month The text of the month is from the Tao Te Ching.

Board Business (Katrinca Ford)

Letters of Appreciation were sent to: Ron Weisberg for doing the Book Store since 1999; Linda Wilson for staffing the Membership Table; Grace Ferguson and Tom Bretthauer for the Canvas Dinner; Kim Rankin and Kate Rowland for *Opera in Your Face*.

The Minutes of the September meeting were approved.

Proposed Job Description for Board Treasurer (Bob Hood & Tom Haw):

Description was discussed and questions raised. Bob Hood and Dan Goss will continue to refine the description and ensure compliance with both By-Laws and Policy.

Important Dates: Leadership Retreat dates are January 27, 28 and 29, 2006. The Mid-Size Church Conference will be held in Phoenix, Arizona on March 3-5, 2006. The local Mid-Size Church Conference is scheduled for March 10 and 11 and Laila Ibrahim will attend with Rev Kathy. The Annual Meeting is scheduled for March 26 and the Board Retreat will be held on May 20.

Stewardship Campaign (Bob Hood): As of October 25, 105 pledges have been received and amounts increased by an average of 19 percent for a total of \$273,000. Still outstanding are 164 pledging units.

Expenses for the campaign have been over \$1,500. A budget of \$2,000 is requested for next year's campaign with another \$500 for miscellaneous Board expenses.

Board Communication (Karen Eng): Recently adopted policy has been incorporated into the policy governance document. In the future the author of any newly adopted policy will be responsible for distributing the new wording at the following Board meeting as well as for notifying the Church Administrative Assistant for updating the website.

Board Bulletin Board has been installed in the hall outside of the nursery. The announcement of Sharon Dolan's resignation and Cathy Rion's appointment will be included in the December issue of *The Sower*.

2006 Budget Assumptions (Charla Weiss and Dan Goss): Budget and income items were discussed. Discussion included questions about a proposed 2-year part-time intern position.

Reports to the Board

Congregational Minister (Rev. Kathy Huff): Written report reviewed. Clergy were reminded to relate their reports to the annual plan.

Education Minister (Rev. Cinnamon Daniel): Report reviewed without comments..

Executive Team (Dan Goss): ET worked on budget assumptions and met with Lead Convenors to develop a more manageable way of allocating program council budgets.

Manager's Report (Charla Weiss): Written report was read. Food pantry stocks have been depleted and need to be replaced.

Annual Plan (Laila Ibrahim): Draft of Annual Plan was presented by the sub-committee. Discussion was brief because of the late hour. The group will go back and refine the wording so that the plan can be adopted at the November Board meeting.

The Board went into Executive Session to discuss compensation recommendations to the ET. Agreed upon directive to the ET for clergy and church manager compensation for 2006.

The meeting was adjourned at 10:20 PM

Respectfully submitted,
Eva Bunce, Scribe