

# First Unitarian Church of Oakland Board of Trustees

## MINUTES: SEPTEMBER 25, 2012 BOARD MEETING

### *In attendance*

The meeting was called to order at 7:15pm in the Starr King Room. In attendance: Giselle Ampuero, Brian Jeffrey, Bob Crowe, Andy Lee, Claudia Morgan, Randall Wright, and Beverly Smrha. Also in attendance: Dan Goss, Charles Masten, Liam Aleguire, and Rev. Kathy Huff.

### *Opening, Chalice Lighting*

- Poem: *Words Are Windows (Or They're Walls)* by Ruth Bebermeyer
- Reading of Board Covenant

### *Consent Agenda*

- The August 28, 2012 Board Meeting Minutes were approved with the inclusion of the "three board members asked about monitoring."
- Receipt of September, 2012 Senior Minister's Executive report was acknowledged.

### *Connecting with the Executive*

- Three documents we given to the Board from the First Unitarian Church of San Jose
  - Fellowship Ends Monitoring Report
  - Service Ends Monitoring Report
  - Worship Ends Monitoring Report
- Possibility of selling the organ
  - organ in dry storage in San Leandro in a temp controlled room owned by an olive oil company
  - stored for free but regardless of whether we sell organ or not, we'll have to relocate it elsewhere
  - we have a 1987 report from when organ was disassembled and stored with details on the condition of the organ when it was stored and the repairs that were done before it was stored
  - Organ Clearinghouse -- the nationally recognized broker -- recommend that Trustees look at it (located in Charlestown, MA)
  - most organs sell between \$25k - \$50k; rare to go higher than \$50k
  - some water damage to organ, but console rebuilt
- Staffing
  - Working with Hilary Benham-Baker to review personnel policies and California law
  - Staff and Executive met with consultant
- *A Force for Change: Beyond Vision 2012* -- Sunday meeting; very important

### *Stewardship and Financials*

- Strategic Planning Committee is finished
- Stewardship
  - proposal (possible): each Trustee come up with an idea and run with it
  - be aware of class when it comes to stewardship
  - stewardship is more than just \$\$; it can also be construed as time and labor donated to the church
  - it's about making people feel good about giving to the church in whatever way they can
- From Bob Crowe, Treasurer:
  - Imbalance of range of donors (few donate a large slice of total)

- Working with Doug Johnson, Financial Operations Manager, about receiving more timely financial reports, perhaps a monthly overview, to give us a better sense of where we are
- Planning thank-you get-together for large donors
- Giving Tree, Acorn, and Squirrel to illustrate pledging effort
- Ongoing pledging throughout the year, rather than concentrated stewardship campaign
- Solid financial reporting at Sunday meeting: *A Force for Change: Beyond Vision 2012*
- Treasurer Bob Crowe has had full access to the books, and is the first to review them in such full detail. Calling Rev. Jacqueline for a permanent full-time position
  - will we have enough money
  - Transition Committee report is still ongoing
  - Much of the questions/concerns will be addressed at Sunday's meeting
  - Have been clear as to what the financial issues are
  - Two questions: do we want to continue with our diversity of ministry initiative and how will we fund it?
- Double-stranded concern: 1) facts of the financials 2) concern about the process -- is it correct? are we getting all the information?
  - Trust -- is it possible to create a vehicle for dissenting voice(s) to be heard, like they do in Supreme Court decisions
- Financial Strategy Report given to Board in June

### ***Multiculturalism Activity***

- How time is viewed by different cultures

### ***Time Management and Agenda Items***

- Not enough time for new business to be allowed to vote on or to table
- Anne Lowne's proposal regarding monitoring the Executive not included in agenda for a board vote
  - Giselle as President made the decision not to include it on the agenda -- balancing the various needs when creating the agenda
  - Can there be a date by which agenda items must be sent to be added to agenda?
  - Concern that after many Board meetings, monitoring the Executive proposal still can't get on the agenda; worried that the process needs work
  - Point of Order:
    - Bylaws state "*The Steering Committee shall be a Board Committee consisting of the Officers, with the authority to establish an agenda for each regular or special Board meeting.*" (the Steering Committee, which consists of Board officers: President, Vice-President, Secretary, Treasurer)
    - Under Policy Governance, the Board as a whole (rather than a Steering Committee) sets up agenda items at the end of the Board meeting, then the Board President in practice sets up the agenda, looking at available time etc
    - Bylaws trump Board policies

### ***Communication Strategies with Congregation***

- Due to time constraints, agreed to move to next meeting

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

*(reminders of issues raised and ideas for the future)*

- Lots of things going on at Church
- Highlight monitoring the Executive
- Highlight different senses of time (monochronic/polychronic)

### ***Process Observations***

- Each board member shared their observations of our process this evening.

### ***Agenda Items***

- Bring Anne's proposal to next Board meeting
- Budget Priorities and Results of Vision Workshop
- Talking about Board policy
- Communication Strategies with Congregation
- Reworking Agenda (addition of new business)

### ***Closing Circle***

- Reading: *My Loyal Friend* by Sylvie Vanasse