

**First Unitarian Church of Oakland Board of Trustees  
Minutes of July 26, 2011 Board Meeting**

The meeting was called to order at 7:30pm, in the Starr King Room at church.

In attendance: Giselle Ampuero, ReeAnn Dixon, Jon Greer, Andy Lee, Jill Miller, Margaret Woodside and Beverly Smrha.

Rinda Bartley and Bob Crowe were unable to attend; as was Reverend Kathy Huff.

**Opening reading and the chalice lighting:**

- Reading was presented by Beverly Smrha.
- All the Board presented the Board Covenant.

**Consent Agenda:**

- Minutes of June 21, 2011 Board meeting was pulled from the consent agenda for discussion.

**Guidelines to Secretary for taking Minutes:**

- Discussion included how much detail to be included in recapping conversations, should direct quotes be used, should individual's names be used.
- This discussion was not completed. Because of low attendance at this summer meeting, it will be resumed at the next meeting (Retreat of August 20).

**Minutes of June 21, 2011 Board Meeting:**

- The Minutes will be on the Agenda of the August Board Meeting.
- Proposed edits to be sent to Margaret prior to the meeting.

**Stewardship Assessment: agenda and budget:**

- Jon led us thru a review of the material in our packet regarding this upcoming Stewardship Assessment weekend of September 9, 10, 11.
- These materials included:
  1. Letter to the Board, Staff and Lay Leadership from Rev Kathy and Giselle.
  2. Assessment Visit Agenda
  3. Stewardship Consultant Request for Information
  4. UUA Congregational Stewardship Services, Assessment Visit Overview
  5. Notes from the Stewardship Conversation with the Board, May 2011
- A letter will go out shortly to all in the congregation about the overall process, along with schedule and informational details.
- We discussed the reality that the \$1,700 cost for this assessment is not in our budget.
- Beverly reminded the Board that we all have a responsibility to participate in the June Campaign to raise money to cover a current-year financial deficiency. And to-date that participation has been low.

**Process Observations:**

- Jill Miller and John Greer presented their observations of the first half of the meeting.

**General Assembly:**

- Beverly presented her observations of this year's UUA General Assembly held in Charlotte, N.C.
- She was delighted and excited about the direction the Association is going in; and looks forward to a large delegation from this church to GA 2012 in Arizona, which will be a Justice GA.
- It might be a good governance practice for the church's delegation, each year, to include a member from the Board.
- An article will appear in the September Sower, reflections of GA 2011.

**Ends Monitoring or Linkage with Congregation, Reports:**

- Jon reported on the Pilgrimage to Transylvania just completed. Twenty adults and youth participated. It was a highly effective outreach to our religious cousins half way around the world; and is understood to be part of our religious work (ends) to reach out beyond our walls.
- Additional ends monitoring and linkage reports were presented.

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

- Since the Board Minutes is our record of work done, all Board to come to the August Retreat prepared to talk in depth about how the Minutes are best recorded.
- The process will include a discussion of our roles and our relationships with the congregation and the ministers.
- When we are a full board, we often run overtime. Tonight, with a smaller group, time management was easier to accomplish.

**Next Steps: Assignments and Next Meeting Agenda-Calendar Review:**

- How we understand the role of the community listserv.
- Stewardship Team to have 20 minutes on the Agenda.
- Further discussion of Guidelines to the Secretary
- Rev Kathy will talk about Transylvania and Project Harvest Hope.
- Bob will present a discussion of 2011-2012 Board Annual Priorities #3, the LEAD Retreat Weekend.
- The membership of the Endowment Fund.
- The Survey Process, part of the Board's Priorities.

**Process Observations:**

ReeAnn and Beverly presented their observations of the second half of the meeting.

**Closing Circle:**

- Beverly Smrha read the Closing Words.
- Meeting was adjourned at 9:30pm #