

## Minutes

Board of Trustees, First Unitarian Church of Oakland  
October 28, 2008 – 7:35 to 10:10 p.m.

Trustees Present: Richard Bruehl, Dan Goss, Noemi de Guzman, Chris Palm (Secretary), Mark Savage (President), Gail Schulz (Treasurer), and Charles Williams.

Others Present: Eva Bunce (scribe), Rev. Kathy Huff (Senior Minister), Charles Masten and Charla Weiss (Executive Team), as well as Rick Hecht (Committee on Ministry) and Richard Orlando, visitor.

1. Dan Goss led the opening.
2. Consent Calendar – The monthly financial statement was removed from the consent calendar. Dan Goss moved, Gail Schulz seconded a motion to approve the minutes of the September, 2008 meeting, acknowledge the Church Manager's report, acknowledge the Committee on Ministry's report on the sabbatical, acknowledge the Consultant Nominating Committee's update, and appoint Claire Eustace and Dan Goss to the Nominating Committee with Claire Eustace as chair of the Nominating Committee. Approved.
3. **Vision 2012 Topic** – At Rev. Kathy's invitation, groups discussed then reported on suggestions for expansion of Vision 2012 as follows:
  - a) Customize outreach to the various groups within the church.
  - b) Another service about Vision 2012.
  - c) An article every month about a personal experience or perspective about Vision 2012.
  - d) Address the climate for staff with focus on anti racism umbrella.
  - e) Development of leadership.
  - f) Publicize strategies and plans on website.
  - g) Focus on welcoming behaviors.
  - h) JTW activities should be publicized with pictures as well as words.
  - i) The local community includes Asian and Hispanic populations. We have not reached out to those communities. The apartment building across the street includes Hispanics – why haven't we reached out to them?

- j) Cultivate relationships with the museum next door and Preservation Park tenants.
  - k) A time-line could be used to generate conversations about Vision 2012 and could be used as a teaching tool.
4. **Executive Team Report** – There was conversation about the desirability of adding a second lay member to the Executive Team. The Team will continue its discussion regarding this proposed change.
  5. **Hamilton Hall Renovation** – Gail Schulz reported that current funding for the restoration totals 1.8 million dollars, a shortage of \$400,000. This amount of funding will allow for a minimum retrofit and a new roof. It will leave the interior masonry walls exposed – a different but not unpleasant look for the sanctuary. Meetings about the restoration are planned for December 9 and 14. Financing is available from a local bank. Gail needs a co-chair to help with the work of this committee.
  6. **Minister’s Report** – Rev. Kathy Huff distributed packets of information to Board members in preparation for the Board retreat on November 8
  7. **Limitations Policies** – Dan Goss and Gail Schulz led a discussion of the philosophy and tone of Limitation Policies. Board Policies should be separated from particular situations and personalities and developed for the long term, and should be developed as monitoring devices to assure that the desired Ends are achieved. Conversation about these policies will need to continue at future meetings.
  8. **Policy on Disruptive Behavior** – Mark Savage introduced the proposed amendment to Board Policies directing the Executive Team to adopt a policy on disruptive behavior. The Unitarian Universalist Association recommends adopting such a policy as a best practice. Trustees expressed a desire that the proposed policy should also state in an affirmative tone what we seek, such as a safe and welcoming environment for all. Mark Savage will continue to work on drafting this policy for the Board’s consideration.
  9. **Budget** – Receipts to date are at 75 per cent of the budgeted amount at the end of nine months, a very positive financial position for this time of year. Charla Weiss has met with interested members of the congregation about the budget. The main advice gleaned from these meetings can be summed up as being the need to “live simply” and to increase the number of no or low cost activities.

Budget assumptions for fiscal year 2009 were presented without the input of information from the Stewardship Campaign.

10. The Board went into Executive Session to discuss salaries of the Church Manager and Senior Minister.

After a presentation by Rev. Kathy Huff for the Executive Team and discussion of the Executive Team's recommendation, Gail Schulz moved and Charles Williams seconded a motion that the Church Manager's salary for a 40-hour work week remain unchanged for 2009, at [amount redacted]; that the Board authorize the Executive Team to provide to the Church Manager any salary increase that the Executive Team may be able to provide to other employees in 2009 when the financial situation becomes more apparent; and that the Church Manager's benefits and professional expenses remain at the same level in 2009. Approved.

After a presentation by Rick Hecht for the Committee on Ministry and discussion of the Committee on Ministry's recommendation, the motion was moved and seconded that the Senior Minister's salary (including housing allowance) be increased to [amount redacted]; that the Board consider additional steps to bring the Senior Minister's salary to the midpoint for congregations of our size and location; and that the Senior Minister's benefits and professional expenses remain at the same level in 2009. Approved.

Trustees recognized and expressed concern that, in the absence of a cost-of-living adjustment (currently 3.26% for all urban workers in the San Francisco Bay Area), keeping our employees' salaries flat is actually a reduction in real dollars. Trustees also recognized and expressed concern that the Senior Minister and the Church Manager have received limited or no salary increases, or have had salary increases rescinded, over the past several years in response to tight budgets. To better understand and address the cumulative effects, the Board asked the Executive Team and the Committee on Ministry to prepare histories of annual salaries and benefits paid the Church Manager and Senior Minister, respectively, since each began her position. Mark Savage agreed to follow up with the Executive Team and the Committee on Ministry about specifics.

Respectfully submitted,

Eva Bunce, Scribe