

**First Unitarian Church of Oakland**  
**Minutes of the Board of Trustees Meeting**  
**October 27, 2015**

*Present:*

*Board Members:* Laurel Egenberger, Dan Goss, Micheas Herman, Claudia Morgan (Chair for second half of meeting), Emily Stoper, Chris Sutherland, Kris Wedding Crowell (Chair for first half of meeting) (*Absent:* B Avalon, Jaki Lee, Kenji Oshima, Lisa Rosene)

*Visitors:* Bill Blakely, Rev. Jacqueline Duhart, Linda Hodges, Judith Hunt, Therese Jimenez, Dennis Rowcliffe, Bev Smrha, Rev. Abbey Tennis

The meeting was called to order at 7:15. Emily Stoper provided the opening reading and lit the chalice. Claudia Morgan led the multicultural exercise.

**Consent Agenda**

The following consent agenda was accepted without discussion except for one item, the Report on the Full Audit, which was pulled out by Chris Sutherland.

Approval of minutes of September 2015 meeting

Approval of the agenda

Approval of Recommendation of Linda Propert Sanford for the ET

Report on Full Audit

Report on Annual Bookkeeping Check

Approval of Pastor Jacqueline's housing allowance.

The two reports, as well as six other reports in the agenda, had been received by Board members in advance of the meeting. Several of them are appended below.

Chris Sutherland pulled out the item "Report on Full Audit" in order to explain that the report will be in February or March (not January, as reported) and that it has not yet been determined whether the Treasurer (Chris) will perform the audit or whether the church will pay an outside auditor.

**Recommendation from Committee on Church Sponsorship of Ministerial Candidates**

Kris Wedding Crowell reported that the Committee, after its usual thorough deliberation, recommended unanimously that the church sponsor Claire Eustace's ministerial candidacy. Approval was moved by Emily, seconded by Micheas Herman, and approved unanimously.

**Report on Establishment of Committee on Shared Ministry (COSM)**

Claudia and Dan Goss submitted a brief report (see below), to which they appended the Charter and Policies document of the earlier Committee on Ministry (COM), which lapsed four years ago. After a great deal of discussion, the following decisions were made:

It was moved by Laurel Egenberger and seconded by Emily that an ad hoc committee of non-Board members will serve to support Rev. Abbey Tennis through her preliminary fellowship year as a minister until such time as a permanent COM is created. The members of this committee would be invited by Abbey and approved by the Board (assuming this arrangement is acceptable to the Unitarian Universalist Association). This passed unanimously.

It was moved by Emily and seconded by Chris to appoint a task force of three people (Dan, Chris and Emily) whose job will be to write a charge to the COM or COSM and to refine its charter and policies. This task force is to report back to the November Board meeting. This passed unanimously.

The following step will be to recruit members of the COM or COSM. Claudia offered a long list of suggested members. There was some discussion of whether or not to put out a call inviting all Church members to put themselves or others forward for service on this very important committee; this issue was not resolved.

#### **Report of Search for New Executive Team (ET) Members – Dan, Laurel, B Avalon**

Two of the three members of the ET will step down in a few months. Linda Hodges will continue to serve and Linda Probert Sanford has been approved as a new member. The committee is making good progress on finding a third member.

#### **Stewardship Update**

Kris summarized her update, which had been emailed to the Board and is appended below.

#### **Draft Report of Working Group on Committees – Emily and Laurel**

Laurel briefly commented on the draft report, which had been emailed to the Board and is appended below.

#### **Report on ET/Steering Committee Meeting - Chris**

Chris reported that the Steering Committee members had offered detailed suggestions to the ET members at this meeting on the ET's draft organization chart and that the ET is now working on incorporating them. There was also some discussion at that meeting of the Board's request to the ET to offer opportunities to the congregation to have input into the Church's budget in plenty of time before it is presented at the annual meeting. This seemed difficult to do.

At the Board meeting, Kris suggested holding an open meeting on budget as soon as the Stewardship Campaign ends, perhaps to be called "priorities and resources."

#### **Completion of Identification of Board Priorities – Chris**

Motions were made in order to move forward the four main priorities that the Board has agreed upon.

