

## **Board of Trustees Meeting, First Unitarian Church of Oakland, July 23, 2013**

Present: Chris, Brian, Randall, Margaret, Claudia, Anne, Andy and Dan  
ET: Molly

7:24 pm Opening reading: Margaret

Consent agenda:

Claudia moved, and Dan seconded to approve minutes from June 25, 2013 meeting.

### **Report from ET: Molly**

(See ET reported dated 7-24-2013)

Finances: it takes about \$45,000/month to operate the church. Our biggest expense is staff. Pledge revenue tends to vary by season. Our risk is on the revenue side, so that is what we have to keep our eyes on.

The ET wants to get back to the Finance and Church Health report from 2012 and start acting on that. It included recommended actions, but there has not been follow-up from that report. (The report is currently on-line.)

There was discussion about whether the church is at financial risk. Molly assured the board that the church is not at risk of going broke since the previous ET has kept our expenses in-line with our current budget. The primary issue is that, at this point, we cannot grow or take on new things given the amount of money we have.

We currently have a budget in the black. But we cannot do some of the things we want to do, like bring on a second ministry.

About financial reports: We have a cash flow report and a statement of worth report that includes our balance. We have a designated account and we have about \$80,000. We also have money in Boston that is under an endowment.

Discussion about the need for parameters for establishing designated funds and how to handle them, whether to institute an amount limit (since there is cost in tracking and managing such requests) and best ways to set up tracking. It is currently set up as separate sub-accounts.

**Next month we will set aside more time to discuss how we take care of our accounts and including parameters for designated funds.**

**Molly's recommendation: to start with going over the overall financial status.**

**It was decided that, for the next 3 meetings, the Board will designate a chunk of the meeting as a tutorial to get the board conversant on key financial issues.**

The board was reminded that regular monitoring is key to careful financial oversight.

ET: Recommended that we have cottage conversations for the staff, specifically. The staff also expressed a need by staff to have another FAQ from board members.

**Julie proposed a resolution to empower Julie and Molly to take out a new loan with more favorable circumstances to cover the mortgage. The exact wording is:**

**Resolution of the Board of Trustees of the First Unitarian Church of Oakland  
June 25, 2013**

The congregation of the First Unitarian Church of Oakland, at a congregational meeting in September 2007, resolved that “we, the congregation of the First Unitarian Church of Oakland, do hereby approve undertaking a capital campaign to take place early in 2008 for the purpose of raising funds needed to make our sanctuary, Hamilton Hall, safe in the event of an earthquake.” In furtherance of that resolution, the 2008 Capital Campaign was held.

In order to proceed with construction while funds were being collected pursuant to this Capital Campaign, the church needed to obtain a loan in the amount not to exceed \$1,250,000.

Community Bank of the Bay is the lender of this loan. In order to secure this loan, the church adopted enabling resolutions. The Board of Trustees has the authority to adopt a resolution authorizing the Executive Team to proceed with the seismic retrofit and to secure financing.

Now, therefore, be it resolved:

The Board of Trustees authorizes the Executive Team to obtain a loan not to exceed \$1,250,000 on reasonable terms, in order to finance construction of the seismic retrofit repairs and modifications of Hamilton Hall and to refinance existing debt.

Such loan is secured by a First Deed of Trust on the property of the church.

The Board of Trustees hereby authorizes Julia Baeder or Molly Hermes as members of the Executive Team to sign on behalf of the church, all documents related to obtaining the loan and all other documents needed to pursue the revised Hamilton Hall project and any further re-financing of the current loan in the future.

**Attestation by President of the Board of Trustees of the First Unitarian Church of Oakland**

I, Christina Sutherland, President of the Board of Trustees of the First Unitarian Church of Oakland hereby attest that the above resolution of the Board of Trustees was adopted on July 23, 2013.

Brian moved, Margaret seconded it to support the resolution.

There was discussion about and confirmation that the BoT is allowed to pass such a motion according to our church by-laws, Article 5, Section 1.

There was unanimous consent.

**Report on Cottage Conversations report from the CoSM.**

To date, three cottage conversations have taken place with 15 participants. The facilitators are noting topics and themes which arise in the conversations with the intention of sharing them with Reverend Brock. Three additional conversations are scheduled.

**Report on Monitoring Committee activity:**

Anne will set up a monitoring committee meeting and the committee we will give a report at the next meeting.

**Report about next steps for calling Rev. Jacqueline:** Chris

The path towards calling Rev. Jacqueline slowed when there was a ministerial

transition. Review of the events related to calling Rev. Jacqueline.

1. There was an assessment of whether we were ready to call her. The answer was a resounding YES.
2. Can we pay for it?
3. How should we set it up? Fund for the Future was set up to raise money to ensure that we have the resources to call Rev. Jacqueline (and could pay here for a longer period of time). Then we added the need to fund the mortgage.

The congregation has to decide, amidst the changes that are going on over this church year, whether we can move ahead to answer questions 2 and 3.

There has to be momentum to move this agenda forward. The board can call a congregational meeting to discuss this issue and make a vote on calling her. At that meeting there will be a financial report with enough information to assure the congregation that we can call her.

We have an early gift from the Hawe fund. We next have to go to donors and collect the money for years 2, 3 and 4. It has to be all of us.

The timing for calling Rev. Jacqueline does not have to follow the UUA calendar schedule. A sub-committee could be established to work with the ET and with the Fund for the Future.

**Journey Towards Wholeness**—Dan gave a brief report but it was decided that we should place this item on next month's agenda when Jacki and Jill are also present.

JTW is in a low energy, low activity place. There was a meeting recently convened with 6-7 people who used to be in JTW. At that meeting there was discussion about whether JTW should be a committee of the board or of the executive. There was a strong feeling and preference that JTW remains a committee of the board.

Margaret moved that members of the board show that they want to revive and strengthen JTW. It is an emblem of Vision 2012 and JTW has not been given the attention and support it needs. Randall seconded that opinion expressing strong support for JTW.

**Multicultural Exercise:** Anne

Discussion about the meaning of the Trayvon Martin case.

**Report on the Welcome Wagon** committee to Welcome Rev. Ed and his family: Anne Linda Propert will take the lead for this committee. She is working with Linda Hodges to establish the committee.

**Board retreat:** Claudia

Claudia will set up a doodle poll to try to find a weekday evening for the all board retreat.

**Loose ends:** Chris

Board needs its own cottage conversation.

Process Observations occurred.

**Tasks for next meeting:** Dan will do the opening and closing readings, Randall will lead the multicultural exercise and Claudia will bring food.

**Items for next month:** Financial tutorial, Monitoring Report, JTW report and approval of new members (Kurt Kuwald), BoT retreat date set,