

Minutes -- Tuesday, December 29, 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, Rev. Ben Meyers (Berkeley Fellowship of UUs)

The meeting was called to order at 7:17 p.m. Darlene opened the meeting with a reading and chalice lighting.

Approve/Modify Agenda: We deleted the time slot for RE (no rush and we want Kathryn and/or Laura present for the discussion); Added 5 minutes for to talk about a calendar; Moved Insurance before budget review. Peter moved, Lisa 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. The Finance Committee's approved charities list was approved with one abstention.

Discussion with Visitor Rev. Ben Meyers: Ben suggested getting together with us to see how the two small fellowships might help each other, particularly in our efforts to grow. It was a warm, friendly conversation and all of our board members and Ben felt good about developing an on-going relationship. He suggested a pulpit exchange where he would preach for Live Oak one Sunday (or more) in exchange for our Worship Leaders leading lay-led services for BFUU, working with their Sunday worship committee on timing. He was also interested in our choir and/or ensembles singing at BFUU. He offered us some ideas (and will follow-up with more) on creating a beginning membership function. He also suggested we could benefit from seeing their newly written policies to see if they could be adapted for our fellowship. In addition, we discussed religious education for adults and children/youth.

Financial Report: Our reconciled bank balance is \$8,329.00 as of Dec. 29, 2009.

501(c)(3) Report: Peter signed the document. David and Lisa will print out the entire package and mail it this week with a check to the IRS for \$750.00.

Insurance: Ruby has been working with Church Mutual's agent and has a quote for insurance. But in reviewing the documents, it is unclear if the coverage is what we were asking for. Tabled until next month.

Review of Budget: David incorporated the requested changes into the budget and will write a short document to explain some of the details. Bill moved and Peter seconded that the budget be mailed only to members. Unanimously passed. Bill moved and Ruby seconded that the budget be put to a vote by our membership at the January annual meeting. Lisa will send the budget out to the members only along with the names of the candidates up for election. The budget is a public document. Anyone who asks to see it, may have a copy.

Congregational Meeting Planning: We need to appoint a moderator and a parliamentarian for the meeting. In addition to a short state of the fellowship report (Peter), the budget approval, and election, we will request brief reports from various committees. Peter will create the agenda the next day, we approve/amend by email, and Lisa will get it out to the congregation. Lisa will create a list for members to use to sign in to the meeting and hand ballots out to members only.

Calendar: Ruby and Lisa have done some research on calendars. We will invite members to email calendar items to either of them to be posted on a google calendar which will be embedded in our website. No one else can add or delete items to the calendar, but no one will need to have a google account to see it. The calendar will include: items sponsored by or for Live Oak UU Fellowship or its committees; events of interest to Live Oak congregants that are sponsored by the District or other UU entities.

Feedback / How is the Board and the Fellowship doing? We all agreed there is more than we can do, but we are managing. There is no rush to completion.

Darlene 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.
- Lisa will distribute the budget to the membership with a call to the congregational meeting. She will invite members and friends to the meeting.
- Finance Committee will give Richard Stromer, Worship, the final approved charities list.
- Peter will set the congregational meeting agenda. All will review it and Lisa will distribute it.
- Lisa will email Rev. Ben contact info for some worship leaders and the info about Emily Stoper's adult RE class.
- David and Lisa will review and mail the 501c3 application this week.
- Ruby will contact the insurance agent.
- Ruby and Lisa will post the Live Oak google calendar.
- Lisa will notify the congregants about the calendar and how to add items to it.