

**Minutes**  
**First Unitarian Church of Oakland**  
**Board of Trustees**  
**March 25, 2014**

These minutes were approved at the April 22, 2014 meeting of the Board of Trustees.

The meeting started at 7:20 in the 3<sup>rd</sup> floor program area at church.

Board members and FUCO ministers in attendance at the meeting were Margaret Woodside, Andy Lee, Rev. Jacqueline Duhart, Sam Ames, Randall Wright, Claudia Morgan, Jaki Lee, Brian Jeffries, Chris Sutherland, Dan Goss, Charles Masten, Rev. Ed Brock, Emily Stoper, Kris Wedding-Crowell, Jill Miller, and Anne Lown.

**Opening Words and Chalice Lighting**

Dan Goss opened the meeting with a reading and lit a chalice.

**Consent Agenda**

The minutes from the February 2014 were pulled from the consent agenda. Claudia moved the approval of the consent agenda, Randall seconded. The motion passed.

Claudia moved that we approve the Feb. 2014 minutes with the amendment that they read 'Multicultural Exercise' where the draft read 'Multigenerational Exercise.' Brian seconded. The motion passed.

**Approval of Agenda**

The Board agreed to add 10 minutes to the meeting time for process observations, 5 minutes right before the break and 5 minutes right before the closing words. Rev. Kurt Kuhwald, who was in attendance as a guest, agreed to do the process observations.

**Litany of Welcome to New Board Members**

Chris led us in a litany of welcome for the new Board members (Sam, Kris, Charles, and Emily), and we said farewell to the departing Board members (Margaret, Andy, Jill, and Anne).

**Election of Board Officers**

The Board held elections for its 2014/2015 officers with the following results:

Dan nominated Chris for President, Brian seconded, and Chris accepted the nomination. No one else was nominated. Chris was elected President.

(?) nominated Dan for Vice-President, (?) seconded, and Dan accepted the nomination. Claudia nominated herself for Vice-President. Dan withdrew his acceptance of his nomination. Brian re-nominated Claudia, Kris seconded. No one else was nominated. Claudia was elected Vice-President.

Randall nominated Brian for Treasurer, Claudia seconded, and Brian accepted the nomination. No one else was nominated. Brian was elected Treasurer.

Emily nominated Dan for Secretary, Brian seconded, and Dan accepted the nomination. No one else was nominated. Dan was elected Secretary.

### **Upcoming Board Activities**

Dan discussed the upcoming Board retreat, set for April 12<sup>th</sup>. The morning session will include the Board, ET, Ministers, Transition Team, and Josh Searle-White, the District Executive of the Pacific Central District, and will focus on clarifying roles and responsibilities. The afternoon session will be dedicated to Board training. **Board members will send ideas for Board training discussions to the Steering Committee.**

### **Transition Team Discussion**

After discussion, Brian moved and Emily seconded the following motion creating a Transition Team:

*“Revised Charge to the Transition Committee: To convene all of the forums and conversations to help us as a congregation identify and articulate who we are, where we are going and what we seek in professional ministry so that we are prepared to engage in a search process at a time to be determined by the Board of Trustees. . The Committee is delegated by the Board the responsibility for ensuring that the developmental issues identified by Rev. Ed and other issues that the Committee finds appropriate are addressed; it may or may not directly address those issues, but is responsible for ensuring that they are addressed (either directly or through other parts of the church). It is understood that the Committee may, in addressing its work, make additional recommendations to the Board or to the ET, as appropriate. Its role is to evaluate how the First Unitarian Church of Oakland is living into its vision, and to lead our reflection to envision our future and prepare for the formation of the Search Committee.*

*The Transition Committee shall be appointed by the Board of Trustees.*

*It is accountable to the Board of Trustees, and shall make a report to the Board every other month from April 2014 until April 2015.”*

The motion passed with no objections or abstentions.