Chris moved and Dan seconded that we assign the Board's Steering Committee to **review documents that define the tasks and relationships among ministers, ET, the Board and the staff** – and make sure that they are clear, and clear as to the roles and responsibilities and boundaries of each, and reporting relationships. This would include a review of job descriptions and terms where necessary. The Steering Committee should report back to the Board in December on this work. **Note:** This motion does not include work on lay leadership roles for now. The motion passed unanimously.

Chris moved and Emily seconded that we designate a Board committee to write a charter for a congregational **Personnel Committee**, including criteria for membership, and then return to the Board at our November meeting with nominations of three individuals to serve on that committee. This passed unanimously. Micheas and Laurel volunteered to serve on the ad hoc committee.

The third priority is to designate a Board committee to review the Board's existing **operating procedures** and make a recommendation for re-approval of those, or any revisions that are in order. This was postponed until the November meeting. Lisa Rosene has expressed an interest in this work, but she was not present at the meeting.

The fourth priority is to calendar a **Board/JTW linkage meeting**. It was decided that this will be on the agenda at the next Board retreat. The Board will discuss with JTW the ways to create better linkage between JTW and all church groups. JTW has a mission but no charter or work plan.

#### **Report on Start Up – Claudia**

Claudia is hard at work handling all the logistics for the coming weekend's Start Up event, for which 60 people are expected to be present.

#### **December Meeting**

The December meeting is scheduled for Dec. 22, three days before Christmas. Chris will send out a Doodle poll to try to find a better date.

There were two process monitoring reports by Dennis Rowcliffe and closing words offered by Emily Stoper.

The meeting adjourned at 9:30.

Respectfully submitted,  
Emily Stoper, Secretary

***Reports Submitted Before the Meeting:***

Report on Bookkeeping Check Recommended Previously by Molly Hermes (submitted by Chris)

As we discussed at the September Board meeting, among the list of deferred Board priorities was a bookkeeping check recommended to us months ago by Molly Hermes in her capacity at the lay finance leader on the ET. I met with Molly, and determined the need for such a “bookkeeping check” was now a moot point. Molly’s concern was that we have lay financial leadership look over the books when we still had an external bookkeeper/accountant “on staff.” It has been months now since we discontinued Doug’s contract, and the lay finance team who has done the inputting and reconciliations since is tantamount to the external oversight Molly had wanted to see happen. No irregularities were found. We should, however, institute another bookkeeping check on a routine basis once we have new outsourced bookkeeping/accounting.

Additionally, in our September Board meeting, none of the Board (myself included) were clear on which individuals comprise the Finance Team. I said I would report back to the Board on this question. They are: Bill Blakely, Bob Crowe, Kris Wedding Crowell and Hester Green, Karen McClelland, Joyce Cutler and Noemi DeGuzman (under Molly’s leadership).

Report on Commencing a Formal Audit (submitted by Chris)

I also discussed this with Molly. She reports that we can and should commence an audit in January 2016 for the year 2015. There is no need to wait any longer.

Committee on Ministry (COM) Report (submitted by Claudia and Dan, with COM Charter and Policies appended below)

Desirable Characteristics of COM Member:

- Commitment to the congregation’s mission and ministry above all other agendas
- Able to see the big picture
- Personal Integrity
- Able to keep confidences
- Collaborative
- Institutional savvy
- Healthy Ego
- Creative

Recruitment Plan Criteria:

(In keeping with our desire to cast a wide net to recruit CoM members, we decide to use Transition Team criteria as our model)

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### **Criteria for Service on the Committee on Ministry:**

The Committee on Ministry 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 Committee on Ministry 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 Committee on Ministry 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.

#### **Stewardship Update** – submitted by Kris Wedding Crowell

The stewardship campaign is at its midpoint. (3 weeks have passed since our kickoff and our celebration Sunday is schedule for 3 Sundays from now, Nov 15).

We are 1/3 to our financial goal (\$155,000 out of \$420,000). We have received 14% of our pledges.

A new half-sheet super short and simple pledge form has been placed in the pews. (and will be available at the board meeting)

The online pledge form has not been updated as hoped, but it is available to everyone.

Our pizza party evening was a congenial gathering of just over 50 people of all ages, and a dozen pledge forms were turned in that evening.

Phone calls will be made during the first and second weeks of November to those who have not yet turned in pledge forms.

