

## Minutes -- Tuesday, October 27, 2009

### Live Oak Board of Trustees Meeting

David & Lisa Fry's apartment

Board Members Present: Lisa Fry, Peter Hand, Ruby Reay, Sharon Slaton, and Bill Pezick.

Guests Present: David Fry and Darlene Pagano

Lisa Fry started the meeting at 7:20 p.m. with a reading and chalice lighting.

During our check-in, Sharon Slaton told us that she had decided to resign from the Board. She shared she does not have the energy she needs to fulfill this role. She was concerned about being fair to the Board, to the congregation, and to herself. Sharon did say she was grateful to have had the experience of serving on the Board. We all expressed our concern for her, our appreciation for her voice on the Board and her commitment to Live Oak, and invited her to consider being on the Board again in the future. Sharon left after the check-in.

**Approve/Modify Agenda:** Three items were added to the agenda and timing was modified on others: Philosophy of Budget/Finance Policy; Filling the now-empty Board slot; Changing our agenda development process were added. The term "straw budget" was changed to "draft budget."

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

**501(c)(3) Report:** Bill affirmed our status as a non-profit will be retroactive to the date when we voted to become a church (Feb. 22, 2009). The importance of this is that any donations made to Live Oak during that time will be tax-deductible even if we do not have a response to our 501(c)(3) by April 15, 2010. The 501(c)(3) task force is in the process of setting up a meeting to complete the form.

**Visioning Status Review:** The Board compared the congregation's vision to the categories in the Finance Committee's proposed budget to be sure we were not missing anything. We talked about the need for a chair/team for Justice and for Membership. Robert Mittman has agreed to re-do his oral synthesis of our vision; Carol Thornton and Sally Kennedy have volunteered to write up a vision summary, using Robert's synthesis and the cards we created that day.

David reviewed the comments from stewardship parties, noting especially the concern of many that we need a more formalized choir structure with rehearsals, etc. After discussing some ideas, it was decided that Peter would speak first with Kim for her input. The other major concern expressed at those gatherings was having a worship space that is wheelchair accessible and preferably walking/biking distance from BART.

**Stewardship Campaign:** David Fry reported that we currently have annual pledges totaling \$38,118 from 31 committing individuals and families. The Stewardship team is still contacting a few people (including 4 members) who have not yet made a pledge. Expenses for the Stewardship Drive have not been totaled, but they should be about \$150 (\$250 below the amount budgeted).

David suggested maintaining a cushion in the checking account of about three times our monthly expenses which right now run about \$400 for rent and \$200 for miscellaneous for a total starting cushion of \$1,800. We may well want to make the cushion larger as our expenses increase.

David moved and Peter seconded a motion that the Board approve

- A budget of \$1,500 for Children's & Youth Religious Education – This includes the cost for the consultant, plus allows for purchasing toys, games, art supplies, curricula, musical instruments, etc., and
- That we quickly purchase hardcover hymnals, *Singing the Living Tradition*, at \$28/hymnal. We will purchase approximately 34 hymnals (as many hymnals as we have founding members) and invite each founding member to choose what will go on the bookplate for one hymnal.

The motion passed unanimously. Lisa will let people know that there is still a short period of time to become a "founding member" and have the privilege of a bookplate in a hymnal.

**Chart of Accounts:** Bill has already put in several hours on this and estimates it may take a total of 10 hours. He hopes to complete it this week. Because we have decided to use a program (or vision-based) budget instead of a more traditional line-item budget, it is more complicated to create the chart of accounts. Note, we now have \$4,740.61 in our bank account. This includes money from some pledgers who paid all or part of their pledges upfront.

**Budget Philosophy/Finance Policy:** After reading the document (Appendix A), we determined that only item #7 needed a board vote. David moved and Peter seconded a motion that whenever a deviation to the budget is needed mid-fiscal year, the Board will make the adjustment and notify the Finance Chair and Treasurer. Approved unanimously.

**Draft Budget:** The Finance Committee created an excellent draft for the Board to review. David will revise the budget with the few changes suggested at the meeting and we will distribute the budget to all members. That notice will also include the contact info for Committee Chairs with the hope that if people have suggestions they will direct them to the chair who will be responsible for that area of the budget. At the December Board meeting, we will create a final proposal to present to the congregation at a congregational meeting in January. Lisa will check the Home of Truth calendar to confirm a meeting date and get that out to all.

At this point in the meeting, we were running long and agreed to table discussion of Sunday collections for outside charities and the board agenda development process. We also shortened the time for a few other items.

**Professional Pastoral Minister:** David suggested that we consider contracting with a pastoral minister to provide services beyond what our own Pastoral Associates are comfortable handling. Peter suggested and we all agreed that this idea should be taken to our PAs for their consideration.

**Worship Space Decision and Data Gathering Process:** We have reserved space for worship through March at the Home of Truth. Lisa will investigate reserving space through June, if it can be done with the proviso that if we find another space after March, but before June, that we would be allowed to cancel our reservations with appropriate notice. Ruby has created a draft list of criteria to consider in looking for space. Lisa and Ruby have been mapping where our current membership lives to use that as one tool in determining a new location. Further discussion will take place at the next Board meeting.

**Board Vacancy:** Our Bylaws unfortunately do not address how to proceed in a case like this. The usual process at other churches is for the Board to appoint someone to the vacant slot until the next election. We are delighted to report that Darlene Pagano has agreed to serve as an interim member on our Board of Trustees until the next congregational election in Jan 2010.

**Feedback / How is the Board and the Fellowship doing?** There continues to be a feeling of energy and excitement. The success of the stewardship campaign confirms the commitment people have to this community. The concerns (choir, membership) will be addressed.

Bill agreed to do the opening and closing worship for the November Board meeting. Lisa read the closing words. We adjourned at 9:20 p.m.

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

- Ruby and Bill will follow-up with Jody Savage and set a date for the 501(c)(3) meeting.
- Peter will follow up with Robert Mittman on the oral synthesis of our vision and get that to Sally Kennedy and Carol Thornton.
- Peter will call Kim for a discussion about the choir.
- Bill will complete the chart of accounts in Quickbooks.
- David and/or Lisa will enter the membership info into Quickbooks.
- David will enter pledge data into Quickbooks.
- David (and three volunteers, Darlene, Jay Roller, and Bob Hood) will follow up with some folks who have not yet pledged, but probably will.
- David will revise the budget.
- Lisa will distribute the revised budget to the mailing list with contact info for further input.
- David will contact Vicky Jensen about the idea to contract with a professional pastoral minister.
- Lisa will contact Home of Truth about reserving space through June.
- Lisa and Ruby will continue to map home locations of members and friends.
- Lisa will send the Board the draft criteria for worship space.
- Bill will prepare opening/closing readings for the next Board meeting.