

Live Oak Board of Trustees Meeting
Minutes – December 6, 2013
David & Lisa Fry's apartment

Board Members Present: Darlene Pagano, Kris Arrington, Jay Roller, Kathryn Duke, Kate Hand
Others Present: David Fry, Lisa Fry, Richard Stromer.

Darlene called the meeting to order at 7:10 p.m., with a quorum of five members. Kate did an opening reading and lit the chalice.

- 1. Approve/Modify Agenda and Minutes:** The board unanimously approved revising the agenda to add discussion of worship service times, update on Growth Committee/FUCO collaboration, and a project to help Syrian refugee children.
Minutes from the November meeting have been approved by four board members, and will be mailed to the remaining member who has not read and responded to them.
- 2. Nominating committee report:** Richard reported that one interested candidate has come forward. There are conversations happening with other possible candidates.
- 3. Growth Committee report/FUCO collaboration.** Jay reported on a conversation he had with Rev. Ed Brock, the interim minister at FUCO. They spoke about having Rev. Brock and some FUCO people be part of Live Oak's 5 year birthday celebration in February. Darlene reported that she had also met with Rev. Ed Brock. He spoke about some kind of Live Oak-FUCO partnership, for example, having FUCO be a mentoring church to Live Oak. There was a sense of the board to start planning on having some kind of Live Oak-FUCO congregational exchange activities in April or May of 2014.
- 4. Helping Syrian refugee children.** David presented a request from Franco to have Live Oak and other UU congregations get involved in helping Syrian refugee children living in the Middle East. After some discussion it was decided to create an ad hoc group to investigate specific possibilities of moving ahead with this idea.
Action: Ad hoc group members are Franco, Nancy Balassi, and David Fry.
- 5. Revisiting question of time of worship service.** Kathryn asked how it was originally decided to have Live Oak worship services start at 4 pm. The board briefly discussed the pros and cons of possibly moving current Sunday afternoon activities ahead by one hour. This would put Sunday choir practice at 4 pm, worship service/ARE activity at 5 pm, and potluck following.
Action: Lisa will email the congregation with a request for thoughts about either continuing with the same schedule or starting later.
- 6. Budget/Finance.** David Fry passed out to the Board an updated copy of the financials. We still have a net income of more than \$4000 this year.
- 7. Board portfolios/strengthening committees.** Darlene has been thinking about Committees in some UU congregations that move into "silos" of attention, knowledge and responsibility not shared by their other Committees or stakeholders. She encouraged the Live Oak board to think about how our current practice of having each board member responsible for one or more committee portfolios might allow us to avoid "silos."

Ideally, each board member keeps the other board members generally informed of her/his portfolio, bringing them a bird's eye view of recent accomplishments and potential problems within the portfolio. The ideal is to keep committees aware of communications that should be operating among all affected participants. At the same time, there is more detailed and frequent communication among all the people within each board member's portfolio committee(s). Within Live Oak, an ad hoc team of Live Oak music committee and worship team members (including board members and a non-board member) has been developing a worship-music "expectations" document. That is an example of making a good balance between keeping the full board appropriately informed while allowing the relevant standing or ad hoc committees to do their work efficiently.

8. **Looking back at 2013.** There was general discussion of progress toward the goals articulated earlier. Consensus was that:
 - We're doing well on moving toward Every Sunday Programming. 4th Sunday is going well. 2d Sunday may need some attention, but Adult Religious Education Committee will address that in January.
 - After four years of operation, Live Oak had its first board training retreat, and has been following up on ideas and knowledge that resulted from that.

9. **Goals for 2014.**
 - Grow the congregation, with special focus on City of Alameda residents.
 - Develop a "pathway to membership" program that follows up with repeat visitors
 - Start an outreach team. Continue and even do more outreach to potential visitors and members
 - Solidify the Every Sunday Programming planning and activities.
 - Continue developing a mutually beneficial relationship with FUCO and other neighboring UU congregations.

10. **Calendar for regularly occurring events.** Lisa distributed copies of the Year At a Glance electronic calendar she has created. The board reviewed the draft 2014 version of this. Several additions were made to the list of annually recurring dates, with attention to their implication for the board to plan for them.

Kate gave our closing reading at 8:52 p.m. The meeting adjourned at 9:00 pm.

--Respectfully submitted by Kathryn Sáenz Duke, Secretary of the Board

Live Oak creates loving community through worship and service to others