

**First Unitarian Church of Oakland  
Board of Trustees Meeting  
August 22, 2006, 7:05 p.m.**

**Board members present:** Richard Bruehl, Karen Eng (Secretary), Reneé Harper, Laila Ibrahim (Board Vice President), Bob Hood (Board President), Jack Macy, Cathy Rion and Mark Savage.  
**Also in attendance:** Eva Bunce (scribe), Chris Long (Intern Minister), Chris Sutherland (Chair, Committee on Ministry) and Charla Weiss (Church Manager).

**Actions Needed**

**Bob Hood, Jack Macy and Laila Ibrahim** – Propose procedure for the Board to recommend Church Manager’s compensation  
**Laila Ibrahim and Cathy Rion** – work with JTW Team to develop ends policy related to the work of JTW.

**The Chalice was lit and those in attendance checked in.** The Board welcomed Chris Long, A Starr King School for the Ministry student who is beginning his 2 year internship with us.

**Thank You Cards** The Board thanked the hiring committee for their work in hiring Rev. Michelle Favreault..

**Process Observer** Reneé Harper volunteered.

**Church Manager Report (Charla Weiss)** In response to a query from the Board, Charla informed us that a letter will be sent out shortly informing congregants of how monies pledged toward UUA dues were spent. It was added to the operating budget and only 1/3 of our congregational fair share was paid to the UUA. The letter will offer to refund 2/3 of the money to pledge units that gave additional money for UUA dues. The Board requested that in the future money pledged to the UUA not be used to balance the Church’s operating budget.

**Repayment to Manse Fund (Jack Macy)** The Board President will write a letter memorializing the recommendations of the Board regarding this matter. It is now the responsibility of the Executive Team.

**Executive Team (Charla Weiss)** The Board reviewed Financial Statements as of July 2006 showing budgeted amounts versus actual expenditures.

**Board Consent Items** Minutes of June, 2006 meeting were approved. The policy on the selection of delegates will be placed on the agenda for discussion at the next regular Board meeting.

**Annual Plan Policy Proposal (Karen Eng)** Discussion was postponed to the next regular Board meeting.

**New Meeting Format (Laila Ibrahim)** Linkage meetings are envisioned as a means of communication between the Board and groups to which it is accountable. They will be an on-going process for collaboration and for informing the Board for setting priorities and creating policy. The general plan is that no decisions are made during these meetings, but that they be for building relationships and reviewing successes and challenges. The Annual Plan should be a natural outgrowth of these meetings.

The first linkage meeting will be held in September with the Executive Team. Subsequent meetings will be with the Council of Convenors, with church leadership (via the Leadership Retreat) and with Committees of the Board.

The Board will also put on a future agenda a review of the required reports that it is supposed to receive. The Board needs to clarify what information is useful under policy governance and how it would be used.

The Board should also think about clarify how it exercises its fiduciary oversight responsibility in the context of policy governance. The Church Manager would like to have the Board review the financial statement at each meeting, but this doesn't seem to be consistent with policy governance.

**Request to Increase Minister's Compensation (Chris Sutherland, Committee on Minister, and Laila Ibrahim)** The Board met in closed session to discuss the proposal from the Committee on Ministry.

**Board Policy – Compensation and Benefits Policy (Mark Savage)** . Karen Eng moved, Richard Bruehl seconded that the policy as submitted with the addition of the phrase “plus a basic level of benefits” be added at the end of paragraph IV. Board Role and Limits, C. Board Job Description, 4, be approved. Passed.

**Feedback from Process Observer (Reneé Harper)** Basically a good job was done by all. The majority of the time the meeting stayed true to the agenda.

**The meeting was adjourned at 9:35 p.m.**

Respectfully submitted,  
Eva Bunce, Scribe