One way board members have supported stewardship in the past is to take a turn staffing the stewardship table during hospitality hour. Someone from stewardship sets up the table. The biggest responsibility is to take any pledge forms that get turned in up to the office, and to answer questions to the best of your ability.

The stewardship team will also be looking for help making phone calls.

#### **Draft Report of Working Group on Committees** – submitted by Laurel and Emily **REPORTING/MONITORING**

We are suggesting that each board committee report to the board once every four months. We also suggest that other programs and ministries report as appropriate: programs report to the Executive Team, Faith-in-Action ministries report to the Faith-in-Action minister, Worship and Pastoral Care ministries report to the Worship and Pastoral Care minister. A board's-eye-view of the ministries, teams, and programs

follows this description.

Each report can include, for example:

- the charge or purpose of the committee (static)
- members of the committee (relatively static)
- committee activity/accomplishments over past 4+ months
- plans for the next 4+ months
- resources needed/wished for

These reports can be used by the ministers, ET, and board for oversight and making sure that committees are on track and still operating. They can also be shared with the congregation so that each committee or ministry's work is known, accessible, and maybe even appreciated and lauded from time to time.

If we resurrect a Sower-like (i.e., monthly), mostly web-based publication, the reports could be staggered so that each month one-third of the reports are due. This gives the congregation a digestible listing each month of some of what's going on and what's available in the church.

### Report on CHURCH COMMITTEES, MINISTRIES, AND TEAMS REPORTING TO THE CONGREGATION:

Nominating Committee: Elected by Congregation at Annual Meeting. Currently Vacant.  
To be filled by the Board.

[cf By-Laws for description, composition, duties]

### REPORTING TO THE BOARD:

Capital Campaign Committee

Stewardship Committee

Temporary Committee on Ministerial Sponsorship

Journey Toward Wholeness Transformation Team

Committee on Shared Ministry [to be formed—HIGHEST PRIORITY]

Committee on Right Relationships [to be formed]

Executive Team [1]

Faith In Action Committees (via Minister for Faith In Action)[2]

Membership and Hospitality Ministries (via Minister for Faith in Action)[3]

Worship and Pastoral Care Teams (via Minister for Worship and Pastoral Care)[4]

### [1] REPORTING TO THE EXECUTIVE TEAM:

Leadership Development [to be (re)formed—HIGHEST PRIORITY]

Personnel Committee [to be formed]

Program Leadership [forming]

Finance Leadership

Property Committee [to be formed]

Program Ministries:

Every Member Ministry

Auction

Church Community Retreat

Men's Fellowship

Women's Retreat

Young Adult Community

NARG

Church Book Club

Bookstore

Adult Faith Development

UU Service Committee

UUA General Assembly and Pacific Central District

PCD Delegates

UUA GA Delegates

Transylvania Partner Church

Balázs Scholar

Music Ministries

Children and Family Ministries (*Chalice Children, Toddler/Nursery Care, Sunday Morning Assistance, Spirit Game, Chalice Children, Spirit Art, Coming of Age, Secret Buddies, Adoptive Families Group, High School Youth Group, Middle School Programs, Chalice Camp*)

[2] FAITH IN ACTION COMMITTEES (Minister for Faith In Action)

Allies for Racial Equity (ARE)

People of Color Caucus

Black Lives Matter

2nd Tuesdays Black Lives Matter Vigil

Interweave

Scent and Chemical Sensitivity Team

McClymonds Scholarship Fund

Sizzle Team

Ella Baker Center Partnership

Boost! West Oakland

Earth Justice

Community Engagement Day, 2016

UU Justice Ministries of California (UULM)

[3] MEMBERSHIP AND HOSPITALITY MINISTRIES (Minister for Faith in Action):

*Embracing*

*Journeys Membership Class, Sunday Greeters, Ushers, Wendte Hall Welcome & Information Table, Sunday Snacks, 2nd Tuesdays CommuniTea, 2nd Tuesdays Shared Meal, Last Sunday Potluck*

[4] WORSHIP AND PASTORAL CARE (Minister for Worship and Pastoral Care)

Worship Associates

Preaching Associates

Worship Arts Specialists

2nd Tuesdays Vespers Service (Young Adults Group)

Pastoral Care Associates

Covenant Groups