

## **Minutes**

### **First Unitarian Church of Oakland Board of Trustees**

**January 25, 2011**

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, Jon Greer, Charles Williams, Giselle Ampuero, Julie Baeder, and Reverend Kathy Huff.

Bev Smrha opened the meeting with a reading.

#### **Agenda approval**

The agenda was approved with no changes.

#### **Linkage reports**

Rinda Bartley led Board members in a practice of sharing linkage activities they engaged in during the last month.

#### **Consent agenda**

We removed the "Acknowledge receipt of January 2011 monthly Senior Minister's report" item from the consent agenda. The revised consent agenda, consisting of the following, was moved by Charles Williams and seconded by Giselle Ampuero, and passed unanimously:

- Approve minutes from December 21, 2010, Board meeting
- Approve minutes from January 8, 2011, special Board meeting
- Acknowledge receipt of January 2011 monthly Senior Minister's report

#### **Connecting with the Senior Minister**

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

Giselle Ampuero volunteered to gather the entrance fees at the event with Gini Courter on Saturday, January 29<sup>th</sup>.

#### **Revised Board Policies**

Dan Goss and Rev. Kathy Huff shared suggested updates to the limitations policies, including but not limited to the necessary changes for changing the Executive from a team to a single executive. The Board engaged in discussion and suggestions for changes. These will be presented again next month for approval.

## **Committee on Ministry Recommendation on Revisions to Senior Minister Letter of Agreement**

We welcomed Charlotte Dixon to the meeting, and she and ReeAnn Dixon presented their work proposing changes to the Senior Minister Letter of Agreement.

Jon Greer moved that we adopt the Letter of Agreement as presented by the Committee on Ministry and as amended by Jon Greer. Rinda Bartley seconded the motion. The motion passed unanimously.

## **Process Observations**

Bev Smrha and Giselle Ampuero made observations about our process.

## **Communicating the New Executive Structure**

Jon Greer and Rinda Bartley led us in a discussion of how we will communicate the change to the Executive structure. Jon passed out a set of talking points for the Board to use, and the Board reviewed them. Rinda will draft a letter to the congregation and send that to the Board for review by Feb. 5th. Every Board member and Rev. Kathy Huff should OK the letter by Feb. 6th. Rinda will send the result to the office for distribution to the congregation.

## **Budget Update**

Rev. Kathy Huff and Julie Baeder familiarized us with updates to the 2011 budget.

## **Interpretation of Church End (Action)**

Rev. Kathy Huff presented the Executive Team's interpretation of one of the Church's Ends ("Transformation Among") after feedback from the Board and JTW. The interpretation is what the Board and Executive Team will use to measure and monitor how well the End is being met.

Rinda Bartley moved that the Board accept the Executive Team's interpretation of the "among" End. Jon Greer seconded. The motion passed unanimously.

## **Board Covenant (Action)**

Giselle Ampuero and Bob Crowe proposed an updated Board Covenant based on our feedback to their presentation at our last meeting. They suggested that the Board give further feedback this month, and they will bring back an updated version for approval next month.

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

- Several policies (stewardship, LDC) that we need to go back to after the exec cleanup
- We did our first mini-linkages, which is starting to work the way we want
- Rich meeting, good work
- Appreciate Charlotte's presence

- Momentous meeting: approval of many important things
- Should we take turns reporting on linkage, instead of everyone reporting every meeting?
- Getting Kathy's new letter adopted was fabulous

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

Noemi de Guzman led us in a process of setting the agenda for next month's meeting. Board members should send linkage reports to Rinda. Dan will update the policies for approval next month and send those out.

### **Process Observations**

Charles Williams and Jon Greer made observations about our process.

### **Closing Circle**

Bev Smrha led us in a closing.

### **Adjournment**

The meeting adjourned at 10:19 PM

*These minutes were approved at the 2/22/11 meeting of the Board of Trustees*