

***DRAFT* Minutes**

First Unitarian Church of Oakland Board of Trustees

December 21, 2010

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

In attendance at the meeting were Noemi de Guzman, Dan Goss, Rinda Bartley, ReeAnn Dixon, Bob Crowe, Bev Smrha, Cile Beatty, Jon Greer, Charles Williams, and Reverend Kathy Huff.

ReeAnn Dixon opened the meeting with a reading.

Agenda approval:

The agenda was altered to include sponsorship of Laura Bogle's ministry in the consent agenda.

Consent agenda

The minutes from the last meeting were pulled. Rinda Bartley moved the acceptance of the rest of the consent agenda, Bob Crowe seconded. The agenda, consisting of the following, was passed unanimously:

- [Nomination of Linda Laskowski as UUA trustee from the Pacific Central District](#)
- [Appointment of Jaki Lee to the Journey Toward Wholeness Transformation Team](#)
- [Acknowledgement of receipt of December 2010 monthly Senior Minister's report](#)
- [Approval of sponsorship of Laura Bogle for ministry](#)

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November 2010 minutes

Rinda Bartley moved and ReeAnn Dixon seconded a motion to approve last month's minutes to say, in the "Ordination of Mary Foran" section that the motion made was passed unanimously.

Connecting with the Senior Minister

Rev. Kathy Huff shared activities and thoughts related to her as Senior Minister.

2010 and 2011 Budget update and finance

Rev. Kathy Huff distributed a cash flow projection for 2010. They are based on actuals through the end of November. We expect to have a cash balance of approximately \$36,000 by the end of the year. Approximately \$16,000 of that will go to expected pension payments. The remaining balance will go to UUA and PCD dues and to the reserve fund.

The 2011 budget assumption for pledge base was \$412,000. We currently have \$326,000 pledged. When we add the amounts we expect to get further, we now expect to get \$376,000. This will require the ET to update the budget, which they will present to us in January (not for our approval, but for our information).

Interpretation of Church Ends

Rev. Kathy Huff presented the ET's interpretation of the "Transformation Among" end.

The next step in the process will be for the Board to approve the interpretations and metrics.

The Board would like to get JTW input on both the Ends and their interpretation.

Board/Congregation Linkage on Ends Interpretation and Monitoring

Rinda Bartley presented a proposal for how the Board might move forward to monitor the Ends via congregational linkage. The Board commented, asked questions, and made suggestions.

The Board accepted the report, and agreed that the "mini-linkages" should happen. Rinda Bartley volunteered to gather and keep the mini-linkage reports, and to send an update to the form before we begin this work.

Annual Meeting Date

Dan Goss moved and Charles Williams seconded that the annual meeting be held on March 20th. The motion passed unanimously.

The idea was floated to hold a Board training some number of weeks prior to this, open to any church member interested in future Board service, especially including anyone running this year.

Process Observations

Bev Smrha, Charles Williams, and Jon Greer made process observations.

ET Composition

Dan Goss presented the same potential policy changes put forward last month.

The Committee on Ministry will get an updated letter of agreement with the Sr. Minister at the January meeting.

Bev Smrha moved the following (after friendly amendments by Jon Greer): "The Board agrees that the Sr. Minister Kathy Huff will be the Executive of the church in lieu of having an Executive Team, requests that the Committee on Ministry complete revision of Rev. Huff's letter of agreement reflecting this change and submit it to the Board prior to its meeting on January 25th, and intends to update its policies to reflect this at the same time the Board approves the letter of agreement. These updates will happen no later than Feb. 22nd." Dan Goss seconded. The motion passed unanimously.

We will not move forward on communication with this at this time.

Management/Coordinating Team

Rev. Kathy Huff presented a plan for how she will form a coordinating team to which she will delegate some of the executive work once the policies are updated.

Summary of Discussion Highlights and Decisions for Institutional Memory

- Board members have agreed to try out doing the mini-linkages
- We brought up the fact that we want to utilize JTW as a lens for reflecting policy
- Linda [Laskowski's](#) email has a wealth of information on healthy congregations, and it would be worth our while to read it.

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Assignments and next meeting agenda

The Board retreat on Jan. 8th will be at Jon Greer's house from 9 AM to 1 PM. Noemi de Guzman led us in a process of setting the agenda for the retreat and for the January 25th regular Board meeting.

Process Observations

Bob Crowe and Charles Williams made process observations.

Closing

ReeAnn read a closing poem.

The meeting adjourned at 9:59 PM