

**FIRST UNITARIAN CHURCH OF OAKLAND**  
**Board of Trustees Meeting**  
**October 27, 2009 – 7:33 to 10:15 PM**

**Trustees Present:** Giselle Ampuero, Rinda Bartley, Claire Eustace (President), Dan Goss (Vice President), Jon Greer, Noemi de Guzman (Secretary), Gail Schulz (Treasurer), Bev Smrha, and Charles Williams

**Others Present:** Eva Bunce (scribe), Kathy Huff (Senior Minister and Executive Team), and Charles Masten and Charla Weiss (Executive Team); Chris Sutherland (Committee on Ministry); Joan and Howard Poulter (visitors)

Dan Goss led the opening and chalice lighting.

**Agenda Approval** – Gail Schulz moved, Dan Goss seconded a motion to approve agenda with the following amendments:

- Move up next steps on consultants' recommendations item, to immediately follow the consent agenda.
- Move down the executive session on the Committee on Ministry recommendation on clergy salary item, to follow the break.
- Reduce time for the Leadership Development Team and Stewardship updates.

Passed unanimously.

**Appointment of Giselle Ampuero as Trustee** – Jon Greer moved, Noemi de Guzman seconded a motion to appoint Giselle Ampuero as Trustee to complete Roger Hallsten's term. Passed unanimously.

**Consent Agenda** – The consent agenda was amended as follows:

- Remove acknowledgement of Committee on Ministry and Journey Toward Wholeness Team reports, which were not received.
- Acknowledge receipt of September 2009 Senior Minister report only.

Dan Goss moved, Rinda Bartley seconded a motion to approve the minutes of September 22, 2009, Board meeting; acknowledge receipt of Executive Team report; acknowledge receipt of Church Financial Report; acknowledge receipt of Senior Minister's September 2009 report; approve membership of Celia Reyes on the Journey Toward Wholeness Team; and accept Board Consultant Recommendations Sub-Group Feedback Background Document dated June 2009. Passed unanimously.

**Next Steps on Consultants' Recommendations** – Dan Goss led a discussion regarding ways for the Board to communicate actions taken to implement the consultants' recommendations. It was felt that both the narrative and grid type reports should be circulated even though both contain much the same information because different people relate to different types of presentations. The present document is a starting point and can be used to emphasize that this is an ongoing process and reports are living documents, an entrée point for conversations. It was suggested that for any future forum, focus should be placed on specific items. The reports need to identify

the specific Board responsibilities, updates about which will be included on the Board agenda by the Steering Committee.

Rinda Bartley and Bev Smrha volunteered to report to the congregation the status of the recommendations for which implementation is the responsibility of the Board. Rinda will serve in this capacity through the end of 2009 and will hand off responsibilities to Bev in January. Their responsibilities include updating the “status document” with input from other groups at church with implementation responsibilities and circulating the updated document for Board approval. Jon Greer moved, Bev Smrha seconded a motion to post the grid document and updates on the Barlow Room bulletin board and both documents on the Web site. Passed unanimously. It was stated that updates to these documents can be approved on-line between meetings.

**Question of Meaning** – Rev. Kathy Huff initiated a discussion regarding money and the way it communicates to what we care about.

**2010 Budget Assumptions** – The Executive Team lead a discussion regarding assumptions for planning for next year’s budget. The stewardship campaign goal is less than the amount reflected in the report. Funding is being planned to include a half-time intern but no associate minister. The financial limitation policies have informed assumptions. The projected trust and dividend income numbers for next year are based on history. Rental income projections assume use of the entire building. It is hoped to find a long-term rental, but prospects are not good because most nonprofits are suffering. The projected income shows only a minor increase over last year. Cash flow shortage of \$10,000 in 2009 was possible only because of the July furlough of paid staff. The Executive Team wants to work with the assumption that furloughs next year will not be necessary.

**Executive Session: Executive Team Recommendation on Church Manager Salary** - The Board members went into executive session to discuss the Executive Team’s recommendation on the Church Manager’s salary. The Board approved the Executive Team’s recommendation on the Church Manager’s salary.

**Process Observations** – Rinda Bartley and Dan Goss commented on the meeting.

**Executive Session: Committee on Ministry Recommendation on Clergy Salary** – The Board members went into executive session to discuss the Committee on Ministry’s recommendations on Clergy Salary. The Board approved the Committee on Ministry’s recommendations on Clergy Salary with a motion that the Executive Team develop two 2010 budgets: one for each salary figure recommended by the CoM.

**Stewardship Update** – Jon Greer reported that a total of eighty-seven pledges have been received to date for a total of \$266,468. In addition, 109 pledges are outstanding. He estimates that pledges will reach a maximum total of \$425,000. Jon also reported that thirteen new members have not pledged at this time and that stewards will be assigned to canvass those who have pledged at least \$600 in previous year. During last Sunday’s stewardship service thirty-three pledges were received. He emphasized that in order to support the church’s programs

much work needs to be done on fund raising efforts including educating members that fiscal responsibility is a necessary part of membership.

**Process for Appointing Executive Team Lay Member** –The job requires between 10 and 15 hours a week and an ability to come to a consensus on difficult decisions. The Policy will need to be changed if it is decided to add another individual to the Executive Team. It was decided that both the Executive Team and Board members would generate a list via the Board listserv of suggested persons to serve on the Executive Team. The Executive Team will then decide whom to ask from that list. Because there needs to be some confidentiality, it was decided that anyone on the Board or the Executive Team may request that a name be removed from the suggested list without the need to justify the request. Claire Eustace will maintain the list and is the one to contact with requests to remove names. The deadline is November 11, 2009.

**Process for Hiring Personnel Officer** – This subject was tabled for discussion at a future meeting.

**Leadership Development Team Update** – Gail Schulz, Charles Williams, and Giselle Ampuero cannot attend the retreat, and plans will be made to pass on information to them. Funding for the training has been provided and pre-work will be assigned.

**Process Observations** – Noemi de Guzman commented on the meeting.

**Budget** – Dan Goss moved and Gail Schulz seconded a motion to direct the Executive Team to prepare two balanced budgets, one for each senior minister salary option determined by the Board, and, if the Executive Team chooses, an alternative balanced budget using other salary figures for the church manager as well as for the senior minister. Passed unanimously.

**Board Accessibility and Communication** - This item was postponed to the November meeting.

**Process for Hiring Personnel Officer** - The Executive Team agreed to post information about this item to the Board listserv.

Respectfully submitted,

Noemi de Guzman  
Secretary

*Approved November 24, 2009*