

**First Unitarian Church of Oakland  
Board of Trustees Meeting  
May 24, 2005 7:05 PM**

**Board members present:** Bob Hood, Karen Eng, Laila Ibrahim, Sharon Dolan, Renee Harper, Jack Macy and Tom Haw. **Also in attendance:** Dan Goss, Charla Weiss, Rev. Cinnamon Daniel, and Rev. Kathy Huff

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

**Executive Team report (D. Goss)** Submitted in writing.

A California, Cultural and Historical Endowment grant was submitted to the city. Regarding the CCHE grant denial. D. Goss spoke to how different feedback was obtained through Glen Dahlbacka that indicates the process is political. People began to discuss options to improve our chances including a lobbyist or connection to politicians such as Don Perata. It is time to network on this issue. There were 4 proposals to the city including the Fox Theatre which won. There is a need to have the city aware of this church's grant before it arrives. Issues of separation of church and state need to be played out through the attorney general and public regarding getting money for a grant from a church. Time frame for next grant might be as early as end of June. We should have indication of when it is at least 30 days before the deadline.

Board was informed in writing of the ET's decisions to manage the 2005 budget deficit. Several budget cuts were made including reducing dues paid to the UUA and PCD. A special fundraiser called Campaign 56 was added to close the gap. Campaign will take place Sundays June 5 and 12. A budget change was made for Oakland Coalition of Congregations dues from \$1000 to \$100. A reserve exists from the past, it is small (\$5700) and no money will be contributed in 2005. There were concerns stated about the size of the reserve in a case such as not being able to pay salaries due to a shortfall in the budget. D. Goss stated in the event a loan was needed, it could be made from congregational or other sources. There is other money in other funds that are held in reserve as well.

With pledge payments congregants like using credit cards for the points but it costs the church more. Also there is a lot of time spent tracking pledges with credit cards that change however it is still more reliable than people writing checks. People have been alerted to this with some responding by adding the fee charges to their pledge. J. Macy suggested having a column that requests the 3% to cover the charges stated directly on the pledge card. K. Eng suggested not to offer the credit card option.

**Board Retreat (B. Hood)**

Date agreed upon June 4<sup>th</sup> 1-5 pm at Bob Hood's house. Organizers for agenda will be Karen and Renee. Be thinking ahead about below agenda.

Proposed agenda for June 4<sup>th</sup> Board Meeting (R. Harper)

Communication with councils, congregation and individuals

Meeting the end's policies and how they articulate our values (last revised in August '03)

Pick date for board retreat in September 2005

**Policy Matters**

J. Macy and L. Ibrahim agreed to draft a board policy addressing our intentions re: Building safety and restoration priorities. Draft to come before Board in June or July.

**Church Manager's report (C. Weiss)** Submitted in writing.

A profit and loss budget vs. actual was handed out for April 2005

Total income is at 38% while expenses are at 35%. A budget shortfall is predicted however at end of year.

There are 3 new emails to be used as shown in the report.

Sunday collections soften through the spring into summer as expected.

All church retreat has program and financial issues. People like the idea but not enough register. Retreat sites want deposit 30 days before. Need to have 100 people signed up but only have 71 so far. Church has to put the money out ahead. The organizers are very skilled but there are not enough people. May need to go with smaller retreats that are easier to shepherd. This would be decided by the ET. When church sponsors a retreat it must be accessible. Only 3 sites out of 10 were such. This year's retreat costs less than the one 2 yrs. ago but is still a lot for many families. All the kinds of retreats have mixed financial results. There is a policy (ET) that any retreat cover its costs, breaking even. Need to review the policy re: 10% cushion to protect the budget in the event of low attendance.

**Thank you cards** will be sent to Kelly, Eva, Molly, Stefan and Marcus for the church auction. Renee and Sharon's work on the auction was applauded in the meeting.

**R & R policy (D. Goss)**

ET role is-?

Communicating with congregation about r and r is board's work

Board policy re r and r ?

Alternatives on writing policy were offered so decisions are well documented.

