

## Minutes

Board of Trustees, First Unitarian Church of Oakland  
December 16, 2008 – 7:40 to 10:10 p.m.

Trustees Present: Richard Bruehl, Dan Goss, Jon Greer, Noemi de Guzman, Claire Eustace (Vice President), 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), Chris Sutherland (Committee on Ministry) and Bob Hood and Carol Thornton (visitors).

1. Mark Savage led the opening.
2. **Consent Calendar** – Gail Schulz moved, Claire Eustace seconded a motion to approve the minutes of the November, 2008 Board meeting and acknowledge the reports of the Senior Minister, Church Manager, Executive Team and Committee on Ministry. Approved.
3. **Vision 2012 Summit** – Rev. Kathy Huff reported that the Vision 2012 Summit will be postponed until some future date, possibly in March.
4. **Consultants' Draft Report and Meeting** – Consultants Rev. Jacqui Lewis and John Janka have requested to share their preliminary findings and recommendations to the congregation on Saturday, January 24, 2009, from 9:00 a.m. to 12 noon. They want to have a prior meeting with the Board and Executive Team on Friday evening, January 23, to share the same preliminary findings.

Charles Masten reported that the consultants met with 180 people during their data collecting meetings of December 12 and 13. As a follow-up to this effort surveys continue to be distributed to interested parties. These surveys will be forwarded to the consultants on an on-going basis. The preferred deadline for submission of surveys is January 11.

5. **UUA President Candidates** – Jon Greer moved, Dan Goss seconded a motion to nominate both Peter Morales and Laurel Hallman as candidates for President of the Unitarian Universalist Association. Approved. Mark Savage will prepare the necessary documents.

Peter Morales will preach at First Unitarian Church of Oakland on Sunday, January 25, 2009. The Journey Toward Wholeness team will host a reception for him after the service.

Laurel Hallman will preach at First Unitarian Church of Berkeley sometime in the near future. The date of that service will be publicized.

6. **Trustee Job Description** – Claire Eustace presented the Nominating Committee’s draft job description for approval by the Board of Trustees, in accordance with Board Policies. A few amendments were taken. Jon Greer moved, Gail Schulz seconded a motion to approve the description as amended, which will be used by the Nominating Committee as a guideline when contacting candidates for the Board. Approved.
7. **Hamilton Hall Renovation** – Gail Schulz reported that the decision to go ahead with the renovation in April 2009 must be made in early January to allow time for getting the necessary permits and financing from the Community Bank of the Bay. Our budget will allow retrofitting and reproofing only. The sense of the Hamilton Hall Renovation Committee at its meeting on December 9, and of the Executive Team, was to proceed with renovation in April.
8. **2009 Budget** – For the Executive Team, Charla Weiss provided an overview of the balanced budget the Executive Team proposes for fiscal year 2009, and in particular, the income lines and the administrative, program, and facilities lines. She reported that all churches are showing a decline in pledge income. She presented a break-out of expected income and steps necessary to create a balanced budget. The Board then went into executive session to hear an overview of the personnel lines, including staffing and salaries. Eva Bunce, Chris Sutherland, and the visitors departed.

#### Executive session

In executive session, the Executive Team presented the rest of its overview on the proposed 2009 budget, and in particular, the personnel lines in proposed expenses, and Trustees asked questions.

Rev. Kathy Huff, Charla Weiss, and Charles Masten departed, and Chris Sutherland, chair of the Committee on Ministry, returned. The Board considered the Executive Team's request to cut the Senior Minister's salary by 4.5 percent with corresponding decreases in the Senior Minister's pension benefit and employer's share of social security and medicare. Chris Sutherland reported that the Committee on Ministry maintained its prior recommendation, for the health of our called ministry, that the Senior Minister ought to receive a salary of at least [amount redacted], and the church should work to increase her salary to the midpoint of the UUA guidelines.

After much discussion, Dan Goss moved and Jon Greer seconded a motion (a) to rescind the Board's prior action on October 28, 2008, to increase the Senior Minister's salary to [amount redacted], effective January 1, 2009, and instead (b) to approve the Executive Team's request to cut the Senior Minister's salary by 4.5 percent, effective January 1, 2009, with corresponding decreases in the Senior Minister's pension benefit and employer's share of social security and medicare, with the remainder of benefits to remain unchanged, and with [amount redacted] of the salary being housing allowance as designated by the Senior Minister. Approved.

After discussion, Gail Schulz moved and Charles Williams seconded a motion to approve the Committee on Ministry's recommendation that, given the cut in salary, the Senior Minister be authorized to take an extra week of paid vacation leave in 2009. Approved.

After discussion, Dan Goss moved and Claire Eustace seconded a motion that, if the Executive Team does not present to the Board of Trustees for approval a budget for fiscal year 2010 that includes a salary for the Senior Minister of at least [amount redacted] plus a cost of living adjustment in accordance with the Senior Minister's letter of agreement, then the Executive Team shall present to the Board of Trustees for its consideration and approval a second, alternative budget for fiscal year 2010 that does include a salary for the Senior Minister of at least [amount redacted] plus cost of living adjustment, plus corresponding increases in the pension benefit and employer's share of social security and medicare. Approved.

Chris Sutherland departed, and Rev. Kathy Huff returned. The Board considered the Executive Team's request to cut the Church Manager's salary by 4.5 percent with corresponding decreases in the Church Manager's pension benefit.

After much discussion, Charles Williams moved and Dan Goss seconded a motion (a) to rescind the Board's prior action on October 28, 2008, to keep the Church Manager's salary flat, at [amount redacted], effective January 1, 2009, and instead (b) to approve the Executive Team's request to cut the Church Manager's salary by 4.5 percent, effective January 1, 2009, with corresponding decreases in the Church Manager's pension benefits, and with the remainder of benefits to remain unchanged. Approved.

After discussion, Dan Goss moved and Claire Eustace seconded a motion that, if the Executive Team does not present to the Board of Trustees for approval a budget for fiscal year 2010 that includes a salary for the Church Manager of at least [amount redacted] plus a cost of living adjustment, then the Executive Team shall present to the Board of Trustees for its consideration and approval a second, alternative budget for fiscal year 2010 that does include a salary for the Church Manager of at least [amount redacted] plus cost of living adjustment, plus a corresponding increase in the pension benefit. Approved.

The Board expressed the unanimous and strong sense of the Board of Trustees that if, in the Executive Team's judgment, the revenues improve during fiscal year 2009, then the Executive Team should give priority to restoring cuts to the salaries of the Senior Minister and the Church Manager.

Charla Weiss and Charles Masten returned. The Board considered the Executive Team's proposed budget for 2009.

Jon Greer spoke to the importance and opportunity of stewardship to increase members' pledges and the Church's revenues, in order to cover and minimize cuts to core program and expenses. Trustees agreed.

After discussion, Dan Goss moved and Claire Eustace seconded a motion that the Board of Trustees approve the budget for fiscal year 2009 as presented by the Executive Team. Approved. Trustees and members of the Executive Team expressed heartache and great sadness about the severe cuts to personnel and program in the proposed budget.

Respectfully submitted,

Eva Bunce, Scribe