

**Minutes**  
**First Unitarian Church of Oakland Board of Trustees**  
**August 24, 2010**

The meeting started at 7:31 P.M. in the Starr King room at church.

In attendance at the meeting were Jon Greer (by phone), Noemi de Guzman, Dan Goss, Rinda Bartley, Giselle Ampuero, ReeAnn Dixon, Bob Crowe, Bev Smrha, Charla Weiss, Kathy Huff, and Julie Baeder.

Bob Crowe opened the meeting with a reading and lit the chalice.

**Agenda:** No changes were made.

**Consent agenda:**

We pulled off Senior Minister's substitute vacation and study leave schedule, and scheduled discussion to be held during Sr. Minister's job description. Bob Crowe moved and Giselle Ampuero seconded approving the consent agenda, which included the following items:

- Approve minutes from July 27, 2010, Board meeting
- Acknowledge receipt of August 2010 monthly Senior Minister's report

The motion passed unanimously.

**Connecting with the Senior Minister:**

We heard an update on current activities and vision from Rev. Kathy Huff. She passed around a book called "Salsa, Soul, and Spirit", a book which has helped her build cultural competency, especially in the areas of Latino, African American, and American Indian culture.

**Diversity of Ministry Fundraising Update:**

For the Diversity of Ministry effort, we have \$46,171, pledged, \$29,661 received. We expect 50% of pledging units to participate. We will thank each contributor and give them a tax statement for their gift. We will follow up on people who have pledged and not given yet. We expect to get to \$50,000. 8/29 is the final day for the effort, and the collection on 8/29 will go to Diversity of Ministry Fundraising. All but \$2,000 are pledged to pay by 8/29.

The ET has started the process of hiring for the Diversity of Ministry position. A hiring committee has been put together.

The Board is encouraged to tell everyone they know that it's important to participate.

**2011 Annual Congregational Meeting Date:**

Giselle Ampuero presented information to help us make a decision on the 2011 Annual Congregational Meeting date. We considered the pros and cons of three options, for either the weekend of 3/12 – 3/13 or 3/19 – 3/20 (the men's retreat is the weekend of 3/5 – 3/6):

1. Sunday @12:30 after 2<sup>nd</sup> service, as we did this year.
2. Saturday afternoon or evening with a worship element
3. ½ day on Sunday:
  - a. 8:30 – breakfast conversation
  - b. 9:30 – morning worship
  - c. 10:30 – more conversations or business for annual meeting
  - d. 11:30 – worship for all ages (short)
  - e. 12:00 – lunch and youth/children program which involves participation in the business life of the church
  - f. 12:30 – annual meeting closing and youth/children report back

ReeAnn Dixon moved, and Bob Crowe seconded, that we hold our 2011 Annual Congregational Meeting on March 13. The motion passed unanimously.

The question of setting up the specific timing and agenda will be addressed later.

### **ET Role and Limitations in Financial Management**

Dan Goss and Jon Greer led a discussion about Financial Management limitations, focused specifically on the budget, and the Board's role in its creation and use.

### **Process Observations**

Process observations were made by ReeAnn Dixon.

### **Preparing Ourselves for Monitoring**

Rinda Bartley led us in a discussion of how monitoring can be done, based on some reading she provided us. We'll have a fuller discussion at later meetings.

### **Senior Minister Job Description**

Kathy Huff led us in a conversation about the Sr. Minister's job description. The conversation focused both on the content of the job description, and what the Board's role is in approving the job description. Board members should continue giving feedback to Rev. Kathy about the job description.

### **Board Calendar**

We reviewed the calendar to ensure that we have good Board representation at important upcoming church events.

Board is moving its December meeting from 12/28 to 12/21.

### **Sr. Minister's Study Leave Schedule**

Kathy Huff led a discussion explaining an update to her vacation schedule, which would be an update to the terms set out in her letter of agreement.

ReeAnn Dixon and Kathy Huff will work on longer-term Sr. Minister leave issues.

Rinda Bartley moved, and Bev Smrha seconded, a motion to approve Kathy Huff's proposed study leave schedule. The motion passed unanimously.

### **Summary of Discussion Highlights and Decisions for Institutional Memory**

- Concern about an inability to upload files to our Yahoo group, and the fact that we didn't have everything there for this meeting.
- Frustration over keeping important documents up to date (policies, letter of agreement, by-laws).
- Congregation and structure is continually evolving.
- Change is always happening, always an opportunity to move in the direction you want to go.
- Thank you notes are meant to be signed by the ET as well as the Board.

### **Next Steps: Assignments and Next Meeting Agenda**

Noemi de Guzman led us through a process of setting next month's agenda.

### **Process Observations**

Process observations were made by Bev Smrha and Giselle Ampuero.

### **Closing**

Bob Crowe led us in a closing.

The meeting was adjourned at 9:52