

**First Unitarian Church of Oakland  
Board of Trustees Meeting  
March 22, 2005, 7:15 p.m.**

**Board members present:** Sharon Dolan, Reneé Harper, Tom Haw, Bob Hood, Michael Rothhammer, Katrinka Ford, Maud Steyaert, and Jane Voytek. **Also in attendance:** Rev. Cinnamon Daniel, Dan Goss and Rev. Kathy Huff.

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 Mike Dwyer, Kim Rankin, Dee Spencer, and Ben Thompson.

**Complaint Procedure (S. Dolan).** After further discussion Tom Haw moved and Bob Hood seconded and the Board passed the following procedure:

**Section III Board Role and Limits**

**Complaints of violation of board policy:**

If a congregant believes that in resolving a complaint or inquiry the Executive Team has violated Board limitations or ends policies, the congregant may state in writing the nature of the violation and request to bring the matter to the Board.

The Board may:

1. Inform the Executive Team in writing that a policy was violated and consider recommending corrective action.
2. Amend or eliminate the existing policy.
3. Create a new policy.
4. Determine that no policy was violated and no change needed.

**Proposal on Accessibility (K Ford).** It was suggested that a committee of three people with disabilities or extensive knowledge of disabilities (mobility impairment, sensory impairment and environmental sensitivity) be appointed by the Board to advise the Board, the Executive Team and the Program Council when permanent, expensive changes are to be made to the building. Discussion centered around when this committee would be needed and how it should be organized. A committee charge is needed.

**Annual Meeting Debriefing.** It was basically felt that the meeting went well but attendance by congregation was slim. A separate document with comments will be given to next year's Board.

**Executive Team Report (D. Goss).** Several fund raisers are scheduled; bells for the hand bell choir and the silent auction.

Use of the Church name is being discussed and the Justice Council has given feedback. Tom Haw asked that the nature of dissatisfaction with the policy be communicated in writing to the board, without board comment.

The 2005 budget may need to be revised because pledge goals have not been met.

The music fund raiser met its goal of \$5,000 but at this time the expenses are unknown.

The search is on for a non-profit tenant for the third floor office space. It is desirable to keep the second floor rooms free for use as “break out space” for conferences.

**Minister’s Report (C. Daniel).** She is rethinking the “big picture” of the Religious Education program. At the moment the RE Committee has dwindled to two people who spend all their time recruiting teachers and helpers. She recommends that this committee be disbanded and task forces be set up with short term, well defined goals.

Susan Killebrew is starting to work on family learning groups.

Journey Toward Wholeness is now being started in the youth groups with the kids getting involved.

The Fall recruitment of teachers is beginning.

**Minister’s Report (K. Huff).** She will write up her oral remarks from the annual meeting. Shared ministry evaluations will be held on April 14 and 17. Worship and other program and volunteer evaluations are occurring during the month of April.

The Oakland Coalition of Congregations is holding a community-wide meeting on affordable housing on April 18 at St. Anthony's.

The Justice Council is not happy with the Board and ET policies on the use of the Church's name..

### **Reflections on Board Experience.**

Sharon Dolan feels removed from connections with committees and councils now that she is on the Board. The written reports from various entities are worthwhile.

Bob Hood thinks that the Board will survive the switch to Policy Governance. Policy Governance helps the Board do what it should.

Michael Rothhammer feels that the President has a very short term and the Vice President needs to be groomed for the position.

Cinnamon Daniel stated that the Executive Team is still working on what reports are necessary to keep the conveners connected to the Board.

Tom Haw thinks that both learning and failure are OK but the Board is spending too much time writing policy and needs to concentrate on vision.

Katrinca Ford feels that as a Board we are moving from beginner to intermediate-beginner in our understanding of policy governance.

Kathy Huff stated that the Board and congregation are going through a natural learning process. The ministers should be at the retreat and articulate a vision.

Dan Goss thinks the programs meet the desired ends, monitoring needs focus.

Reneé Harper expressed support for policy governance model for Board of Trustees, and concurred with Sharon Dolan in feeling somewhat removed from the work of the councils and committees.

There was discussion about ways to improve communications with committees. Minutes from committee meetings are helpful. Kathy Huff raised the possibility of brief joint meetings of the Council and the Board if both groups meet on the same night.

**Asset Manager's Report.** The inside/outside group usage report takes quite a lot of time, and is required twice yearly by current Board policy. Katrinca Ford moved, Reneé Harper seconded the motion that the report be required just once a year, in September. Passed.

**Minutes of previous meeting were approved as presented.**

**Meeting adjourned at 10:00 p.m.**

Respectfully submitted,  
Eva Bunce, Scribe