After further discussion, Dan moved and Charles seconded the following motion establishing criteria for Transition Team membership:

*“Criteria for service on the Transition Committee: The Transition Committee as a whole will represent a cross section of the church’s multi-cultural, multi-generational, anti-racist and anti-oppressive vision, and shall include a diversity of sexual and gender identities, disabilities, and family constellations. All members of the Transition Committee are expected to share and uphold the church’s multi-cultural, multi-generational, anti-racist and anti-oppressive vision. At least one Trustee will serve as a member of the Transition Committee and one member of the Committee shall also be active in JTW/ARE, and at least one shall have participated in Jubilee II. For those who have not participated in anti-racism training, they will be expected to at the next opportunity in this region.”*

The motion passed unanimously.

After further discussion, Dan moved and Charles seconded the following motion: *“The initial membership of the Transition Team shall be Linda Propert Sanford, Julie Baeder, Donna Fujioka, Alex Haider-Winnett, Dan Wright, Ingrid Mittermaier, Jaki Lee, and Emily Stoper.”*

The motion passed unanimously.

## **Length of Interim Period**

After discussion, Claudia moved and Kris seconded the following motion: *“Our interim ministry period will be three years.”*

The motion passed unanimously.

## **Process Observations**

Kurt provided us observations on our process.

## **Multicultural Process Exercise**

Brian led the multicultural process exercise.

## **Next Steps in Calling Rev. Jacqueline**

*The Board formed a committee* for moving forward the calling of Rev. Jacqueline. The charge to the committee is to take care of logistics for the special meeting of the congregation, to work out details of the contract/letter of agreement, and to work towards building support structures which will help ensure the success of Rev. Jacqueline’s ministry with us.

The committee consists of **Randall, Kris, Brian, Chris, Charles, and Dan, who will begin the work to fulfill the committee’s charge.**

Claudia moved and Jaki seconded the following motion: *“The Board calls a special meeting of the congregation to take place on May 18<sup>th</sup>.”* The motion passed unanimously.

## **Discussion with Rev. Jacqueline**

Rev. Jacqueline related the following items related to her ministry:

- The church needs to create a Committee of Shared Ministry specifically charged with holding and ensuring the health of the Ministry of Faith in Action.
- The UUA is offering training and curriculum for a program called ‘Beloved Conversations’. The purpose of the program is to heal the wounds of racism. An introductory retreat will be held at FUCO on 9/26 – 9/27. Rev. Jacqueline shared handouts describing this program.
- Rev. Jacqueline would like clarification regarding who currently supervises her.
- We need to create a written evaluation of Rev. Jacqueline’s work and ministry written.

After discussion, Charles moved and Claudia seconded the following motion: *“The Board of Trustees is Rev. Jacqueline Duhart’s supervisor.”* The motion passed unanimously.

**Rev. Jacqueline will send the Board recommendations of people who might be on a committee to write her evaluation.**

## **Process Observations**

Kurt provided us observations on our process.

## **Closing Words**

Dan closed the meeting with a reading. The meeting adjourned at (?)

## **To Do SUMMARY**

These people agreed to do these things:

**All Board members:** Send ideas for discussion items for the Board retreat to the Steering Committee (Chris, Claudia, Brian, and Dan)

**Randall, Kris, Brian, Chris, Charles, and Dan:** Begin the work to fulfill the charge to the committee overseeing the Call of Rev. Jacqueline.

**Rev. Jacqueline:** Send the Board recommendations of people who might be on a committee to write her evaluation.

## **BOARD ACTION SUMMARY**

The Board took the following actions:

- Approved the minutes of the Annual Meeting
- Amended and approved the minutes of the February 2014 Board meeting
- Elected officers for 2014/2015
- Created a Transition Team, including a charge to the Team, criteria for membership, and the initial membership
- Set the interim ministry period at three years
- Formed a committee to oversee the call of Rev. Jacqueline
- Called a special meeting of the congregation to take place May 18<sup>th</sup>.
- Determined that the Board is currently Rev. Jacqueline's supervisor

Respectfully submitted,

Dan Goss

Board Secretary