

***DRAFT* Minutes**

First Unitarian Church of Oakland Board of Trustees

January 08, 2011

The meeting started at 9:03 A.M. at Jon Greer's house.

In attendance at the meeting were Noemi de Guzman, Dan Goss, Rinda Bartley, ReeAnn Dixon, Bob Crowe, Bev Smrha, Julie Baeder, Jon Greer, Giselle Ampuero, Charles Williams, Reverend Jacqueline [Duhart](#), and Reverend Kathy Huff.

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Noemi de Guzman opened the meeting with a reading.

Agenda approval:

The agenda was altered to change who was doing which process observations when.

Consent agenda

We took the minutes from December off, and as this was the only item, we took no consent agenda action.

Connection with Senior Minister

On Saturday January 29th Gini [Courter](#) is coming to work with 7 congregations' Boards and Executives as part of a "Sparks for Growth" initiative. She's offered to have dinner with our Board and leadership that evening. Bev Smrha will host at her house from 5:00 and 7:00 and will arrange for food.

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Noemi de Guzman, Rinda Bartley, Jon Greer, Giselle Ampuero, Bev Smrha, Charles Williams, and Bob Crowe volunteered to do hosting duties the morning of the 29th.

Rev. Kathy is renegotiating with the UUA what our participation in an Appreciative Inquiry development process will be.

The Leadership Development Team is now Bob Crowe, Julie Baeder and Rev. Kathy and need two more members. They are behind in getting a slate for the Board, and are meeting in a couple days. If Board members have input for either LDT members or possible Board members, they should let the LDT know as soon as possible.

Communication of new Executive structure

We reviewed a communication plan outline that Rinda Bartley had brought to the December Board meeting, and Board members gave input to it.

We also discussed the best methods for communicating this information, and agreed on the Sower, a letter to congregants through the mail, email, personal calls to a select set of members and friends, Chalice Chatter with a link to a page on our web site, and an announcement at the Annual Meeting as the communication channels we will use. We also want to use common talking points when talking with people and groups that we are naturally in contact with.

Rinda Bartley and Jon Greer will work together on the communication project, with a goal of having communication out shortly after our regular January Board meeting.

Process Observations

Giselle Ampuero and Bob Crowe made process observations.

Journey Towards Wholeness Anti-racism training

We welcomed Celia Reyes, Cile Beatty, and Dan Wright from the Journey Towards Wholeness Transformation Team, and they led us in an anti-racism training which focused on the caucusing process.

Board Covenant

Bob Crowe and Giselle Ampuero presented an updated draft of a Board Covenant. Board members provided feedback. They will incorporate this feedback into a proposal for the Board to adopt at a future meeting.

Annual Congregational Meeting

Noemi de Guzman led us in a discussion of tasks related to the Annual Congregational Meeting (ACM), which will be on March 20th.

Noemi de Guzman will find out from the Committee on Ministry whether a new Congregational Covenant will be ready for adoption at the ACM.

We expect to discuss the change in the Executive structure at the ACM.

We still need to work with the office on member voting eligibility, to finalize the agenda, to find a moderator and secretary, and to meet our other goals for the ACM.

We would also like an advance orientation for potential new Board members prior to the ACM.

Bob Crowe, Noemie de Guzman, Rinda Bartley, Giselle Ampuero, and Rev. Kathy volunteered to be responsible for taking the next steps in planning the ACM.

The planning team will work with the Leadership Development Team to find out what we already have available in terms of resources for training potential Board members. Bev Smrha volunteered to help with that team for the training.

Summary of Discussion Highlights and Decisions for Institutional Memory

- The caucusing training by JTW was in-depth for Board members who are POC and those who are white allies.
- The caucusing training was done pragmatically, not theoretical, and that was good.
- Raising up need to have time to tell stories as well as time to make decisions.
- When we talk about Sr. Minister, we need to know how to fit in our [Assistant](#) Minister and their relationship.
- We ought to be in closer relationship with our GA reps and delegates. We should add meeting with them to our calendar.
- Last night was a kickoff of the JTW/Board jointly sponsored film series. We need to get the film series calendar on our calendar. These joint efforts are positive and we need more.
- We should return to the discussion of power, and it being held, given up, shared that Rev. Jacqueline brought up.
- It's important to structure the Board meetings so as to take advantage of the gifts of our ministerial staff.

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Next Steps: Assignments and Next Meeting Agenda

Noemi de Guzman led us in a process of reviewing the status of some of the tasks assigned to us and setting the agenda for our next meeting, January 25th, 2011.

Process Observations

Charles Williams and Bev Smrha made process observations.

Closing

Noemi de Guzman led us in a closing

The meeting closed at 1:10 P.M.