

**Minutes – Thursday, January 17, 2013**

Live Oak Board of Trustees Meeting

David & Lisa Fry's apartment

Board Members Present: Kris Arrington, Lisa Fry, Peter Hand, Darlene Pagano, Jody Savage  
Guests: David Fry, Kate Hand

Peter called meeting to order at 7:20 p.m. He read opening words and we lit the chalice.

**Approve/Modify Agenda:** Several items were added to the agenda: Welcoming Congregation; Small Group Question; Endowment Fund; Liaison Committee with CEC; Process for New Choir Director Auditions. Moved, seconded, and approved unanimously.

**Small Group Ministry & Contractors:** The board felt it was fine if a contractor working at Live Oak wished to join a Small Group. Lisa will let the person in question know to contact Darlene.

**Finances:** Our finances are in good order. We are 50% of the way through the fiscal year and both income (pledges) and expenses are at or about the 50% level. Worship expenses are high.

Darlene moved, Lisa seconded a resolution to allow us to move money to a local bank: "The Live Oak Board of Trustees authorizes Darlene Pagano and David Fry to open an account at Mechanics Bank and to move funds from our Chase savings account into the Mechanics Bank account." Approved unanimously.

David noted we are renewing our insurance, including board liability insurance, through Church Mutual. Needed Peter's signature on form.

We have had a request to start an Endowment Fund. David Fry, Debra Temple, and Bill Hieb have offered to serve on a committee to create an Endowment Fund. David moved, Jody seconded, that we approve this request. Approved unanimously.

**Every Sunday Programming:** The next step is to send out the survey that Lisa created, using the questions suggested by Renee Harper. Lisa will send the survey out in the next day or two. We will share the results at the Jan. 27 congregational meeting and discuss next steps.

**Planning Jan. 27 Congregational Meeting:** The meeting will be 2:00-4:00 p.m. in the Parish Hall. Peter will create a timed agenda and send it out to the board. Lisa will send it to the congregation. In addition to holding our elections (for new trustees and nominating committee members), the agenda will include: Finance Report; Intro to Welcoming Congregation; Every Sunday discussion; Tea-for-Two: Hearts Desire discussion organized by the Stewardship team (dyads, moving to 4 people, to a larger group). Peter will find the plan Jody described for this process. Darlene will bring an easel and other supplies. Stewardship will provide goodies to eat. Lisa will ask Richard to lead the WC portion.

**New UU Program:** We need to change the planned date for this program because Kate & Peter will be out of town. Darlene will contact the others who led sections of the material last year and, with Lisa, will find a date that works for all and CEC (or THOT).

**Christ Episcopal Church-Live Oak Liaison Committee:** Because this is a relationship-building committee, we decided the same members should continue (Peter Hand, David Fry, & Lisa Fry), even though Peter and Lisa are going off the board soon.

**Grant Proposal:** No news. The proposal went in on time. Ben Meyers sent a lovely letter of support for us. We will probably hear results in February or March.

**Welcoming Congregation:** We've been invited by Ben Meyers and the BFUU to participate in a 6-week program to start off the Welcoming Congregation process. Richard Stromer, Bernadette Alexander, and Lisa Fry have stepped up to lead this process for Live Oak. The board is in favor of taking this step toward being even more welcoming to LGBT people. Lisa will share info about the program by email.

**Portfolios & New Board Officers:** Kris asked about process for electing officers. We noted it has been very informal. Mostly people have offered to take on a role and the offer was accepted. There are no requirements other than a willingness to carry out the duties. The President presides at meetings and is the public face of the fellowship. In our case, the President – with input from other board members – has created the board meeting agenda, but that is not always the case. The new board has discretion to set this up to their liking. We listed program areas that should be considered for portfolio assignments: APC, Liaison to our mentoring congregation (BFUU), Music, Children's RE, Small Group Ministry, Social Justice, Adult RE, Caring Committee, Worship Team, Membership Committee.

**Pastoral / Caring Committee:** Kris noted that she, Jay Roller, and Lisa have discussed the issues related to need for Pastoral support from Rev. Ben Meyers. She has also discussed this with Ben. The team suggests that Live Oak offer to pay for the minister and the music director for memorial services only – and only for members and pledging friends of the fellowship. The board approved that plan. The formal proposal will be ready for the board at the February meeting.

**Cyclical Calendar:** Jay had suggested we create a calendar that shows the basic timing for annual activities such as elections, stewardship, budget development & approval. Lisa will create a document with this info and have it available on the website. In addition, Peter will add a section to the excel file we use for creating time agendas so board members can stay aware of coming deadlines.

**Choir Director Auditions:** Kate Hand proposed having each choir director candidate (2 or 3 people) lead one choir rehearsal (at the regular choir rehearsal time). The choir will then share their opinions with Kate, Jay, and Kathryn Duke, the team choosing the new director. The board approved this process. The candidates will be paid the regular amount paid for a rehearsal.

**Feedback:** Excitement about new members joining the fellowship and the large number of visitors (6) at the last service. Pleased that we were so efficient in moving through an agenda with many items, and many of them new to the board tonight. Outgoing board members shared that it has been fun working together and that we will remain in touch and resources for the new board.

Peter read our closing reading and the meeting was adjourned at 9:00 p.m.

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

- Lisa will email the contractor interested in our Small Group Ministry.
- David & Darlene will move money to Mechanics Bank.
- David will complete the insurance renewal form by Feb. 4.
- Lisa will send out the on-line survey for Every Sunday Programming
- Peter will create the timed agenda for the Congregational Meeting and send it to Lisa.
- Lisa will send out info on the meeting: agenda, bios of board members and Nom Com, ask about childcare needs
- Lisa will check with CEC re a new contract for renting space

- Darlene will find some alternative dates for the New UU class; Lisa will confirm if space is available at CEC (or THOT)
- Lisa will let folks know about the Welcoming Congregation program and work.
- Kris will finalize the Pastoral Support proposal for the next board meeting.
- Peter will amend the excel file to include cyclical item calendar. Lisa will create a doc with that info.

#### **Action Items Continued from Previous Meetings**

- Finance committee will send thank you's for upcoming FY pledges