

**Minutes – Thursday, May 2, 2013**  
Live Oak Board of Trustees Meeting  
David & Lisa Fry's apartment

Board Members Present: Kris Arrington, Kate Hand, & Darlene Pagano  
Absent: Kathryn Duke & Jay Roller  
Guests: David Fry, Lisa Fry

The meeting was called to order at 7:05 p.m. Kate read opening words and we lit the chalice.

**Approve/Modify Agenda:** Agenda was modified to include brief discussions of: July 4 parade plans, board training, letter from Robert Latham, and changes within the district. Minutes of April Board meeting will be approved at the next meeting.

**Grant Proposal Contingencies:** Darlene distributed the final draft of the letter that will go to the Growth Committee. At Peter's suggestion we will put it on Live Oak letterhead stationery and send out by U.S. mail to committee members.

**Finances:** We have opened an account at Mechanics Bank. David reported he is waiting for access to on-line banking there before transferring more money into the account. Darlene is going to contact Nancy at Mechanics bank to try to speed the process.

David reports we are 10 months into the fiscal year and it looks like we will end the year in balance – or slightly ahead of where we projected. Again, we have not spent e as much as we budgeted in several areas, in part because we did not start Every Sunday programming earlier in the year. We are not dipping into our reserves for the \$5,000 that we thought we would need. A few pledges are not coming in, but the finance team was aware of that early and was prepared.

**Budget for FY2013-2014:** There were a few questions and Kate asked David to make sure that he has the correct information about Mark Daniel serving as both choir director and accompanist for the summer months. David will confirm that. With no concerns, the budget was approved, but pending questions and/or approval from the two traveling board members, Kathryn Duke and Jay Roller. Once officially approved by the board, the budget will be distributed to the congregation for further input. It will then be on the agenda for approval at the June congregational meeting.

**Second Sundays:** Darlene noted that we still need to be sure we are set with people to: open/close the building; do set-up and clean-up; potluck; greeter; put up signage; childcare; and potluck. Lisa noted that the Children's R.E. committee has arranged childcare through the summer. David will open & close in May, but hopes others will have completed CEC's requirements for access to a key soon. Those present agreed that a regular 2<sup>nd</sup> Sunday crew would be a good addition. Kate will ask Avery about dishwashing on 2<sup>nd</sup> Sundays. (We do know he will be away most of the summer.)

**Adult Religious Education Program:** Darlene described an upcoming program by Pachamama to be held in the parish hall at CEC. She asked permission to promote that as an ARE opportunity for Live Oak'ers – and received it. There was concern about the short notice. Kate expressed hope that the symposium will be available again later in the year.

**New Charity:** Nanci Armstrong-Temple asked the board to consider the San Francisco Mime Troupe as an approved charity for Sunday collections. Those present were reluctant to approve the organization at this time. In our 4+ years of giving away the plate, all the non-profits have been direct service

organizations. It is possible that SF Mime Troupe does do some direct service. If so, the request may be brought back to the board for reconsideration. Meanwhile, we will collect for Alameda Point Collaborative one Sunday in May and one in June.

**Pastoral Care:** Kris Arrington suggested she would like to contact Rev. Ben Meyers about our arrangement for him to provide pastoral care for Live Oak members. Because of his job change, he may prefer not to fulfill that commitment.

**Board Training:** We discussed a proposal from one consultant, as well as the document Darlene had distributed to the board. The board decided to proceed with the consultant and Lisa agreed to create a Doodle to help find a date that works for all (current board, immediate past board members, and a few people who have expressed interest in serving on the board next year). The board agreed to a \$400 remuneration. Kris reminded us about the Harvest the Power program from the UUA. It was decided that could be a next step – training leaders beyond the board.

**Letter from Robert Latham:** Peter has drafted a response to Rev. Latham and will send it to board members for approval and/or editing. The letter will go out from the current board though it was mistakenly sent to members of last year's board.

**Feedback:** Feels like we are moving forward (some items that have been on the agenda month after month may be resolved and off by next month); learning something at every board meeting and appreciates that; missed the people who were absent; appreciated the way that we listen to one another; appreciation for Darlene's skills as president.

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

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

- Peter will send the Growth Committee the approved letter regarding progress on the contingencies.
- Darlene will contact Mechanics Bank about the slow start of on-line service.
- David will check the music budget regarding accompanist for summer months
- Kathryn & Jay will be asked to look at the budget and provide their input, questions, and/or approval
- David will get the budget to the congregation once final approval from the board is confirmed.
- Each board member will take CEC's Shield the Vulnerable training so they may have access to keys to the building.
- Kate will check with Avery to see if he wants to do dishes on 2<sup>nd</sup> Sundays.
- Kate will let Nanci know that SF Mime Troupe was not approved.
- Kris will contact Rev. Ben about the pastoral care arrangements.
- Lisa will create a doodle for dates for a board training.
- Peter will send the board a draft of a response to Robert Latham's letter to Live Oak.

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

- Peter will amend the excel file to include cyclical item calendar. Lisa will create a doc with that info.

