

## Minutes

Board of Trustees, First Unitarian Church of Oakland  
May 26, 2009 – 7:31 to 10:20 p.m.

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

Others Present: Eva Bunce (scribe); Rev. Kathy Huff (Senior Minister and Executive Team); Charla Weiss (Executive Team); Sharon Dolan and Dan Wright (process monitors from Journey Toward Wholeness Transformation Team); Chris Sutherland (Committee on Ministry); Glen Dahlbacka, Tom Haw, Kelly Jonick, Laurel Leifert, Richard Orlando, Daphne Parson, and Emily Stoper (visitors).

Bev Smrha led the opening.

1. **Consent Calendar** – Dan Goss moved, Gail Schulz seconded a motion to acknowledge the Senior Minister’s report, acknowledge the Board decision to reopen the General Assembly delegate application process, and appoint Laurel Liefert as a delegate to the UUA General Assembly. Approved.
2. **March Minutes** – Noemi de Guzman moved, Dan Goss seconded a motion to approve the March minutes. Approved with one opposed.
3. **April Minutes** – Gail Schulz moved, Dan Goss seconded a motion to approve the April minutes. Approved.
4. **Executive Team Cash Flow and Budget Report** – Charla Weiss – An adjusted budget and cash flow report was presented and key line items commented on. At the current time the projected net income deficit for the 2009 fiscal year is \$19,417 and includes a \$6,000 set-aside for a rainy day fund.

It was noted that when the bank was approached for the financing for the Hamilton Hall restoration, they were not concerned about the amount of the shortfall, as it seemed in keeping with what is typical of churches and budgets of our size.

5. **Board Business & Covenantal Relationships** – Dan Goss proposed a list of items needing attention, including: process monitoring, the Board’s policy of speaking with one voice, Board job description, enforcement of Board policies, Board trainings, the Board President’s latitude in deciding Board process, Board relationships with the congregation, fellow Board members, and rules of order for meetings. There was general consensus that a retreat type setting would be most conducive to building the trust necessary to understand the relationships and covenants between Board members, ET, and clergy. The other items should be decided in a regular Board business meeting.

Jon Greer moved that a Board covenant be developed; Rinda Bartley seconded. Approved.

Rinda Bartley and Dan Goss were charged with finding an outside facilitator to lead the Board in a covenant process.

6. **Caucus Break** – In the midst of discussion on Board covenantal relationships, Gail Schulz moved, Noemi de Guzman seconded a motion to break for caucusing (a common practice among groups active in antiracism work and ministry and used in our Jubilee II trainings). Five approved, two opposed, with one abstention. The Board and ET members broke into a white caucus and a people of color caucus for discussions.
7. **Process Observations** – Dan Wright and Sharon Dolan observed that there had been a period of dissension and discomfort, but Board members pulled together and their work continued. Jon Greer mentioned that rules of order were unclear during the Executive Team Cash Flow and Budget Report agenda item.
8. **Committee on Ministry Request for Clergy Time Off** – Chris Sutherland – The CoM requests that Reverend Kathy’s schedule be amended to accommodate the furlough. The change reflects the reality that Rev. Kathy is usually off in July anyway and will be unable to take advantage of her full four weeks of study leave and earned vacation time in the summer. The request includes two weeks of vacation and two weeks of study leave to be taken in February 2010, with the remaining two weeks of furlough to occur the last week of December 2009 and the week after Easter 2010. This is a timing adjustment only and does not affect the budget. Rev. Kathy will still receive no salary in July. Gail Schulz moved that the CoM will submit a letter stating the furlough plan for signature by the Board President. Charles Williams seconded. Approved.
9. **Process Monitoring and Caucusing Procedures** – Jon Greer moved to use process monitoring and caucusing in future Board meetings, with details to be worked out by the Steering Committee. Charles Williams seconded. Approved.
10. **Process Observations** – Gail Schulz, Dan Wright, and Sharon Dolan gave their observations of the ebb and flow of the conversations.

Respectfully submitted,  
Eva Bunce, Scribe

Approved June 30, 2009