Articulating the values of the congregation is the board's policy. This should be done with areas tied to end's policies. Work with the ends themselves. This needs to be done in advance before budget. This happens in retreats, in committee and between ET and board in its meetings. Prioritize. Stating that one thing is held as a higher value than another will help the ET make choices that match up with ends policies when making a budget. "What would you have us cut first?" There may be a means to the ends. This isn't as appropriate for the board to get into.

Committee to draft R & R – Karen and Bob to work with Dan and make proposal to Board. To be used in the areas of (?) limitations, asset management, in ET presenting a budget to board

**Education Minister's Report (C. Daniels)** Jessica Meyer will be leaving. She has been very talented and great. She will volunteer here in the future and now needs a full time job. Becky Johnson will replace her as RE assistant. She did event planning, does database work, communications, etc. She is interested in possibly becoming an UU minister. This personnel transition should go smoothly.

Need to revise childcare policy in future. Committee for this might come from community life branch.

Need thank you note for Jessica Meyer.

**Congregational Minister's Report( K. Huff)** Submitted in writing.

Steering committee to look at the policy suggestion and practice implications re: Journey Towards Wholeness.

Requested board attendance at a special meeting June 13<sup>th</sup> about our justice ministries.

Where in the Board's ministry will our practice and policies of a UU growing movement for the wider world be written. Her thoughts:

1. How and where do we articulate our values? In Ends there's only one explicit value statement made. Others are only implied. Other growing faiths (Methodist and Evangelical) are articulating core values. In Tarrant Co., Texas, there is a UU church (Pathways) that is doing this. Example handed out.

2. Knowing our purpose clearly. Mission statement. To build beloved community. Need to look at this every 5 years for clarity and possible expansion.

3. Identity beyond our walls. How do we look outward? Other churches are using business practices, after school programs, sponsor booths at festivals, nonprofit theatre company. Using intentional strategies.

Possible plans-

May want a subgroup/committee to develop value statements from 3 church documents perhaps with congregation.

Ask executive team to create a "growth team" D. Goss asked that end desired be clearly stated.

Ask congregational minister to make it a priority in her work

Ideas be looked at by board in retreats and steering committees.

**Building Asset Report (S. Schneider)** Submitted in writing.

Proposal- to add a wall at end of 3<sup>rd</sup> floor to be able to offer an office suite with an open space to share with UU office and groups. It would be of a type easily removed if needs change.

Stefan is confident to make building budget this year.

Need to address R & R policy/committee for sanctuary use. Sanctuary gets a lot of usage from many groups and now even multiple day conferences. (even break out activities). It is not reinforced structurally. Seismic work can also be done during roof repairs which is necessary due to severe leaking. Much money is spent on maintaining current status (clean up projects from leaks and plaster breaks) Masonry, piping of bricks, gutter façade all need work. Decisions need to be made soon even to make changes for next year (re: bids, contractors, etc.)

All who use the sanctuary are given notice to the status of the masonry.

B. Hood/T. Haw-There is a need to revitalize the R & R committee (last meeting Nov. 2004) to determine how to repair and protect this building so that all that happens here does so within a safer building. This would take human resources and money. R & R committee has come up with a list of things to do in the past.

S. Harper- Need a Plan B. Getting grant in future seems slim. Need a capital improvement plan with short and long term timelines started

T. Haw- Start with an end that is a doable in next 18 months with a stated game plan to start repairing the building. Hi is willing to help in the process.

A request was made for an example of a board policy re: restoration need such as Level 1 Basic safety for building and the loan plan for supporting this.

**Selection of GA Delegates (B. Hood)** Election of 7 people as a slate for GA was voted and approved. They are as follows:

Joani Blank

Mark Evens

Bob Hood

Beverly Smrha

Kathy Rion

Renee Harper  
Laila Ibrahim (alternate)  
Katrinca Ford

**Laurel Liefert** requested congregational sponsorship for ministerial (?) Moved and seconded. Rebecca Parker at Starr King School will be notified.

**April minutes were approved and submitted.**

**Meeting reactions shared by those present**

**Meeting adjourned at 10:00 pm**

Respectfully submitted,  
Leigh Hollowgrass, Substitute Scribe