

First Unitarian Church of Oakland
Board of Trustees Meeting
February 25, 2005, 7:00 p.m.

Board members present: Sharon Dolan, Renee Harper, Tom Haw, Bob Hood, Michael Rothhammer, Katrinka Savage, Maud Steyaert, Jane Voytek and Scott Weiss. **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.

Stewardship Report (S. Weiss). It is recommended that in the future a past Board President and a current Board member and another lay leader from the congregation act as co-chairs of the annual stewardship campaign. Preliminary work on the drive should be done before the summer break but the current procedure seems to be working well. Carol Galante as a past Board President, has agreed to act as co-chair of the pledge drive with two others to be selected by the board. It is also recommended that the Executive Team needs to find a means to improve the collection of data. Of concern is the fact that a very few pledging units fund the majority of the budget.

Thank you cards will be sent to Andrea Aerts, Carol Galante, Cathy Rion and Ben Thompson.

Complaint Procedure (S. Dolan). There was discussion of Board involvement in complaints of congregants. It was felt that the Board should only be involved when the Executive Team had not followed policy. The location of the procedure will be discussed with Dan Goss and formal language developed.

Minister's Report (C. Daniel). Written report submitted in advance. An article has been published in the Oakland Tribune about the marking of the grave of Laurentine Hamilton, founder of the church that became First Unitarian Church of Oakland. First Unitarian and First Presbyterian Church of Oakland will share the cost of engraving the headstone. A dedication of the monument will be held in the spring.

The Children's Choir has several very young members. They will sing at the next Youth Service.

Minister's Report (K. Huff). Written report submitted in advance. Also spoke about the need for growth and the problems associated with a mid-size church. She is going to speak with the Committee on Ministry about this issue.

Justice Issues Assembly held and two issues selected: Health Care Access and Affordable Housing.

There is interest in becoming an official Welcoming Congregation but there were not the necessary ten people to create a task force. This may need to be done outside the Justice Council process.

Executive Team Report (K. Huff). The new Administrative Assistant, Eryka Quintero, is doing very well. She is highly skilled.

A minor change is proposed to the *Executive Team Role and Limitations, Sub-Section A, Practices, Shared Ministry*, No. 5.a. to add the word "local". It will now read: "Reserve use

of the name for issues that reflect a core value of the church, and are not already endorsed by a **local** organization or coalition of which the church is a member.” Renee Harper moved, Bob Hood seconded, passed.

Church Manager’s Report (C. Weiss). Eryka Quintero, Administrative Assistant, has been hired on a 90-day probationary basis. Due to lack of written procedures and backlog the training process is slow.

The 2004 books have been closed but some questions remain. End-of-year financial report will be given at the March Board meeting.

On February 22, 2005, Brighter Today gave a 60-day vacate notice. They are aware that the lease states they must pay for 90 days after notice. Federal law now states that all child care facilities must be totally inclusive. Brighter Today must now enroll children without disabilities in order to remain eligible for State and Federal funding. Our lack of suitable outside play space mandates they find a different facility. The search is on for a new tenant.

Materials are being prepared for the Annual Meeting. The budget is being prepared and allocation of funds to accounts has been started.

Committee on Ministry – Moved by Michael Rothhammer, seconded by Tom Haw that Tom Brethauer be appointed to the Committee on Ministry. Passed

By-Laws Change (T. Haw). Bob Hood moved, Katrinca Ford seconded, that the board supports amending its Constitution and By-Laws dated March 16, 2003 to increase the percentage of members needed from fifteen to twenty percent as follows:

Article IV, Meetings of the Congregation, Section 5, entitled *Quorum*

The quorum for all business meetings of the Membership shall be ~~fifteen (15)~~ twenty (20) percent of the number of Members eligible to vote, as of the most recent Record Date.

Passed. This bylaw change will require approval by a two thirds vote of the congregation at the Annual Meeting to take affect.

Agenda for Annual Congregational Meeting (J. Voytek). An agenda has been planned for this meeting and was presented by the Steering Committee. They will be working to refine the details. Nominations for the new Board of Trustees slate have not yet been completed.

Minutes of previous meeting were approved as presented.

Meeting adjourned at 9:35 p.m.

Respectfully submitted,
Eva Bunce, Scribe