

**First Unitarian Church of Oakland**  
**Board of Trustees Meeting**  
**August 27, 2013 - 7:15 pm to 9:45 pm at 3<sup>rd</sup> Floor, Open Space**

Meeting convened at 7:15 pm

Board of Trustee Members present: Dan Goss, Margaret Woodside, Claudia Morgan, Jaki Lee, Randall Wright, Andy Lee, Brian Jeffries, Anne Lown

ET members present: Linda Hodges, Julie Baeder, Molly Hermes,  
Guests: Carolyn Devol, Theresa Jimenez, Giselle Ampuero, Claire Eustace, Cile Beatty

Opening words from Rumi: Dan Goss  
Multicultural Reading: Jaki Lee

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*Rev. Jacqueline Agenda Items*

- *Water communion*
- *Fellowship Committee for final renewal evaluation*
- *Clarify my supervision/lines of authority*
- *Mosaic Conference - November 8-10, Tulsa, OK*
- *Social Justice Ministry Outreach: Welcome Table Conversations, Beloved Conversations, Social Justice Sunday JTW, ARE*

*Vacation October 25 to November 11*

**On September 8, Water Communion Sunday**—discussion of board roles in the service.  
**Evaluation for Reverend Jacqueline**--Rev J has been here for 3 years. An evaluation is due in October and final evaluation is submitted in February. She requires 3 evaluations total. Two are complete. The remaining evaluation will be completed with help from BoT members; Randall, Margaret and Jaki.

Anne moved that Margaret is part of the CosM that does the eval for Rev J and Randall will write up the supervisory report for Rev J from the Board. Both Margaret and Randall will partner with people of the global majority to write the report.

Brian seconded it.

Vote: unanimous

**Supervision for Rev. Jacqueline:** According to the UUA, during the summer the CosM along with a member of the board are her supervisors. After September, Rev Ed will be the supervisor, since she is an Assistant Minister who is in preliminary fellowship. (At a point where she is promoted to Associate Minister she does not need to be supervised.)

**Mosaic Conference:** This is a great opportunity that we should not overlook. Last year Giselle, Jill and Rev J went. This year Rev J cannot go. She recommended that some people from the board, LDT, Keeping it Real, ARE, JTW go to the conference. Nov 8-10, 2013  
It includes primarily UU churches, but all churches are invited.  
Rev J. will work on finding money for those with need who want to attend the conference.

**Social Justice Ministry:**

- It's been 3 years since our social justice work has begun with Ella Baker. As Ella Baker goes through some transitions we evaluate and discuss future directions. So, where does that leave us? What other resources do we have to deepen our commitment and grow our "justice legs." Rev. Jacqueline has been in touch with some additional social justice groups. If others have additional ideas please send them to Rev. Jacqueline in an email.
- She hopes to have some all church meetings to establish 3 priorities for the year for our church.
- For years this church has had JTW and ARE and Keeping It Real. These groups are all separate. I think there is something wrong with this picture. We might want to have the three groups together and get to know each other and become a resource to the congregation as we deal with issues of class and color.
- Rev. Jacqueline sent out a document about "Beloved Conversations, meditations on Race and Ethnicity" where 20 people at a time get training in how to talk about race and ethnicity within our church.
- Rev J on vacation from Oct 25 and Nov 11.

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**Finances-Budget Report:** Molly (and Julie)

Julie, Brian and Molly handed out a packet of financial reports. Package 1 is all the budget info, Package 2 are projections at year end and Package 3 shows assets. All projections are for Dec 31, 2013. As of now we have a \$19,000 deficit (but we still have money in the bank from previous years). End of the year projected deficit is \$30,000. If we look at the reasons we see that we have a gap in our pledging. We hoped/projected that we would bring in more in pledges. This year we had extraordinary expenses, but we have been saved because there are a few places where we did not spend as much as we budgeted.

A question arose on whether there is adequate documentation of spending of designated funds, in case of future audit. The answer was that they did not know and noted that there are no records on some restricted accounts.

**Hamilton Hall mortgage update:** We have 10 more months of mortgage payments left from the previous capital campaign. Then we have to start to pay the mortgage out of operating costs.

The BoT now needs to develop a committee to oversee the end of this capital campaign money that has been pledged but not collected. Tom Haw has a list of all the outstanding pledges.

The current mortgage balance is \$794,828. We are currently paying about 1/3 principle and 2/3 interest and it will shift over time to include more principle. The recently refinanced mortgage has a 20 year term. Balloon payment in 7 years. The goal is to do a capital campaign and pay it off earlier. The interest rate is 4.9%. If we get additional pledges we can pay off principle or we can bank it and help us avoid going into the operating budget.

### **Financial Strategy Report-Julie**

The board recently reviewed the Financial Strategies report from June 2012. FUCO has completed many of the recommended steps as outlined in the report with one exception; we did not initiate a capital campaign. Out of this work we developed Fund for the Future, but we put a halt on it given Kathy's exit and we need to rethink things. Discussion about who in the church is responsible for fundraising, ET or BoT.

The ET is suggesting that we might want to get together all the leaders of committees so everyone was having a collective discussion. This will help us coordinate financial and other strategies.

There was a strong feeling expressed that the board and all the leaders of the church should set an example by pledging heavily.

### **Stewardship Report-Bob**

The report was written by Molly on behalf of the Stewardship Team.

UUA is part of the FORTH program which is a robust plan/template for congregations to use for stewardship. It encourages people to talk about time, talent and treasure.

Stewardship is about a lot more than money.

Upcoming stewardship event: the men's fellowship will do a beer and bratwurst fundraiser at church.

The Stewardship team pledged to submit a report to the board every month.

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### **Report on Monitoring-Anne**

The committee will meet on Monday, Sept 9 to re-orient and move ahead with a monitoring plan.

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### **Report on CoSM: Charlotte (via Anne)**

- Cottage Conversations: 6 groups have met including 25 people. Leaders of the group will be meeting to discuss the content and summarize themes.

- There are only 2 people on the CoSM. Future discussion needs to be had about the future of CoSM.

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**JTW report:** Cile Beatty

There were 3 applications for new people including Rev Kurt Kuwald, Giselle Ampuero and Liam Aleguire.

Criteria of membership: JTW is intentionally multiracial. Requirement of some type of antiracism training including something like Jubilee2 (or other life experiences). They are hoping to get 10-15 people join this year. This year the goal is to focus on rebuilding.

Brian moved to accept the slate as proposed to add additional members including Giselle, Liam and Kurt to JTW.

Claudia seconded.

VOTE: unanimous

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**Board Retreat:** Dan

Sept 14, 9-1 at Chris's office, Preservation Park

Determine Possible Agenda Items for Board Retreat, Sept. 14

- Financial tools-clarity for governance
- Nominations process for board in 2014 (including suggestion of additional member, youth member, etc.)
- Opportunity to process Rev. Kathy's departure
- Possible Board goals for 2013-2014 church year
- Board functioning: review from BoT training (includes preferred methods of communication, minute taking, scheduling protocols, doodle follow-through, email etiquette, forming agendas, etc)

Process monitoring: Cile

Closing words: Rumi

Meeting adjourned: 9:57 pm

**Next month:**

Claudia—snack

Multicultural exercise-Dan

Opening and closing reading: Andy

**FUTURE AGENDA ITEMS:**

- We need to develop a system for record keeping for designated funds.
- CosM - continued conversation about status (under the BoT or transition committee) after documents have been looked up

- Check-in questions and discussion with ET
- BoT to congregation communication??
- Proposal to adopt a July 1 – June 30 fiscal year (involving change in by-laws and moving annual meeting from March to October)