

FIRST UNITARIAN CHURCH OF OAKLAND
Board of Trustees Meeting June 28, 2005
Minutes

Present: Laila Ibrahim, Tom Haw, Mike Rothhammer, Katrinca Ford, Sharon Dolan, Renee Harper, Jack Macy, Bob Hood, Karen Eng.

Staff: Charla Weiss.

Executive Team: Dan Goss.

Others: Kevis Brownson-- substitute scribe.

Meeting was called to order at 7:06 p.m.

BOARD ACTIONS

- The Steering Team decided on a new format for Board meetings, in which the staff and executive team reports will be circulated at least by the Friday prior to the Board meeting, and Board members will be expected to have read the reports prior to the meeting. At the Board meeting, questions on the reports will be addressed and anything that needs Board input will be brought out.
- The Board will develop a means to have convenors and committee chairs attend the Board meeting each month.

ASSIGNMENTS

- Karen and Laila will develop the format for the Board bulletin board in the hall leading to the restrooms.
- Renee and Laila will develop a draft mission statement from the shared values by the August Board meeting.

OPENING:

Karen opened with the reading, there was a meditation, and then discussion on the reading. There was a brief check-in.

PROCEDURAL:

Katrinca changed the order of the Planning agenda item, in order to discuss it at the same time as Joint Board/Council meetings.

CONNECTION:

Three thank you letters were signed to Jessica Meyer for her work as the Education Assistant this year, and B Avalon and Lisa Gardner for the pot-luck.

INFORMATIONAL/GOVERNANCE:

Dan explained the new procedure developed at the Steering Committee meeting. Staff and Executive Team reports will be circulated prior to the Board meeting, and Board members will be expected to have read the reports prior to the meeting. At the Board meeting, questions on the reports will be addressed and anything that needs Board input will be brought out. Before the Steering Team meeting, Committee chairs should call and request time on the Board agenda for items in their reports that require Board input. Reports should include a section for "suggestions for policy development" when necessary.

BOARD LINKAGE: Joint Board/Council Meetings.

Katrinca presented the information that Mike Allison and Chris Sutherland (co-chairs of the Council of Convenors) have been meeting for the purpose of establishing joint board and council meetings. The purpose would be to move the work of the Board and Council into closer

coordination. There is another meeting on July 6. One idea is to invite convenors and selected members of committees to Board meetings.

Discussion followed on schedule for implementation, what information might be shared, and that it would be a way for committees to better understand policy governance by the committees being able to hear what is going on at a Board meeting.

PLANNING: Annual Plan. Katrinca.

This year's annual plan was created by the Board only. There was discussion of including others in crafting the plan, and of how best to go about getting input from others. Board policy states that the Annual Plan should be final by October of the preceding year. Consensus was to work toward a September meeting of the Board, Council, and Executive Team. The Board suggests that congregants be invited to attend the Annual Planning meeting as observers. Annual plan should relate to board "ends" policies.

QUESTIONS ON REPORTS:

Sharon asked if a shared ministry evaluation exists. Charla said a summary exists, but can ask Kathy & Cinnamon to e-mail a more detailed report. Laila had a question about the lack of Journey Toward Wholeness on the evaluation. Dan said that it was a self-evaluation of people's work. Bob has a concern about the lack of a membership council convenor replacement. Dan said this is not a Board responsibility, but an Executive Team responsibility to address. Karen wanted to know if there is policy for filling Convenor vacancies in a timely manner. Charla said that there is policy about the length of terms. Lead convenors get the responsibility of filling the position. Bob—new convenor is approved in writing by Council.

Other questions concerned the \$8000 shortfall—how to close the gap. The UUA contribution has already been stopped, but that affects the interest rate on our loan.

BOARD LINKAGE: Board Bulletin Board.

Katrinca reviewed the Board Bulletin Board in the hall on the way to restrooms. Karen and Laila will develop the format for it.

POLICY DEVELOPMENT: Ends policy.

Renee presented a review of the purpose of "ends policy." Ends policy is supposed to reflect not how one does things but why. The ends policy is based on our values of Justice, Fellowship, Stewardship, Service, Evangelism, and Spiritual Growth. Discussion ensued on how specific the ends policies need to be, that they need to be specific enough to guide decisions of the Executive Team or Board, and also that the Annual Plan needs to be reworked to give specific guidance for decisions. Renee and Laila will work as a small group to come up with a draft by the August meeting. Dan read a statement about the purpose of the Board.

CONSENT ITEMS: May minutes were approved.

TRANSITION: Karen asked for reactions to the meeting.

Meeting adjourned at 9:35 p.m.

Respectfully submitted,
Kevis Brownson
Substitute Scribe