

Minutes – Thursday, August 8, 2013

Live Oak Board of Trustees Meeting

David & Lisa Fry's apartment

Board Members Present: Kris Arrington, Kathryn Duke, Kate Hand, Darlene Pagano, Jay Roller.

Guests Present: David Fry, Lisa Fry.

The meeting was called to order at 7:04 p.m. David virtually lit the chalice and Jay did an opening reading and started our gathering song.

- 1. Approve/Modify Agenda:** Lisa suggested adding a brief worship-related item. The agenda was accordingly revised, and then was moved, seconded, and unanimously approved.
- 2. Treasurer's Report & Finance:** David didn't realize how much work was generated when we moved all our money—both savings and checking accounts-- from Chase to Mechanic's Bank. He is working with the Finance Committee to develop a budget presentation format that is easier for any interested member to read and understand. We are now into the second month of our fiscal year, and on track with expenses and revenues.
- 3. Adult Religious Exploration Process & Coordinating Team Needed.** As part of Live Oak's efforts to give more attention to current and prospective ARE activities. Darlene and Lisa have started thinking about who might be asked to work on the ARE Team. Richard S has already agreed to be part of this, and more people are needed to (a) make sure there are people to set up, open doors, etc. every Sunday that Live Oak is at Christ Episcopal Church, (b) build a support group for Second Sunday logistics, and (c) survey the congregation as to the most wanted programs for Adult Religious Exploration. Board members will be making calls to some individuals to ask "can you see your ministry with this congregation to including supporting ARE in some way?" Lisa noted that the new DRE staff person (who starts September 1) is interested in ARE in the future, but will be concentrating on CRE for now.
- 4. Pastoral Care update.** Kris continues her efforts to find a minister who will be the person available to provide pastoral care to Live Oak members who may need it. She has been describing to candidates the main points of Live Oak's pastoral care policy, and commenting to them that we're open to adjustments depending on the situation with the minister who affiliates with Live Oak for pastoral care. Last month she spoke with Rev. Mary Foran, who is overcommitted at this time. She also spoke with Rev. Joy Atkinson (coming to BFUU as their interim minister), who considers counseling and pastoral care to be part of her mission and passion. Rev. Joy is committed to continuing the relationship between the Live Oak and BFUU congregations, and she is also interested in exploring pulpit exchanges, helping with special events, and other kinds of partnering that Live Oak and BFUU have done before and could do in the future. Two additional candidates have been suggested.
- 5. Board Training Followup.** General discussion of and praise for what was accomplished at the August 1 Board retreat. In addition to noting different positive outcomes from this recent event, there was talk of trying to have a similar event every year, with or without an outside facilitator.
- 6. Committee Organization Chart.** One immediate result of the board retreat was creation of a draft version of one chart showing various Live Oak committees. The board reviewed Lisa's most recent draft of this document and made some suggested revisions, which will be

distributed for further review and comment by board members and some others in Live Oak leadership.

7. **Policy Development.** Another followup to the board retreat was discussion of topics on which Live Oak should develop written policies. Kathryn presented a list of topics to consider, and the Board chose as the top three priorities for written policies: Child Safety (including but going well beyond dealing with convicted pedophiles), Disruptive Behavior, and Paying for Work: Hiring Members, Paying Volunteers for Selected Tasks.
8. **Clarify board liaison roles.** Kris shared how she has served as a board liaison for a Pastoral Care policy. There are many ways the board liaison roles can be viewed. "Governance is not management, but governance needs to know what's happening." There were also comments how the Committee Organization Chart that is being developed can help all Live Oak members better understand who is responsible for and doing what, whether as (board member) governors or as (board member or other Live Oak members or friends) or managers.
9. **Board Committee reports:**
 - Every Sunday Programming: Darlene reported that there is a Worship Team meeting on Sept. 7, and there have been ministers arranged for the next two months. Information item: Lisa relayed a concern that there may not be ministers arranged for every month, or the person in charge has an emergency. Richard Stromer is investigating spending \$299 to subscribe to Church of the Larger Fellowship and get access to 100s of "canned" services. Kate wondered about the quality. Lisa said she or Richard would ask to see samples.
 - Welcoming Congregation: Lisa reported that the team is working on words for the Order of Service to reflect that we are a "welcoming congregation." After Live Oak completes that plus a few other steps, we notify the Unitarian Universalist Association that we have completed all the prescribed steps to be recognized by the UUA as an officially "Welcoming Congregation."
 - Alameda Point Collaborative: Kathryn reported that a good-sized, multi-age group of Live Oak members and friends will meet at Alameda Point on Aug. 14 to assemble school supplies into backpacks as part of Alameda's Equip 4 Success drive to help low-income children have a successful start to the school year. She also reminded people that Live Oak will be helping again with the children's carnival section of APC's Harvest Festival: Saturday, October 19, 11am – 3pm.

Closing: Jay gave our closing reading at 9:00 p.m.