

First Unitarian Church of Oakland
Board of Trustees Meeting
July 24th, 2007 7:00PM

Board members present: Richard Bruehl, Karen Eng, Mark Savage (Vice President), Claire Eustace, Laila Ibrahim (Board President), Gail Schulz, Jack Macy (treasurer), Charla Weiss (church manager), Judith Hunt (ET - Executive Team).

Meeting called to order by Laila Ibrahim. Opening reading was read by Mark Savage.

Consent Calendar: Both items accepted by the Board.

1. Congregational Meeting: A special meeting is being called by the Board for September 30th for a congregational vote to launch a capital campaign for the rehabilitation . Gail Schulz will make sure that official announcement requirements are met and that many communication channels are used to spread the word and to encourage wide participation.
2. Congregational affiliation for Susan Conrad: On recommendation of the Committee on Ministry our congregation agrees to Susan's affiliation for the purpose of advancing to full ministerial fellowship with the UUA (Unitarian Universalist Association).

Executive Team Report

- ❖ Building Security: It was the sense of the Board that the ET has the responsibility and authority to take action to assure the personal safety of staff, particularly during the work week, and to make sure that the building and church property are secured and protected. This was in response to reported incidents of the building not being locked up at night and of finding unauthorized persons sleeping in the church or wandering around. The ET was asked to report back to the Board on progress taken in this area at the August meeting.
- ❖ Building Use: Stefan and Charla are developing standard, written use agreements for "inside" and "outside" groups that use church facilities.
- ❖ Cash Flow: The current cash flow problem is partially attributable to unpaid pledges. Charla had asked for Board assistance in addressing this, but because of the urgency she did it herself. We need to change the way new members are asked to pledge, so that it is clear that they are asked to pledge for the rest of the current church year and will be canvassed for the next church year along with everyone else.
- ❖ Budget Shortfalls: Income is not meeting expectation to date, and the ET put 3 actions before the Board for adjustments to the budget. The first 2 the ET has authority to do.
 1. Program funds have been frozen except for funds needed to support the fall media campaign.
 2. We will not be going off-site for the 2008 Leadership Retreat.
 3. The 3rd option involved adjustments to compensation of the most highly compensated staff. The Board sets compensation for the Church Manager and the Senior Minister, so this must be a Board action. The RE Minister is

an ET hire. The ET was directed to consult with the Committee on Ministry and to bring a formal recommendation to Board. The Board also requested that the ET say how it would respond in the event the Board did not agree to this.

Sabbatical Planning:

1. Richard and Karen will work with Mark to prepare a presentation at the Sept Board meeting to address the Board's needs for ministerial presence during the sabbatical, including addressing how the ET will function in the absence of the minister.
2. There will be a fundraiser prior to September to raise \$7,000 to cover sabbatical expenses.

Board Work: Members present developed plans for the working groups that came out of the Board Retreat in May. Each group had a member of the Board Steering Team in it, so instead of reporting back to the larger group, the Steering Team will now work on creating a timeline for the work for next year.

Mark Savage offered a closing reading at 8:55 and the meeting was adjourned at 9.

Karen Eng
Acting Secretary