

**April 9, 2015 Minutes**  
**Live Oak UU Fellowship Board of Trustees**  
90 Athol Ave., Oakland, CA 94606

**Board Members Present:** Jay Roller, Bernadette Alexander, Renee Harper, Roger Hallsten, Kathryn Duke

**Others Present:** Lisa Fry, David Fry, Niels Kjellund

*Jay called the meeting to order at 6:58 p.m. Kathryn did an opening and closing reading*

1. **Minutes.** March minutes, as revised, were approved. The board also reviewed and approved a revised version of January minutes.
2. **Treasurer's report and finance.** We have had an income that is about \$5000 less than our expenditures for the fiscal year as of March 31.
3. **Stewardship activities update:** Two of the three house parties have been cancelled due to low response. For the stewardship dinner, plans are still moving forward.
4. **Children's Religious Educator update:** The CRE committee has selected three candidates for interviewing, and is in communication with all of them. There is hope that Live Oak might have a new staff person by the end of April.
5. **Governance and transparency.** The board reviewed similarities and differences in governance and transparency practices of organizations of different sizes, budgets, and legal requirement for their board members. As the governing board of a small religious nonprofit without a CEO or full-time staff, we board members frequently discuss the appropriate level and type of our involvement in our congregation. We invite anyone to attend our board meetings or add items to the agenda. We post our meeting minutes on our website, hold regular congregational meetings, and have many individual conversations with congregants who have questions or concerns. The board sometimes goes into executive session to discuss personnel matters, or other confidential matters typically handled in executive session.
6. **Supervision of LO staff. Annual reviews by committees. Annual committee reports to Board.** Much of Live Oak's work is done by volunteers from the congregation, often by people working in more than one committee. However, we also rely on paid (part-time) staff to bring expertise, outside perspective, and other resources to nourish our fellowship. To make this model of volunteer congregants and part-time paid staff work most effectively, the Board presents the following draft operating rules, to be reviewed for adoption at a subsequent Board meeting
  - (a) For each committee, there must be a Chair who is a member of Live Oak.
  - (b) Each committee's Chair will be the contact person for dealings with other committee members working with the same staff person. The Chair may delegate this responsibility to another committee member for specific issues, but the Chair is responsible for staying generally informed about communications involving the staff person connected with that committee.
  - (c) Paid staff members might work with more than one committee, but only one committee has final oversight responsibility and authority for their work and how it contributes to congregational life. For the Choir or Music Director, the Music Committee has final oversight responsibility. For the Children's Religious Educator

and the CRE Assistant, the CRE Committee has final oversight responsibility. For the Monthly Worship Leader, and the Worship Committee has final oversight responsibility.

- (d) Every committee shall keep the Board informed of developments or proposals expected to affect the larger congregation.
- (e) Live Oak will publish an updated list of all committees and their Chairpersons at least twice a year.
- (f) Every staff person is encouraged to contact any one of the Personnel Committee members--confidentially or not--if that staff person feels it would be helpful to have another perspective brought to a matter involving the staff person and their committee contact person. Personnel committee members shall be held to the same standards of confidentiality as board members, whether or not they serve on the board at that time.
- (g) Each committee should send a brief annual report to the Board in late spring. The board will compile these into an annual report, which will be made publicly available by the end of the fiscal year.
- (h) All committees shall conduct a staff review at least once a year. Ideally, this would happen in January, which marks the half way point for Live Oak's staff contracts, which all terminate every year on June 30.
- (i) Committee chairs will receive periodic reminders about their committee's staff review and annual report timelines.

**7. Alameda Fourth of July parade.** Due to liability insurance reasons and costs, there will not be a truck with singers in the parade. Some individuals may put together a parade entry using a car, bikes.

**8. Social Justice & Service Group.** This committee has been talking about a second Sunday documentary series. If this seems to be of interest, and have reasonable financial and organizational costs, this series could start anytime after the current UU History class ends in June.

**9. Investment policy.** Finance Committee members David Fry and Niels Kjellund reported on their research regarding creation of an Endowment Fund. Live Oak already offers congregants the opportunity to make an annual financial pledge, and to contribute to the offertory at every worship service. Now, we want to additionally offer any interested congregants the opportunity to make a special financial donation to Live Oak. Such a donation could involve stock or possibly other assets.

After some discussion about how an Endowment Fund would operate, it was agreed to take an initial step in this direction, and plan to develop more details in the future.

**Moved and unanimously approved by the board:** That the Finance Committee open a brokerage account using up to \$5000 of Live Oak's existing funds. This account would allow us to accept future donations of stock as well as cash.

Kathryn did a closing reading; and Jay led the group in song. Meeting adjourned 9:20 pm.

*--Respectfully submitted by Kathryn Sáenz Duke, Secretary*

***Live Oak creates loving community through worship and service to others***