

**October 8, 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 7:05 p.m. and Kathryn did an opening reading*

1. **Agenda:** The board unanimously approved the proposed agenda with the addition of an item about a possible swap of two UU congregations' bookkeeping people to give an external perspective on accounting practices.
2. **Approval of Minutes.** September minutes have been approved and Lisa will post.
3. **Treasurer's Report & Finance.** The board discussed David Fry's summary of budget vs. actuals for the first quarter (July through September) of our fiscal year. So far our spending is less than budgeted for this time of year. We are also considerably ahead in income, mainly due to some pledges that have been paid in advance.
4. **Long Range Planning Retreat:** The Board unanimously approved a policy arising from the recent Leadership Retreat discussion.

**Action:** Starting with FY16-17, our board of directors will present to the congregation a budget that is balanced, or whose expenditures exceed revenues by no more than a \$20,000 cumulative ceiling. For example, if the 2017-18 budget projects expenditures that exceed revenues by \$15,000-- and by the end of the year have in fact exceeded revenues by that amount--then the following fiscal year's budget can not have expenditures exceeding revenues by more than \$5000. There will be an annual evaluation by the board every fall to carry out this policy, and possibly to make changes based on this evaluation.

5. **Social Justice & Service Group.** Renee reported that, depending on upcoming attendance at the Second Sunday film series, there will be reconsideration of continuing this. There was also general discussion about the future role and number of members of the Social Justice & Service Group.
6. **Outside Review of our financial and accounting practices.** There was discussion about having someone from outside Live Oak come in to give an outside perspective on our bookkeeping and fund disbursement processes, as suggested by the UUA. This could be done at no charge through an exchange between similarly-sized UU congregations of finance/accounting people.

**Action:** It was decided to table this idea for the present. Perhaps when our fellowship is larger, we will undertake this recommendation.

7. **CYRE.** Lisa reported that there is still work needed to finish a brochure we have been working on as part of our outreach to families who might be interested in finding

out more about our congregation. Kathryn reported that congregants are noticing a consistently higher number of children who have been coming during the past few months, compared to the past few years. This welcome development also brings increased need for paying attention to the dynamics of us sharing space with the children and youth who participate in Sunday afternoon programs at Christ Episcopal Church.

**Action:** We will request another Liaison Committee meeting between Live Oak and Christ Episcopal Church leadership to plan how we can best continue sharing the physical space to support both congregations' goals and activities, and be consistent with our rental agreement.

7. **Committee staff evaluation.** Jay and Kathryn reported that the Worship, Music, and CYRE committee leadership met and decided to not develop a congregational survey as part of our congregation's annual evaluation of paid staff. Instead, each committee's leadership will be proactive about (1) staying in good communication with their primary staff person, and (2) supporting interaction and coordination among the worship, music, and children & youth activity areas that involve paid staff.

Kathryn did a closing reading; Jay led the group in song. Meeting adjourned at 9:00 pm.

*--Respectfully submitted by Kathryn Sáenz Duke, Secretary*

**Live Oak creates loving community through worship and service to others**