September 10, 2015 Minutes
Live Oak UU Fellowship Board of Trustees
90 Athol Ave., Oakland, CA 94606

Board Members Present: Bernadette Alexander, Kathryn Duke, Roger Hallsten, Renee Harper, Jay Roller
Guests Present: Lisa Fry, David Fry

Jay called the meeting to order at 7:08 p.m. and did an opening reading

1. Agenda: The board unanimously approved the proposed agenda without any changes.
Action: August minutes have been approved and will soon be posted on our website.

2. Treasurer’s Report & Finance. There was a brief summary of the budget vs. actuals. No questions; all looks fine.

Action: The board unanimously approved the following process for ongoing review of paid staff. This process, which takes effect immediately, is a strongly recommended guideline for all committees that supervise a paid staff consultant.
   a) September-October: Relevant committee leaders gather to draft a limited number of questions for a congregational survey addressing LO’s activities supported by paid staff assisting us with worship, music, and children/youth activities.
   b) November: Live Oak disseminates this survey electronically. The responses are distributed to the relevant committees.
   c) January: Committee leaders request feedback from the relevant staff consultants on their interactions with Live Oak. This information is added to the survey results, for use in a January review with the relevant consultant.
   d) June: All current staff consultant contracts end June 31. Prepare contracts for the coming fiscal year, which begins July 1.

4. Music Director Update. We have now finalized and executed the contract with our new Music Director, Adrian Borcea. He will participate in three Sunday services/month, and lead a mid-week choir rehearsal once/month.

5. Social Justice & Service Group. Committee is down to two members; it is considering recruiting additional members.

6. Retreat Planning. A Live Oak leadership retreat is scheduled for October 3; fourteen participants are expected. They will later lead the congregation in an interactive discussion on plans and resources for the next 2-3 years.

7. Proposed Investment Policy, Part 2. The board decided to postpone creation of an Endowment Committee until the congregation has more members, or a significant donation restricted to being an endowment

Jay did a closing reading; Jay led the group in song. Meeting adjourned at 8:34 pm.

--Respectfully submitted by Kathryn Sáenz Duke, Secretary

Live Oak creates loving community through worship and service to others