

## **Minutes – Thursday, September 13, 2010 (Changed Date)**

### **Live Oak Board of Trustees Meeting**

David & Lisa Fry's apartment

Board Members Present: Lisa Fry, Peter Hand, Vicky Jensen, Darlene Pagano, Ruby Reay

Guests Present: David Fry

Called to order at 7:20 p.m. Peter read our opening words.

**Approve/Modify Agenda:** Modifications to the agenda: Added five minutes to discuss advertising. Moved discussion of Pastoral Care Coordinator because Vicky had to leave early. Approved.

**Consent Agenda/Approval of Minutes:** Approved.

**Pastoral Care Coordinator Role:** Vicky gave an example when she was able to link a person with a very specific need to someone who had that particular skill. In addition to being the “switchboard” for connecting people who notify the coordinator of a need for assistance, she suggests the person should also be proactive in noticing needs and contacting people to offer assistance. Ruby suggested starting with a survey to get a list of people willing to offer help, perhaps 3 or 4 specific choices (cooking meals, calling on people, driving/running errands, e.g.). Peter agreed to talk to two people whose names were suggested to see if one or both of them will take on this role. If so, he will get input from them about what choices to include in the survey and give it to Lisa who will create and distribute the survey link.

**Location Survey Review:** The comments provided in the location survey were quite valuable. The statistical information gathered was also informative. For example: Alameda ranked higher on both location questions than some had expected, with Oakland coming in second. On characteristics, clearly the item that ranked the highest is wheelchair accessibility. Also high were good acoustics and being near public transportation. We will send out the survey results document to all those who received the link initially. That included all members, active friends and pledgers.

**Location Survey Meeting Planning:** We will have a meeting following the Sunday, October 3<sup>rd</sup> worship service (during the potluck). The plan is for folks to put together a plate of food and then sit in a circle (no tables) for discussion. The board will make a brief report on next steps and invite feedback on the process. We will ask people to make suggestions for venues that might serve as worship space so the search team has some venues to start their search. Because the survey provided such good data, this meeting will not include discussion of cities. The team will be asked to investigate both Alameda and Oakland. Together, we will delineate concrete deliverables we desire from the search committee. Two more members have volunteered to join Laurel Eber and Roger Hallsten on this committee. We welcome the addition of David Fry and Ruby Reay to the team. David will send out a doodle to set up their first meeting, aiming for one meeting, at least, before the Oct. 3<sup>rd</sup> gathering.

**Membership Tracking Update:** We are maintaining a google doc (spreadsheet) for this purpose. It is available to all board members (to view and add data). After each Sunday service, Lisa enters data (visitors, contact info, how they found us, e.g.). In addition we use that same document to track attendance, number of guests (first-time, second-time, e.g.), and other information that might be relevant (weather, holiday, topic, e.g.). Lisa emails each guest who provides an email address and Peter calls guests who provide phone numbers, though this part has not been as quick as it needs to be.

**Kicking Off Small Group Ministry:** We talked about this need before and recently a member specifically asked about small group ministry. We will ask people who are interested to sign up (at a potluck and on-line) and organize an event for all who are interested to come together, hoping to establish a group or two. (We have one existing group.) We will download information on small group ministry from the UUA and the small group ministry website. People who have already served as convenors of groups in other settings can provide input and training. Lisa will write and distribute an announcement about this program.

**10-10-10- Event with BFUU, Others:** Peter has been in touch with Abbot Foote and Earl Koteen already. Lisa and Darlene have researched planned events in Oakland and Berkeley (there are none listed in Alameda). Our preference is to connect with an event that works for children, as well as adults. Peter will continue to investigate this and report back.

**Advertising Live Oak:** Kate Hand asked that we add this to our agenda. She was interested in having us advertise in an Alameda newspaper. We added a few other ideas for advertising/promoting Live Oak: East Bay Express, Yelp, and possibly google ads. We also talked about trying to get some press releases out to Alameda papers. Lisa plans to write an article about the history of the previous Unitarian congregation and the *arrival of UUs on the island again* (thanks, Darlene, for the tag line).

**Finance:** David distributed a Profit & Loss statement (July 1 to Sept. 13). We have a solid balance in our bank account and money available for advertising, outreach, and program development.

**How Are the Board and Fellowship Doing?** Several people are concerned about our numbers, particularly as we are losing two active members (both moving from the area); things feel a bit “fragile,” said one; feels good to have made it through the summer months which almost always bring lower attendance to services; games night event was a rousing success and folks want it repeated; we need to do more outreach and invite more friends/neighbors to a service or activity.

Peter read our closing reading and the meeting was adjourned at 9:10 p.m.

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

- Peter will speak with two people about Pastoral Coordinator role
- Lisa will create and distribute a survey to determine people who will offer assistance the PAs, as needed
- Lisa will make the survey data a bit clearer and send it out
- Lisa will draft a statement about the upcoming Oct. 3<sup>rd</sup> meeting to discuss possible locations
- ALL will review that draft, then Lisa will distribute it
- David will send out a doodle to set up the search team’s first meeting
- Lisa and/or Peter will contact guests within 24 hours of their visit, whenever possible
- Lisa will write up info on Small Group Ministry and attempt to determine who is interested (sign up at potluck and on-line)
- Peter will work on our involvement with 10-10-10 and notify all
- Kate Hand will investigate advertising rates
- Lisa will work on press releases

#### **Action Items -- Remaining from previous lists**

- Lisa will contact THOT about grab bars
- David will talk to THOT about an alternate idea
- David will contact Leo’s Audio about their cost proposal

- David/Finance will create a year-end financial report for the congregation
- Lisa will investigate curricula for new member orientation
- All: Establish amount for GA subsidy for this year
- Lisa will get more info on using the district visitor survey and using their surveymonkey account
- Peter will draft words for calendar priority guidelines (what events come first, e.g.)
- Peter will create an org chart