

**First Unitarian Church of Oakland Board of Trustees**  
**Approved Minutes of February 7, 2012 Special Board Meeting**

The meeting was called to order at 6:00pm in the home of Beverly Smrha by Giselle Ampuero, President. In attendance: Bob Crowe, Jon Greer, Andy Lee, Jill Miller, Margaret Woodside, and Beverly Smrha. Also in attendance: Rev. Kathy Huff and Claudia Morgan. Rev. Jacqueline Duhart, Noemi DeGuzman, and Rick Hecht joined the meeting during the evening.

**Opening, Chalice Lighting**

- Reading of the Board Covenant by all the Board Members.

**Annual Congregational Meeting**

- The Board met as a Planning Committee to finalize the planning for the Annual Meeting of March 18, 2012.
- Agenda was determined.
- Review of the Annual Congregational Written Reports was agreed upon.
- Other Board tasks for the Annual Meeting were agreed upon.

**Discussion on Congregational Survey results**

- Noemi, Rick, and Rev. Jacqueline joined the discussion.
- Board members shared their learnings from the survey.
- Discussion of the next Monitoring steps following the Congregational Survey was begun.
- This discussion will continue at the regularly scheduled February 28, 2012, Board Meeting.

**Closing**

- The Board meeting was closed at 9:00pm.

**Bylaws and Restated Constitution of the First Unitarian Church of Oakland, Amended and Adopted March 16, 2003, Page 4, Article V, Trustees Unanimous Written Consent:**

**Any action required or, permitted to be taken by the Board may be taken without a meeting, if all Trustees consent in writing to such action. Such written consent or consents shall be filed with the minutes of the proceedings of the Board. Such action by written consent shall have the same force and effect as the unanimous vote of the Trustees.**

**Minutes of February 7, 2012 Special Board Meeting were approved by such written consent.**