

**Minutes – Thursday, July 21, 2011**  
Live Oak Board of Trustees Meeting  
David & Lisa Fry's apartment

Board Members Present: Lisa Fry, Peter Hand, Darlene Pagano, Jody Savage, Vicky Jensen  
Guests Present: David Fry

Called to order at 6:15 p.m. Peter read our opening words, we lit the chalice, and checked-in.

**Approve/Modify Agenda:** Peter moved we approve the agenda. Vicky seconded. Unanimous.

**Consent Agenda, Approval of Minutes:** The May minutes were approved with one correction.

**Financial Report:** We reviewed the year-end financial report. Suggestions were made for the narrative that accompanies the financials: In addition to the sentence telling how much money was put into savings this year, report our total savings; change closing to “respectfully.” Also, David and Darlene will zero out an artifact that Quickbooks is reporting as accounts receivable.

**Children’s Religious Education (CRE) Request:** The CRE Committee has asked that we hire a part-time religious educator on an hourly basis. With David confirming there is still a line item for this position in our budget, we agreed to post a position for 8-10 hours a month (2 hours preparation plus 2 hours classroom time twice a month) with a rate of \$18-20/hour. Lisa will post the job at Starr King School for the Ministry, Pacific School of Religion, Currents (the district newsletter), the district’s website, and Liberal Religious Educators Association (LREDA, professional organization for UU religious educators).

**Location Search:** Board members felt that First Congregational Church of Alameda (FCCA) has many strengths, but needs accessibility improvements before we could consider it as an option for our worship services. David will contact their facilities manager to ask if we may invite an Access Specialist to review their facilities. We are also arranging for this person to assess The Home of Truth (THOT) to help us know what it would cost to make their facilities wheelchair accessible. Jody and Darlene have offered to help with these arrangements.

**Listening Campaign:** Recognizing summer is not a good time to pursue this full bore, we do believe that one-on-one meetings with some people can happen before the fall. But we will hold off for cottage meetings until September. We will use a stewardship campaign technique David described to help match listeners to members/friends. Darlene will prepare cards with names of each individual member and friend and bring them to the August 7 worship service so we can create matches. Peter will create a basic script for us to use to invite people to participate.

**Congregational Meeting:** We had planned a meeting for Sunday, August 14, but decided to postpone the meeting until September . We are not sure we will have enough information about costs to improve access by then and we want a date when a majority of people can be there. Lisa will check with THOT about Sunday, September 11, and announce the date change.

**Membership:** We have 33 members. But there are a number of people who are coming regularly whom we believe might be ready to become members. Lisa will write a letter inviting folks to consider membership. She will also contact Richard Stromer to set a date to hold a welcoming ritual for new members during a worship service. Darlene noted the Adult Religious Education (ARE) Committee is planning a class that would be particularly appealing to new members.

**Affiliation with the UUA:** We elected not to apply for affiliation in September. The next deadline is in December. We will decide if we want to pursue that one or the spring application date.

**Small Group Ministry:** Lisa and Ruby are close to getting the new groups going and will set them up this month.

**How Are the Board and Fellowship Doing?** One person expressed the need for more -- more justice work, more adult religious education, more regular services. We need more ways for people to feel connected, tied in to the congregation. Once expressed, others agreed that this was a strong feeling for them as well. Some thought choosing where we are going to meet will help settle some of the unease. The board strongly feels that we need to meet for worship every Sunday in order to sustain ourselves and grow.

Peter read our closing reading and the meeting was adjourned at 8:15.

#### **Action Items – for Board members and guests**

- David and Darlene will work on the Quickbooks problem
- David will make a few changes to end of year financial report
- When that is done, Lisa will post it on our website and let people know about it
- Lisa will re-write the job posting and distribute it
- Peter will speak with a friend about contacts at SKSM for our job posting
- David will contact facilities manager at FCCA re Access Specialist
- David & Lisa (and maybe others) will meet with the Access Specialist at THOT and maybe FCCA
- Darlene will prepare cards for us to match listener pairs
- Lisa will reserve cottage for Sept. 11, announce change in date of congregational meeting
- Lisa will write letters to invite new members
- Lisa will confirm with Richard a date and plan for new member welcoming service
- Lisa will work with Ruby to get small groups going as soon as possible