

**First Unitarian Church of Oakland Board of Trustees**  
**Minutes of November 22, 2011 Board Meeting**  
AS CORRECTED AND APPROVED AT 12.20.11 BOARD MEETING

The meeting was called to order at 7:15pm, in the Starr King Room, by Rinda Bartley, Vice-President of the Board. In attendance: Bob Crowe, Jon Greer, Andy Lee, Jill Miller, Margaret Woodside, Beverly Smrha. Also in attendance: Rev. Kathy Huff, Lucia Haet, Charlotte Dickson. In addition, an observer/guest from the Berkeley UU Church: David Lingenfelter.

**Opening Reading and Chalice Lighting**

- Reading was presented by Bob Crowe

**Consent Agenda**

- There were no remaining items on the Consent Agenda

**Approval of previous month's DRAFT Minutes**

- The minutes of the October Board Meeting were approved with some word changes.

**Connecting with the Minister**

- The UUA's new hymnal which we are eager to make available as another supplement will be published in January.
- The Council of Elders supporting Occupy Oakland met at our church Sunday evening. One of the main issues is the tension and division of tactics regarding non-violence. Another event is tentatively scheduled for the evening of December 15; a non-violence training is tentatively scheduled for December 16.
- A new Finance Committee is being created; to-date members are Lucia Savage and Gail Schulz.
- Andy Lee and Tom Haw are beginning their service to completing the Capital Campaign and are being trained by Gail Schulz.
- The survey format has been slightly changed and will be made available very shortly. We are all encouraged to promote participation; there will be hard copies made available for those who do not use the internet.

**Stewardship Assessment conversation**

- The UUA consultant, Kay Crider, who visited our congregation recently provided a detailed written assessment.
- This document was reviewed by the Board and we noted the Board's role, the Executive's role, the Finance Committee's role and the role of the Stewardship Team.
- The most accurate membership number is 320.

**Connecting with Coordinating Team**

- An in-depth discussion of the 3<sup>rd</sup> Quarter Financial Report was presented by Lucia Haet.

- Lucia and Rev Kathy walked the Board through the DRAFT 2012 church budget.
- The proposed 2012 budget will be presented in December for Board approval.

### **Connecting with Committee on Ministry**

- Charlotte Dickson, as chair of the CoM, represented the Committee's position.
- The Committee on Ministry is recommending that Rev Kathy's compensation be maintained at her current salary and benefits package according to the revised Letter of Agreement signed in 2010.
- The CoM provided the historical context for their salary recommendation along with a copy of the Recommended Salary Ranges for UUA Congregations.

### **Executive Session regarding the Committee on Ministry's recommendation**

- The Board met in Executive Session to discuss the CoM's recommendation, thus all those not serving on the Board were excused.

### **Committee on Ministry's recommendation**

- The Board voted to accept the recommendations of the CoM, unanimously.

### **Process Observations**

- Bob Crowe and Jill Miller presented their observations of our process.

### **2011-2012 Board Annual Priority #3: Mobilizing our church community around the anti-racism continuum experienced at the Jubilee Two Worship**

- The Board reflected on the recent LEAD weekend with Eric Law.
- We each spoke about what we had personally learned from the experience.

### **2011-2012 Board Annual Priority #1: monitoring of Church Ends and Reports of Congregational Linkage**

- We reported on the Congregational Linkage we personally experienced.
- Written reports were turned into Rinda Bartley, who is collecting these.

### **Summary of Discussion Highlights and Decisions for Institutional Memory: Reminders of Issues Raised and Ideas for the Future**

- Stewardship assessment: Board's role in this process
- Ways we connect more; relationship building with the congregation
- Want tutorial on process monitoring; ongoing analysis of what and how we communicate
- Board observing all our staff and their compensation
- The church CoM is currently revising our church covenant and is circulating an invitation for comment
- For the December Board Agenda: a discussion and analysis of the skills needed by the new board members to be recruited
- The current board members who are rotating off as their 3 year terms expire are Rinda, Giselle, and Bev; Jon is rotating off after a combined 4 year term.
- Better understanding of the financial numbers, especially the Capital Campaign

### **Assignments and Next Meeting Agenda**

- Consider the public acknowledgement – in January - of appreciation of Chris Sutherland’s work on the CoM (by Rinda) and Gail Schulz work on the Capital Campaign (by Margaret and Bev)
- Public thanks to Andy and Tom Haw for their new leadership with the Capital Campaign.
- Since the Board cannot participate in the Staff Appreciation Brunch on December 4<sup>th</sup>, a date to be set for a Board sponsored event in 2012.
- Annual Congregational Meeting is scheduled for Sunday, March 18, 2012. The Board needs to begin to make plans.
- December Board meeting: Nominating Committee and Planning Committee, regarding needed board skills.
- Update the Monthly Board meeting tasks.
- Mary Foran’s Ordination on Dec 4.
- Journey Towards Wholeness “Let’s Get Talking” series on the 4<sup>th</sup> Friday evenings.
- December Board Meeting is December 20, 2011
- January 7, 2012 is our next Board Retreat; hosted by Bev, 9-1
- Jill, Rinda and Giselle will work on Retreat agenda.
- January Board Meeting is January 24, 2012.
- January 28, 2012 is Fireside Chat, a Community Building Event.
- December 15, 2011 is the tentative schedule for the Occupy related event with Starhawk and others.

### **Process Observations**

- Andy and Bev presented their observations of our process.

### **Closing Circle**

- Bob Crowe presented the Closing Reading
- The meeting was adjourned at 9:30pm.