

**First Unitarian Church of Oakland
Board of Trustees Meeting
August 23, 2005, 7:10 p.m.**

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

Actions Needed

Katrinca Ford – Find a facilitator for the September 26 Board Meeting. Prepare announcements for the Order of Services prior to the meeting to invite any interested members of the congregation.

Bob Hood – Write article for “Sower” about Stewardship Drive and the Annual Plan. The deadline for submission is September 10.

Bob Hood – Prepare presentation on membership for September Meeting.

Laila Ibrahim – Prepare presentation on Journey Toward Wholeness for September Meeting.

Tom Haw – Prepare presentation on Restoration and Reconstruction for September Meeting.

Katrinca Ford – Solicit names to fill Board vacancy.

Bob Hood – Develop interim job description of Board Treasurer.

Tom Haw presented some thoughts about the tone and work of the Board, there was a brief check in. The chalice was lit.

Thank you cards will be sent to Joe Cristofalo and Kate Rowland for coordinating summer worship, and to Kate Hand for summer religious education. Bob Hood was verbally thanked.

Managers Report (Charla Weiss) The written report was discussed. (Note: In the future should we append the reports from the Manager, Executive Team and ministers to the minutes?)

This year’s distribution of \$12,865 from the Clara Belle Hamilton trust will be used for maintenance and repair of the building. Charla has been told by the San Francisco Foundation, that the church can anticipate a similar amount next year.

Annual Plan for 2005-06 (Katrinca Ford) Council of Convenors are planning to attend the September Board meeting, at which the Annual Plan will be formulated.

Katrinca will continue looking for a facilitator.

Discussion centered around keeping an open meeting focused as well as inclusive. It was decided that the 2005-06 Annual Plan should be a continuation of the last year’s plan with a focus on having more specific goals. During the meeting we will review progress made last year. Bob Hood will prepare a presentation about membership; Laila Ibrahim about Journey Toward Wholeness; and Tom Haw about Restoration and Reconstruction.

Financial Policy Limitations (Karen Eng) A second draft statement was presented but no action was taken awaiting input from the Committee on Ministry regarding ministerial compensation. The Board requested the Executive Team to translate current compensation numbers to the format that the UUA is using to base its new compensation guidelines so that we can see where we are relative to the guidelines.

Board Member Vacancy (Katrinca Ford) Katrinca is taking suggestions and will follow up.

Board Treasurer (Bob Hood) The Board agreed that there is still a role for a treasurer but that the position needs an updated job description. Bob Hood will develop an interim description.

Stewardship Campaign (Bob Hood) The campaign theme will be “For All That Is Our Life”. Board members will be asked to assist with the campaign. The first planned event is a pancake breakfast and training for canvas volunteers. A “Feast of Generosity” for the Olympia Brown Leadership Circle will be held on October 9. A “Step Up” dance to encourage members to increase their pledges to the next level will be held on October 22. The final event will be Celebration Sunday on October 23.

July minutes were approved. The process for board review of the minutes was discussed.

Meeting reactions were shared by those present.

The meeting was adjourned at 9:30 p.m.

Respectfully submitted,
Eva Bunce, Scribe