

Minutes -- Tuesday, November 24, 2009

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: David Fry, Kim Rankin, Richard Stromer, and Debra Temple

The meeting was called to order at 7:20 p.m. Bill opened the meeting with a reading and chalice lighting.

Approve/Modify Agenda: Three items were added: Discussion of development of our music program, our new vision statement, and a team for the New Century Summit. One item was deleted: Workshop timing. Lisa moved, Bill seconded, and the amended agenda was approved unanimously.

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

Worship Sustainability: Richard Stromer told us our worship program is fine for the short-term, but he has some concerns for the long-term. It is a strain for only four Worship Leaders to produce the consistent, high-quality worship they have produced so far. But he has some ideas for easing the strain. There are a number of folks who are willing to be Worship Leaders on an occasional basis. The Worship team will incorporate those generous people into the calendar. He is setting up a program of "worship leader buddies." And he is suggesting that some services might be less traditional, more interactive. He is also planning to again ask for more Worship Associates. In addition, Richard asked that the budget include enough money for 4 guest ministers for the coming calendar year. Our Finance Committee assured him that was already in the budget.

Sunday Collections: The Finance Committee, with input and approval by the Board, will develop an approved list of charitable organizations that Live Oak will support through Sunday worship collections. We recognize that a Worship Leader may wish to support an organization not on our regular list on occasion (perhaps because the theme of the service relates to a particular need). In those cases, the WL should make the request for an exception to the Board as a whole. We will endeavor to have a quick email decision, rather than such a request having to wait for the next Board meeting.

Music Program: We appreciated Kim Rankin and Debra Temple coming to our meeting to address this issue. After some discussion, Kim and Debra agreed to meet to help plan a meeting of everyone who is interested in our music program (musicians and non-musicians, alike). Consensus was that this would be the major focus of our next congregational meeting, scheduled for Sunday, January 9. Following the election of trustees and approval of our budget, this meeting will focus on "Music Visioning," to help those who wish to work on the music program know what is desired by the community – and what can actually be done. Debra will work on a music matrix/schedule in conjunction with the worship schedule (worship calendar should be completed in mid-December). A Music Leader will be assigned to coordinate with the Worship Leader for each service.

501(c)(3) Report: The application for this status is almost complete. All that remains is to input the financial data. Peter or Lisa will sign the application. We expect this to be sent to the IRS in mid-December.

Search Committee for Worship Home: Bill Pezick suggested we consider forming a committee of folks who will look for another space for us to meet as we outgrow the Home of Truth. To facilitate that, we

need a list of criteria to use in judging the adequacy of future rental space. Ruby has already created such a list. Lisa will post it for on the Board listserv.

Review of Revised Budget: David presented Budget Draft 1.2 which incorporated changes suggested by the Board last month, plus thoughtful feedback from several Live Oak members. Changes include:

- Added total pledges line at the top
- Shows increased income (includes later pledges)
- Board “training and travel” wording was changed to “Misc. Board expenses and training and development”
- Increased music ministry budget
- Included money for accessibility issues
- Included operating reserves line item

David noted we are not including a line item for the plate collection in the budget because we have no history for our plate collections. (Our brief past history was before people had made pledges to support the fellowship. That has clearly changed what is coming in the plate.) With gratitude for the work done by David and the Finance Committee – and the input from members -- the Board made a few further suggestions:

- Separate worship costs into 2 line items (one for rental costs and one for other worship expenses including guest ministers)
- Make accessibility its own line item
- Remove words “discount rate” on hymnals (discount not available for hymnals)
- Increase district and denominational support budget by \$1/person to support Unitarian Universalist Service Committee (UUSC) (Darlene moved to increase our set-aside for denominational support by \$1/person to support UUSC and Lisa seconded. Passed unanimously.)
- Put remaining \$1,608 in “Net to working capital” into “Contingency Fund.” (Bill moved we put the amount currently listed in “Net to working capital” in a new line item for Contingency Fund, Lisa seconded. Passed unanimously.)

David will incorporate these changes in the budget proposal to go out to our community for a vote in January.

New Century Summit: There will be a district wide conference in January and all congregations have been invited to send teams. We will be sending a team of 5 (Lisa, Peter, Darlene, Ruby, and David). There may be a few more members or friends who are interested in attending. The Early Bird Discount rate is good until Jan. 4. Lisa will put an announcement about this event on our Live Oak listserv. We agreed the Board can provide some money (half the cost) to assist someone from Live Oak who wishes to attend, but cannot pay the full \$45 early bird rate.

Agenda Development Process: Peter suggested a few Board members meet (in person or by phone) 10 days prior to Board meetings to set the agenda for the coming meeting. Peter, Ruby, and Lisa will participate in this process. Other Board members and Chairs of committees will be invited to participate and/or provide input. Ruby will change the date of the Board reminder to create the agenda to two weeks before our meetings.

Shared Ministry/Vision Statement: We are all grateful for (and delighted with) the statement put together by Sally Kennedy, Robert Mittman, and Carol Thornton. This was a result of the work done by 27 members and friends at a meeting on August 2, facilitated by Robert. Lisa will send a copy of this

statement first to those who co-created it through their participation in the meeting. Then she will send it to the larger mailing list.

Feedback / How is the Board and the Fellowship doing? Each Board member expressed his/her feelings. There is consensus that we are continuing to build a loving, caring, and generous community. Last month's concern that people were asking for a more structured music program is being addressed. Both the congregation and the Board seem to be functioning well.

Bill read the closing words. We adjourned at 9:20 p.m.

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

- 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.
- Richard and Worship Leaders will create a worship calendar and share it with Debra and Kim.
- Debra will coordinate a music calendar to the worship calendar.
- Debra and Kim will plan a music visioning meeting as part of our Jan. congregational meeting.
- David will revise the budget.
- Lisa will distribute the revised budget to the mailing list with a call to the congregational meeting.
- Lisa will send the Board the draft criteria for worship space.
- Finance Committee will create a list of approved charities and run it past the full Board.
- Lisa will post the New Century Summit info on our listserv to see if others wish to attend.
- Ruby will change the reminder about the Board agenda to be 2 weeks before each Board meeting.
- Lisa will send the new vision statement to the co-creators (folks who attended the Aug. 2 event) and then to the entire congregation.