

**First Unitarian Church of Oakland
Board of Trustees Meeting
July 26, 2005 7:10 PM**

Board members present: Karen Eng, Katrinca Ford (Board President) , Tom Haw, Bob Hood (Board Vice President), Laila Ibrahim, Jack Macy and Michael Rothhammer. **Also in attendance:** Dan Goss (Executive Team) and Charla Weiss (Church Administrator).

Actions Needed

All Board Members – Have Laila or Karen take your picture for Trustee’s Bulletin Board

Karen Eng – Write article for “Sower” about Policy and Governance, How It Works. Deadline is August 10

All Board Members – Sign up for “Words of Welcome” during Sunday services.

Katrinca Ford – Secure facilitator for September Board Meeting. Contact Council of Conveners about attendance at meeting.

Katrinca Ford – Contact individuals regarding filling the Board vacancy.

Karen Eng – Contact Committee on Ministry for input about Financial Policy.

Jack Macy did an opening reading and there was a brief check in. The Chalice was lit.

Thank you card will be sent to Ed Udell, and a **welcome card** to Becky Johnson.

Bulletin Board (Katrinca) Karen and Laila taking responsibility for creating the Trustee’s bulletin board. We have been allocated space outside the nursery. Board members need to arrange to have pictures taken before the next meeting. Katrinca’s e-mail address will be used as the contact point.

Articles for the Sower The deadline is the 10th of the preceding month. The following topics were selected and board members volunteered to write.

- September, 2005 – Policy Governance, How It Works, and the Annual Plan - Karen Eng
- October, 2005 – Stewardship Drive and the Annual Plan - Bob Hood
- November, 2005 – Leadership - Katrinca Ford
- December, 2005 – Restoration - Tom Haw
- January, 2006 – What Board Members Do, Job Descriptions - Michael Rothhammer
- February, 2006 – Welcoming Congregation - volunteer needed
- March, 2006 – Annual Meeting - Katrinca Ford

Annual Plan for 2005-06 (Katrinca) It was agreed that preparation of the Annual Plan needs to be more inclusive. The Council of Conveners and any interested members of the congregation will be invited to attend the September 26, 2005, Board meeting to give input regarding the content of the Annual Plan. Katrinca will find a facilitator for the meeting. The decisions regarding the Annual Plan will be made by the Board.

Board Vacancy (Katrinca) It was suggested that the Board select a young adult to fill this vacancy. Several names were suggested and Katrinca will follow up. According to the by-laws the position can be filled by appointment by the Board.

Discussion then followed regarding the duties of the Board Treasurer. The duties need to be re-defined to take into account the work of the Executive Team..

Stewardship Campaign (Bob) The canvas will kick off with a dinner party for lead givers on October 9 before the fundraising concert. A “Step Up” dance is planned for Friday, October 21, and Canvass Sunday will be on October 23. One-on-one canvassing is the most effective means of fund raising but not enough people are available for that kind of an effort. One-on-one canvassing will be used for follow up after Canvass Sunday.

Pledge support is very unevenly distributed, with a small number of pledge units making up a significant portion of pledge income. This can be financially difficult if any of these units does not fulfill its commitment. Ways of getting the rest of the units to increase their pledge included

- Communicating to the congregation the cost of maintaining church programs and building
- Publicize the average cost per person to run the church
- Publicize pledge units in categories according to their level of giving
- Increase awareness of the urgency to proceed with the restoration and repair of the building
- Communicate the need for additional income to service new loans for restoration and repair

Church Manager’s Report (Charla) The written report was distributed and Board members directed to contact Manager with any questions.

Development of Financial Policy – Limitations (Karen) Initial draft of work done with Bob and Dan was distributed and discussed. Board comments were noted and the sub-committee will meet again to revise the draft and incorporate comments. A major concern is the salary paid to our ministers – our commitments to them and our ability to stay within UUA recommended guidelines. Karen will contact Judith Hunt, Chair of the Committee on Ministry, to request a recommendation from the CoM about this.

June minutes were approved. It was noted that the process for finalizing the minutes so that there is clarity about what version is being approved and so that they can be posted on the church website needs to be clarified and put in place. Minutes from May and June meetings are not yet posted.

Meeting reactions shared by those present

Meeting adjourned at 9:30 p.m.

Respectfully submitted,
Eva Bunce, Scribe