

## Minutes -- Tuesday, January 26, 2010

### Live Oak Board of Trustees Meeting

David & Lisa Fry's apartment

Board Members Present: Lisa Fry, Peter Hand, Darlene Pagano, Ruby Reay, and Bill Pezick

Guests Present: Laurel Eber, David Fry, Vicky Jensen, and Laura Prickett

Called to order at 7:25 p.m. Lisa opened the meeting with a reading and chalice lighting. We welcomed our guests, especially Vicky Jensen who will officially be a trustee as of Feb. 1, 2010.

**Approve/Modify Agenda:** We shortened the time allotted for one item: Policy Structure & Publication and Review Process. Ruby moved, Lisa seconded, amended agenda was approved unanimously.

**Consent Agenda/Approval of Minutes:** Darlene moved and Bill seconded the minutes of the previous meeting be approved. Unanimous approval.

**Search for Worship Home:** We will remain at the Home of Truth at least through June-2010. But our search team (Laurel Eber and Roger Hallsten with support from the Board) is ready to begin research to find another space. We briefly discussed some criteria: location, accessibility (ADA-related), room to grow, aesthetics, acoustics, budget. Lisa Fry and Roger will work on a survey to gather priorities from our community. Timing: Survey completed in March; evaluation in April. Then the search team will have more information for determining the qualities that are most important to our members and friends.

**Children's Religious Education:** Per report from consultant, Carol Bodeau, we have moved RE from cottage to main building and separated into two classes: 1) children up to 4, and 2) children 5 and up. Also per Carol the Board affirms we do intend our community to be intergenerational and, as a first step, will suggest to Worship we include such a statement in our Sunday morning welcome.

We are not ready to hire a director of religious exploration (DRE), but want to prepare for doing so. This would probably be a ¼-time position. Lisa will contact sources to ask for sample job descriptions. Children's RE will hold a workshop and offered three dates. We selected Sunday, April 25. Laura and Kathryn Duke will follow through with their committee to create this, using the services of Carol Bodeau.

Laura pointed out summer is a time when many "church shop" so it would be good to have a promotional flyer by then. CRE would like to be included in the development of that piece. An idea for the future: offer a group specifically for parents, perhaps utilizing the UUA curriculum Parent as Resident Theologian. This could be publicized outside the fellowship and might attract new members.

**Membership Report:** Carol Thornton has offered to help with this function. She and Lisa will meet next week to create systems and procedures for better welcoming our guests and then tracking and integrating them into our community. They will also be reaching out for more people to help with this.

**Financial Report:** Our unreconciled (because it's not quite the end of the month) bank balance is \$7,258.38 as of today. Bill has entered information we need into Quickbooks on-line and created a mini-manual so others can continue the work. He and David Fry will go over all the details next week. We paid Church Mutual \$1100 for insurance for the fellowship. And the Finance Committee will work with a paid consultant to assist them with policies and procedures and to answer some specific questions.

**501(c)(3) Report:** This application was mailed (with a check for \$750.00) to the IRS on Jan. 2. We have not heard anything yet, but they did cash the check.

**Policy Structure:** Darlene recommended as we write policies we publish them to our membership for comment before they are “set in stone.” Peter recommended this might be better accomplished at a face-to-face meeting. We all agreed. Ruby will create a template for policies that handles version control. The Board will set a date for the May meeting. We can do this via email.

**Trustee Job Descriptions:** Lisa posted generic descriptions for officers on our board listserv. Each board member needs to look at those and flesh them out. Further discussion was tabled till the next meeting.

**Fellowship Listserv Discussion:** We had a request from someone who is not involved with Live Oak to join our listserv. After discussion, Ruby moved and Bill seconded: Live Oak will restrict membership to our listserv to members and friends who worship with us. Passed unanimously. Others may request to be on our announcement email list. Lisa will explain this decision to the person who requested being on our listserv. We will also make it clear to all who use the listserv that all posts should be respectful and in keeping with our principles and values. We do have – and will use – the option to moderate individuals who do not follow the guidelines.

**Program Year Brainstorm:** Many people have suggested having non-worship activities on alternate Sundays. Ruby and others identified some ideas: adult RE, social justice service projects, choir performances, crafting (making a caring quilt, e.g.), circle suppers, drop-in covenant group, meditation group. Ruby will create a survey to find out what ideas others have, which generate the most interest, and which have people willing to be involved in leading them. This survey will go out in Feb.

**Recognition of Outgoing Trustee:** We gratefully acknowledged the work of Bill Pezick and hope his schedule in the future will again allow him to consider board work. His skills were particularly useful in this first year as an organization. We all wish him well and look forward to his continuing participation.

**Feedback / How is the Board and the Fellowship doing?** We have accomplished a great deal in a year; members & friends remain enthusiastic; barring the unforeseen, we anticipate being recognized by the UUA as an emerging congregation this spring; and we all feel good about our ministry to our community.

Lisa read the closing words. We adjourned at 9:15 p.m.

**Action Items – for Board members and guests (Includes some actions left from last month)**

- Lisa (with Roger Hallsten) will create a survey on priorities for requirements in looking for a different worship/fellowship space
- Lisa will contact other small congregations for DRE job descriptions
- Ruby will put the RE workshop on the calendar (April 25, 2:00-4:00)
- Lisa (with Carol Thornton) will begin organizing the membership function
- All: set date for May congregational meeting
- David & Bill will review Quickbooks together, share knowledge
- All: read job description doc on-line and imagine each job’s potential
- Lisa will email the person who asked to be on our listserv
- Ruby will create a survey for program ideas
- Finance Committee will give Richard Stomer, Worship, the final approved charities list.
- Lisa will notify the congregants about the calendar and how to add items to it.