

## Minutes – Thursday, October 20, 2011

Live Oak Board of Trustees Meeting

David & Lisa Fry's apartment

Board Members Present: Lisa Fry, Peter Hand, Darlene Pagano, Vicky Jensen, Jody Savage

Guests Present: David Fry

Called to order at 6:18 p.m. Peter read our opening words, we lit the chalice, and checked-in.

**Approve/Modify Agenda:** Lisa moved we approve the agenda. Jody seconded. Unanimous.

**Financial:** Pledges are a bit slow in coming in, but within the expected range for this time of year. David is preparing letters for pledgers to let them know where they stand. Our spending is lower than budgeted, though a few larger bills will be coming in this next month. Membership (Lisa) will be spending money to get brochures printed to distribute in Alameda and San Leandro, cards to post on bulletin boards in those areas, and Google Adwords. The board encouraged expense for marketing.

**Accessibility/Location:** Darlene reported the Finance Committee's thoughts on how much money we might reasonably take from our reserves for accessibility, depending on if it is a gift or a loan. Lisa prepared a matrix comparing the locations we are considering for our location and the board made changes to that, including adding the sanctuary at Christ Episcopal as a separate option. David was asked to call Rev. Crary there to see if we might meet in the sanctuary on Sunday. Lisa will edit & distribute.

**Congregational Meeting:** With location as a major piece of the planning for the meeting on Sunday, October 23, we segued to that, discussing whether we are ready to make a decision at this time or not and planning a process that would allow us to make a decision. Lisa will get a reminder notice out to all as soon as possible. We will also have a brief introduction to the listening campaign and time to discuss leadership opportunities (e.g., we will know we will have an opening on the Board of Trustees in January). The Nominating Committee knows of the opening.

**Listening Campaign:** Peter prepared questions for us to use for one-on-ones and group meetings. The board was quite happy with his draft. We will hold two group meetings, on Oct. 30 and Nov. 13, both at THOT. One-on-ones will begin after the Oct. 30 meeting. Peter will ask Neil Planchon and Richard Stromer if they are available to co-facilitate and/or scribe for one of these meetings. Lisa is willing to scribe for one. Peter will have a blurb to Lisa on Friday.

**Occupy Movement:** Kathryn Duke asked if we our collection might go to the Occupy Oakland movement this Sunday. With the advice of our Finance team, we determined we could not give money to them as a church (not a 501(c)(3)). However, we will encourage Kathryn to invite donations during coffee hour, if she is willing to handle this as an individual.

**New Agenda Process:** Peter, Lisa, and Jody will meet on the 2<sup>nd</sup> Thursday of each month to plan the agenda for the upcoming board meeting. Others are welcome to attend or provide input. Lisa will set up a reminder. This will allow us to get an agenda out to the congregation 5-6 days before each meeting.

**How Are the Board and Fellowship Doing?** Good to be moving forward on the location decision; feels good about the process we designed for this decision and working through some difficulties along the way; excited to be attracting new members and friends. Good signs for the future.

Peter read our closing reading and the meeting was adjourned at 8:30 p.m.

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

- David will email pledge letters to all pledgers
- Lisa will get brochures printed (they are ready to print)
- Lisa and David will get Adwords going soon
- David will talk to Rev. Crary about Sunday's meeting
- Lisa will get the reminder out tomorrow
- Peter will write blurb for listening campaign for Lisa to distribute
- Peter will contact Neil and Richard
- Lisa will email Kathryn about the decision on Occupy Oakland
- Lisa will set up agenda reminder notice

### **Action Items – Continuing from previous meeting**

- David will email the final budget out to board and congregation