

First Unitarian Church of Oakland Board of Trustees
Minutes of September 27, 2011 Board Meeting
Approved at October Board Meeting

The meeting was called to order at 7:30pm, in the Starr King Room. In attendance: Giselle Ampuero, Rinda Bartley, Bob Crowe, Jon Greer, Andy Lee, Jill Miller, Margaret Woodside, Beverly Smrha and Rev Kathy Huff.

Opening Reading and Chalice Lighting

- Reading was presented by Beverly.

Consent Agenda

- The minutes of August 23, 2011 Board meeting were approved.
- Board Minutes Guidelines were adopted.
- The resignation of ReeAnn Dixon from the Board of Trustees was acknowledged and accepted.
- It was approved that regular board meetings in **October 2011 thru February 2012** start at 7:15pm to add 15 minutes each month, specifically for an agenda item about addressing Board Priority #3: Anti-racism/Multicultural Continuum.
- The Senior Minister's Executive Report of September 26, 2011 was acknowledged.
- The Combined Executive Interpretation of High Level Ends was acknowledged.

Connecting with the Minister

- Jennifer Nordstrom has joined our staff team as the new Sunday Morning Assistant; a part time hourly position supervised by Laila Ibrahim, Director of Children and Family Ministries.
- Staff reviews, updating job descriptions and new job descriptions are being completed per our Policies.
- The Stewardship Team currently includes: Jill Miller, Bob Crowe, Scott Gamble, Joyce Cutler, Mary Foran and Will Benham Baker as Team Leader.
- The Lives We Share, a pastoral report, was discussed.
- A 5 minute time slot was requested on the October agenda for the Program portion of our Coordinating Team: Linda Hodges and Kristen Montan

2011-2012 Board Annual Priorities #2

Stewardship Committee Semiannual Report

- This new committee has met 3 times and is continuing the conversation.
- Fall Fiesta will be Kick-Off event on Oct 15, with sharing of stories and personal connections.
- The Steward's training will be held on October 19 (editor's note: changed to 10/20).
- During the weekend of Nov 11-13, there will be home parties of 8-10 people each.

- The written report from the UUA Consultant, Kay Crider, is in process and will be available soon.
- All the congregation will be reached: 1/3 via one-on-one conversations, 1/3 via cottage groups, and 1/3 via other means. Every 3 years, everyone will have a one-on-one conversation.
- The Stewards will each talk with 4 people during the year.
- 33% of our congregation has made ongoing-giving commitments; our goal is to add another 33% this year.

2011-2012 Board Annual Priorities #3

Conversation about Continuum on becoming an anti-racist multi-cultural organization

- The Board worked (individually) on an assessment tool. These will be collated by a team, and then reported back to the Board.

Appointment to Vacant Trustee Position

- No immediate action was taken.
- Board members are invited to bring names for consideration to the full Board.
- Our policies state that the Board may appoint in cases of vacancy; and there is no time frame stated.

Process Observations

- Andy Lee and Rinda Bartley presented their process observations.

2011-2012 Board Annual Priorities #1

Congregational Survey DRAFT revision

- Many guideline resources were utilized by the design team.
- The DRAFT survey was discussed and suggestions were taken; other suggestions submitted soon will be received.
- The Board is interested in hosting a few conversation tables when the survey is made available.
- The survey is designed to be filled in online; which makes possible online tabulation.
- Paper copies will be made available as well.

2011-2012 Board Annual Priorities #1

Ends Monitoring or Linkage with Congregation Reports

- A variety of direct monitoring/linkage experiences were shared by the Board members and then handed to Board Vice-President for our institutional memory.

Summary of Discussion Highlights and Decisions for Institutional Memory

Reminders of issues Raised and Ideas for the Future

- We referred back to the By-Laws regarding the Board's responsibilities when a Board vacancy occurs.

- We note the need to amend the Stewardship Policy regarding the making of appointments to the Stewardship Team.
- We notice that the Board does not have written practices about such things as how monthly thank-you notes from the Board actually happen.
- We appreciate that one-third of the annual fund-raising has already been pledged because of the on-going giving program.

Next Steps: Assignments and Next Meeting Agenda

- The Board will begin meetings at 7:15pm for the next few months to see how the work load flow might be improved.
- Moved: the December Board Meeting will be changed to December 20, 2011.
- Moved: the LEAD learning weekend will replace the fourth-quarter Board retreat.
Passed by majority vote.

Process Observations

Margaret Woodside and Jill Miller presented their process observations.

Closing Circle

- Reading presented by Beverly Smrha.
- Meeting closed at 9:35pm.

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