

**First Unitarian Church of Oakland
Board of Trustees Meeting
April 25, 2006, 7:05 p.m.**

Board members present: Richard Bruehl (new), Karen Eng, Katrinca Ford (outgoing), Reneé Harper, Tom Haw (outgoing), Laila Ibrahim, Bob Hood, Jack Macy, Chris Palm (new), and Mark Savage (new). **Also in attendance:** Dan Goss (Executive Team), Rev. Kathy Huff (Congregational Minister), and Charla Weiss (Church Manager).

Actions Needed

Laila Ibrahim – Finalize policy language regarding Church Manager compensation.
Bob Hood, Laila Ibrahim, Karen Eng – Plan Board Retreat

The Chalice was lit with check in. The theme was gratitude and we have much to be thankful for.

Installation of New Board Members and Election of New Officers: New, Continuing and Outgoing trustees did a ritual of transition. New officers were elected for 06-07:

Board President:	Bob Hood
Vice President:	Laila Ibrahim
Secretary:	Karen Eng
Treasurer:	Jack Macy

Thank You Cards: Cards were sent to Charla Weiss and the auction committee, for their work on the It's Magic fundraiser; to Jamie Lauren, head chef for the fundraiser; to the Young Adult Group for their help serving the meal; and to David Fry, our magician.

Process for Recommending Church Manager Compensation: (Bob Hood and Laila Ibrahim) Clarified that the Church Mgr is hired by the Board, just as the clergy are contracted by the Board. UUA compensation guidelines do not include a compensation classification that corresponds to our Church Manager position. Per Rev Kathy, this position is intended to be an executive level position on the same level as the clergy. Further discussion needs to take place to determine exactly where on the Unitarian Universalist Association Fair Compensation Guidelines this position falls and this is the scale that will be used beginning with the 2007 budget cycle. Laila Ibrahim will edit the proposed Board policy to reflect this discussion for inclusion in the Board Policies.

Board Treasurer Job Description: (Bob Hood) The Board discussed proposed new description of the role of the Treasurer. This would be added to Board policy in Section IV. and would supercede wording in the by-laws. Karen Eng moved for adoption, Laila Ibrahim seconded, Board approved. Katrinca Ford has committed for next year to review and recommend revisions to the by-laws to bring them in conformance with policy governance and to bring them up to date.

Updating Board Policy:

1) Selection of Lay Representative to the Executive Team (Karen Eng)

Amend Board policy Section V. Board and Executive Team Linkage, Section B to read as follows: The Executive Team shall consist of all called ministers, the Church Manager and one lay leader. The Board of Trustees and Executive Team shall together develop a list of possible lay leaders who might serve. The Executive Team shall then recommend a lay leader from that list to the Board for approval. Renee Harper moved, Mark Savage seconded, Board approved.

2) Hiring non-called ministers or interns

Amend Board policy to strike the limitation on the Executive Team to hire non-called ministers or interns. This appears in Section III. Executive Team Roles and Limitations, Section C. Financial Management, Spending Contracts. Laila Ibrahim moved, Karen Eng seconded, Board approved.

Board Retreat (Reneé Harper) The Board Retreat is scheduled for Saturday, May 20, from 12:00 noon to 5:00 p.m. at Reneé Harper's home. Lunch will be included. Suggested subjects for discussion were JTW, long range planning for the capital campaign, quarterly and annual scheduling, and how the Board works. Bob Hood, Laila Ibrahim, and Karen Eng will refine the agenda.

Board Schedule for the Upcoming Year (Bob Hood)

- ☞ Sign-up sheets for snacks and opening and closings for Board meetings were passed around.
- ☞ The Sower: Chris Palm will write about the President's Roundtable and the Bay Area advertising campaigns for the June Sower. Bob Hood will write the September column about plans for the new church year.
- ☞ Karen Eng will work on including some type of anti-racism activity for each Board meeting.

Congregational Minister Report (Kathy Huff) A written report was submitted. The celebration of Rev. Cinnamon's ministry will take place May 21st, 5-8PM; contributions are being accepted for a farewell gift. The Journey Towards Wholeness Transformation Team will present its report to the Board in May. Trustees are asked to re-read the team's annual report prior to the meeting.

Church Manager (Charla Weiss) Written report submitted. In addition a report on the outcome of the 2006 auction was submitted. The Head Chef, Jamie Lauren, contributed her \$1000 honorarium to the church.

Executive Team Report (Dan Goss) Written report submitted. This is Dan's last meeting with the Board as a member of the ET. He commented that the content of his report is not consistent with policy governance, and suggested that the Board be clear about what the ET is accountable for. He also suggested taking a closer look at integrating the Board's annual plan with the ends policies. A hiring committee is working hard to select a Director of Religious Education Ministry

to begin work by August 7th, using both the UUA's interim ministry resources as well as advertising locally for a direct hire.

Consent Calendar

- ∞ The minutes of the February meeting were approved with one abstention by a new Board member.
- ∞ The following individuals were appointed as delegates to the UUA General Assembly representing First Unitarian Church of Oakland: Tina Cansler, Ingrid Mittermaier, Bob Hood, Bev Smrha, and Sandy Chelnov. Laila Ibrahim moved, Reneé Harper seconded, approved.

Those present shared meeting reactions. Karen suggested that the Board consider a more structured way of monitoring process, perhaps by designating a process observer for each meeting.

The meeting was adjourned at 9:40 p.m.

Respectfully submitted,
Eva Bunce, Scribe