

Minutes – July 10, 2014 Live Oak UU Fellowship Board of Trustees Meeting

90 Athol Ave., Oakland, CA 94606

Board Members Present:

Jay Roller, Bernadette Alexander, Kathryn Duke, Roger Hallsten, Renee Harper

Others Present: Lisa Fry, David Fry, Darlene Pagano

Jay called the meeting to order at 7:06 p.m. Roger did the opening reading.

1. **Agenda and Minutes:** The agenda was presented and approved. June minutes were already approved by email.
3. **Treasurer's report and finance.** There was review of the FY 2013-14 budget. Moving the board meeting to the second Thursday of the month allows David time to receive and record the most recent finance reports, which is helpful to all of us. We ended the fiscal year with a surplus, which is good news. However, this is because of income from (a) payment of pledges from earlier fiscal years and (b) prepayment of pledges for the next fiscal year. Without these unexpected sources of funds, we would have had a small deficit for the past fiscal year.
4. **Invitation to Beloved Conversations.** Rev. Jacqueline Duhart, the Minister for Faith in Action at the First Unitarian Church of Oakland, has invited Live Oak to participate in a new anti-racism program being expanded into her congregation and others from the three East Bay congregations who piloted it earlier. There will be a two day "train the trainer" workshop in San Jose in September. There was consensus that we are grateful for Rev. Jacqueline's invitation, but right now we need to focus on implementing ideas from our recent leadership retreat. We will reconsider this training opportunity sometime later.
5. **Disruptive Person Policy: Preliminary Discussion.** Renee commented on a policy (from the First Unitarian Church of Honolulu) previously forwarded to us, which addresses the situation of a disruptive person.
Action: There was consensus that Renee will develop suggested revisions to make this policy relevant for our (lay-led) congregation, then present that at a future board meeting.
6. **Vice President.** Jay pointed out although our By Laws don't require us to have a Vice President, he would like to have one of us step into that position, which was previously held by Kate Hand. Filling the VP position again is good succession planning, and also helpful in the current operation of the board.
7. **Board Responsibilities.** The board reviewed our By-Laws language regarding our top responsibilities as board members. These are: 1) Administer the organization's finances. 2) Define committee structure. 3) Employ staff members (as appropriate). 4) Provide general supervision over all activities of the congregation. 5) Maintain and support a religious education program. 6) Approve all legal papers. 7) Refer to the membership all matters of policy deemed to be controversial or of major significance.

8. Leadership Retreat Evaluation. There was general discussion about last month's leadership retreat. Everyone felt it had been a valuable learning experience, and had a good format (including many participants in making presentations) and an excellent facilitator.

The four followup action areas identified are, in priority order:

1. Membership - all aspects
 2. Worship - all aspects (maintaining consistent, excellent worship services)
 3. Community Involvement (outside our walls)
 4. Facilities
- (With items 3 & 4 equally weighted)

Action: Jay suggested a retreat in January, to assess how we're progressing toward the congregational goals that emerged from the retreat. There was consensus on this.

9. Every Sunday Programming, Adult Religious Education, and related issues. There was lively discussion about how to respond to two of the priority areas that emerged from the retreat: membership outreach and development, and community involvement. People talked about (1) recruiting board members and other members and friends of the congregation for specific activities, and (2) considering use of Live Oak's financial reserves to pay someone from outside the congregation to take a major role in organizing and overseeing program planning, execution, and followup, both for the three "worship service Sundays" each month, and for activities at other times, including the second and sometimes fifth Sundays of the month.

10. Evaluation of Every Sunday Programming survey. One specific followup to the above item was agreement by the board to create a short congregational survey of individuals' participation in and comments about Live Oak's movement so far toward our goal of achieving Every Sunday Programming. This will be drafted and sent out later this year.

Roger gave a closing reading and Jay led the group in song. Meeting adjourned at 9:00 pm.

--Respectfully submitted by Kathryn Sáenz Duke, Secretary

Live Oak creates loving community through worship and service to others