

FIRST UNITARIAN CHURCH OF OAKLAND
Board of Trustees Meeting
February 23, 2010 – 7:30 to 10:40 PM
Starr King Room

Trustees Present: Giselle Ampuero, Claire Eustace (President), Dan Goss (Vice President), Jon Greer, Noemi de Guzman (Secretary), Gail Schulz (Treasurer)

Others Present: Kathy Huff (Senior Minister and Executive Team), Julie Baeder and Charla Weiss (Executive Team), Helen Duffy (interim scribe), and ReeAnn Dixon (visitor)

Noemi de Guzman led the opening and chalice lighting.

Recognition of Eva Bunce's Service as Scribe – Dan Goss thanked Eva for her many years of service as scribe for the Board of Trustees and presented her with a gift from the Board. Eva said thanks and that she admires all who ever served on the board. Based on her observations over the four or five years of her service, she offered two suggestions she thought the board should consider to improve their work: (1) To improve communication with the church community and get a better finger on the pulse of the congregation, each board member could choose an area of work of the church (a “portfolio”) and check in with an individual active in that area each month to find out how things are going and what concerns they have. Then there could be a time on the agenda when trustees could share what they learned. (2) Any time something critical requires action, put it early in the agenda so that people can address it while they are fresh rather than after the more routine items.

Consent Agenda (Action) – Any trustee may request removal of any item from the consent agenda; otherwise, items are accepted without discussion. Two items were removed from the consent agenda: approval of the minutes from 1/26/10 special Board meeting and approval of Leadership Development Team's proposed slate of Trustee candidates.

Gail Schulz moved to approve the remaining consent agenda item, to appoint Cile Beatty to the Journey Towards Wholeness Transformation Team; passed unanimously.

Review of the Past

Senior Minister's Report – Rev. Kathy's report included the following:

- She will be interviewed by PBS TV in a couple of weeks, for a 12-minute segment on marriage equality and religious freedom. There will also be a representative from the Council of Churches in California. It will be part of the program *In the Life* and air in June.
- She visited the Tulsa church this month and got some information regarding capital campaign/stewardship best practices, on which she will report more at a later date.
- This month she will be interviewing for the music director position; four or five resumes have been received.

- She would like to be able to inform the Leadership Development Team whether they need to plan to train new board members. The Leadership Development Team can ensure the orientation of new trustees happens, the Board will need to conduct the orientation.
- Diversity in Ministry—we may need to discuss what to communicate about that at the Annual Meeting in March. Do we want some sort of vote or acclamation at the annual meeting about our taking up or continuing the UUA’s appointment of our church as a participant in this program? Suggestions for the annual meeting should go to Rinda, Noemi, Claire, and Kathy by email.
- The current Board should also participate in the new trustee orientation.

Executive Team Report – The Executive Team submitted a February 2010 written report to the Board for information.

In selecting a site for the all-church annual retreat, the planning team is weighing financial accessibility and physical accessibility. The planners felt strongly that while Mountain Home Ranch provides for both, it is not as optimal for physical accessibility as was Arroyo. It appears that we will have to compromise this year one direction or the other. The Mountain Home choice has the advantage of more affordability. It is the expectation that the retreat pay for itself. Mountain Home will likely work with us on registrations in contrast to Arroyo, which management was harder to work with.. The Executive Team continues to have concerns about physical accessibility issues and has asked the planning team to come up with a plan for increasing accessibility at Mountain Home should that be the choice. The final decision will be made by the retreat planning team.

The Leadership Development Team hosted a successful breakfast on February 14. Charla distributed materials to be posted soon, which cover governance and operations and the various descriptions of our “every member ministry.”

The Miracle on 14th Street team is coming together though mostly with Board member volunteers. There may be non-board members who want to do some fundraising, but they have yet to be identified. The Executive Team does not envision being able to take leadership in managing new fundraising endeavors, as it needs to give attention to the budgeted fundraisers such as the auction. Individuals on the Board who developed the idea expected the Executive Team to follow through in getting the team set up to guide a variety of fundraising efforts. There was confusion and disagreement as to who would be responsible for organizing the team.

The Executive Team presented its hope to hire a community outreach minister through the UUA’s Diversity of Ministry Initiative. The UUA will provide funding, but First Unitarian must match that funding. Concern was expressed about sustaining a second minister.

Creation of the Future

Ends Refinement (for who and at what cost) – Rev. Kathy led the trustees in reflection about the meaning of “transformation within,” “transformation among,” and “transformation beyond,” in order to provide spiritual grounding for the continuing work of refining the ends statements.

JTW Linkage – No report.

Process Observations – Gail Schulz and Giselle Ampuero commented on the meeting.

Annual Meeting – Claire is preparing the announcement of the annual meeting and will send it to Charla for it to be sent out from the office. She asked that someone take over the writing of the report from the draft that she started. Announcement of the meeting must be made from the pulpit two Sundays ahead of time.

Items for the agenda, to be developed offline, include: Election of new board members and confirmation of Giselle. The Executive Team will report on the structure of governance, and an update on the diversity of the ministry project should be provided at some point. Outgoing board members must be recognized also. A suggested schedule was to have the business meeting, then reports, then café style input in small groups.

Last time a donation of \$6.00 was suggested for lunch, and expenses were covered and there was something left over for the church. Giselle and Dan volunteered to work on lunch. Bev will be asked to do so also. It was suggested that the Leadership Development Team could be asked to help with the lunch or recruit some people to help so that the board is not doing it all.

Claire will ask Mike Allison to be the moderator and Mark Savage to be parliamentarian. She'll check to be sure it's not against the rules, and if not, then Noemi, board secretary, will record for the meeting.

Clergy Compensation (executive session) – The Board passed unanimously a motion to deny a request regarding the senior minister's compensation.

Summary of Discussion Highlights and Decisions for Institutional Memory

The following points were emphasized:

- The perspective of looking at the ends from the viewpoints of within, among, and beyond is very helpful and will lead to a much richer conversation when the Board next addresses them again.
- The Board has not allotted time to address a monitoring survey that had been prioritized previously for first quarter 2010.
- The work of the Board subgroup to address monitoring policies is deferred until the ends are finalized.
- The question of who will train new Board members is open.
- Giselle, Liam, and Dan will plan and organize lunch for the annual meeting; Dan will ask Bev for assistance.
- The Board needs a way to institutionalize its calendar.
- The revenue generating side of the budget continues to need attention.

Next Steps

Assignments

- Any trustee interested in running for an officer position should inform the President.

Agenda for Next Board Meeting (March 23, 2010)

- Election of officers
- Ritual of welcoming new trustees
- Ritual of farewell to retiring trustees
- Journey Toward Wholeness report – Charles
- Committee on Ministry semiannual report
- Senior Minister compensation
- Monitoring survey – Jon
- Manse fund interpretation – Dan to draft and obtain Gail’s review
- Senior minister’s report
- Refinement of ends – Dan
- Executive Team update

Dan will send a “doodle” survey to reschedule the next quarterly Saturday morning meeting, which was originally scheduled for April 10, as Rev. Kathy has a conflict. The candidates for trustees should be included in the survey.

Process Observations – Jon Greer commented on the meeting.

Noemi de Guzman led the closing, and the meeting adjourned at 10:40 PM.

Respectfully submitted,
Noemi de Guzman
Secretary

Approved March 23, 2010