

**Minutes**  
**First Unitarian Church of Oakland Board of Trustees**  
**February 22, 2011**

The meeting started at 7:30 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, Giselle Ampuero, Julie Baeder, Margaret Woodside, and Reverend Jacqueline Duhart.

Giselle Ampuero opened the meeting with a reading.

**Agenda approval**

The agenda was altered as follows:

The Financial Activities Quarterly Report: 2010 Q4 item was removed.

The Stewardship Committee Semiannual Report was removed.

**Consent Agenda**

No items were pulled from the consent agenda. Rinda Bartley moved and Bob Crowe seconded a motion to approve the consent agenda. The motion passed unanimously.

**Connecting With the Minister**

Reverend Jacqueline Duhart shared activities and thoughts related to her activities as Assistant Minister. Things are going well with our partnership with the Ella Baker Center. Jacqueline is trying to grow the Standing on the Side of Love response team. Faith Action Teams have replaced the Justice Council. Faith Action Associates have replaced Justice Associates. There is a new member buddy program implemented during which we're trying to contact new people within their first 6 weeks. Jacqueline passed out contact information for the members who joined at our last ingathering.

Jacqueline reminded us that she is only here 20 hours per week. She is applying to a Compass Point program for leaders of color which will focus, partially, on business acumen.

**Board Covenant**

Bob Crowe and Giselle Ampuero led us in a review of the latest draft of a potential covenant between Board members. Board members suggested a few changes to the draft. Jon Greer moved and Dan Goss seconded a motion to approve the covenant as altered. The motion passed unanimously.

**Revised Board Policies: Single Executive (Action)**

Dan Goss led us in a review of potential policy changes related to changing from an Executive Team to a single Executive. The Board made one small change. Bob Crowe moved and Reeann Dixon seconded a motion to adopt the policies as revised. The motion passed unanimously.

### **Letter Communicating New Executive Structure**

Jon Greer and Rinda Bartley led the Board in a review of a letter we might send to the congregation communicating the change in Executive structure. The Board proposed some changes, and we agreed to send the letter via the church's member and friend email list.

### **Process Observations**

Bev Smrha made observations about our processes and interactions in the first part of our meeting.

### **Interpretation of Church End: Transformation Beyond**

Reverend Jacqueline Duhart shared initial thoughts on the Executive's interpretation of the Board's "Transformation Beyond" End policy. Board members gave feedback and asked questions, reflecting our understanding of, and vision for, the church's reason for existing. Rev. Jacqueline will bring our feedback to Rev. Kathy Huff.

### **Annual Congregational Meeting**

Noemi de Guzman led the Board in a process of planning the church's Annual Congregational Meeting. Rinda Bartley, Giselle Ampuero, and Noemi de Guzman created an agenda for the meeting and events immediately before and between the actual meeting.

Dan Goss moved and Bob Crowe seconded a motion to adopt Rules of Order for the Annual Congregational Meeting that Noemi de Guzman presented to us. The motion passed unanimously.

Dan Goss, Giselle Ampuero, and Bob Crowe volunteered to coordinate lunch. Giselle suggested that Charles Williams may be interested in helping as well, since he had done it the previous year with Giselle and Dan.

The Board is asked to call members to remind them about the meeting. Noemi de Guzman will ask Linda Hodges to provide a list of members, and she will propose a division of names.

Noemi will create a draft of a Board report for the meeting, and send it to Board members by email prior to the meeting for feedback.

### **Linkage Reports**

Rinda Bartley led us in a review of our individual and collective activities related to linking with the congregation.

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

- Our congregation has started focusing on membership!
- The Board orientation happened and was successful. A member of the LDT attended, as well as the slate.
- The Ends interpretation was both interesting, important, and potentially difficult.
- The Ella Baker partnership is a manifestation of the “Beyond our Doors” aspiration
- We have many more policy updates to make
- When we created the Board orientation plan, we decided that March 13 after the 2<sup>nd</sup> service would be “meet the candidates” event, when people can meet the slate of Board members for next year. Other Board members are encouraged to attend.
- Thanks to many Board members for their work on the Board orientation.
- When reporting on linkage, we might include its significance for the future.

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

Noemi de Guzman led us in a process of setting the agenda for next month’s meeting.

Reverend Jacqueline invited Board members to attend new member orientation lunches on March 6<sup>th</sup>, 13<sup>th</sup>, and 27<sup>th</sup>. Please contact her if you are available.

On March 18<sup>th</sup> and April 8<sup>th</sup> the Board is co-sponsoring films with Journey Towards Wholeness. Board members are encouraged to attend and support this partnership.

### **Process Observations**

Giselle Ampuero and Jon Greer made observations about our process.

### **Closing Circle**

Giselle Ampuero led us in a closing.

### **Adjournment**

The meeting adjourned at 9:42 PM