

**Minutes – Thursday, March 15, 2012**

Live Oak Board of Trustees Meeting

David & Lisa Fry's apartment

Board Members Present: Kris Arrington, Lisa Fry, Peter Hand, Darlene Pagano, and Jody Savage

Guests Present: Jay Roller and David Fry

Called to order at 7:10 p.m. Peter read our opening words, we lit the chalice, greeted guests, and checked-in. Consent agenda (minutes of last meeting), approved.

**Approve/Modify Agenda:** Modified the agenda as follows: Increased time for Social Justice ad hoc and financials. Decreased time for all fellowship retreat. Lisa moved we approve the agenda as presented. Darlene seconded. Unanimous.

**Personnel Committee Charter:** The Personnel Committee (PC) is charged with creating job descriptions for independent contractors (currently the Music Director and Children's Religious Education (CRE) Teacher). In the future, they will also create job descriptions for employees (when we have any). PC will work with the related committees (Music Committee and CRE Committee, e.g.) to do this. They also will be responsible for developing a process of evaluation for contractors and employees. The actual evaluations will be done by the related committees. Personnel Committee will also be a resource for contractors and employees if/when challenges arise. The Personnel Committee is a committee of the board. The board will select its members and it will report to the board. Lisa moved and Jody seconded that we name Jay Roller, Kathryn Duke, and Nanci Armstrong-Temple to the Personnel Committee. Unanimously approved, with our gratitude to all three for agreeing to serve.

**Financial:** For fiscal year so far (through February 29) we have \$4,219 in net income (savings). With 8 months of the year gone (66% of year), we have spent 61% of money budgeted. Darlene notes that there are a few February bills that have not yet come in. As promised at the last congregational meeting, the Finance Committee is moving our savings to a local, community bank, in keeping with our values. They have selected Mechanics Bank in Oakland. We will also maintain an account at Chase for its convenience for weekly deposits, but money will frequently be moved from there to Mechanics. Mechanics also has a dividend program which will provide us with as much as \$250.00 at the end of each year.

**Stewardship:** We expect 48 people for the St. Patrick's Day stewardship party. We already have 8 pledges totaling \$9,055. The Stewardship team will announce the total at the end of the party, if possible. They expect there will be some follow-up necessary after the party.

**PCD Growth Committee Grant:** We are writing an application for money from a district fund that was created to help new congregations to help us move to every Sunday programming. Lisa is drafting the grant proposal. Kris and Jody will read it and offer suggestions. And finally, Vicky Jensen, who writes grant proposals professionally, will review it. There is no deadline, but we hope to get this done quickly.

**Social Justice Ad Hoc Committee:** This group has been emailing each other actively, looking at a variety of possibilities for Live Oak to get involved with in three ways: 1) charitable work; 2) community service; and 3) social justice. Several ideas have been suggested including Girls, Inc., Alameda Point Collaborative (APC), and immigration issues. Darlene noted that the worship service on May 6 will deal with why we, as UUs, are compelled to social justice action.

Kris and Lisa both spoke enthusiastically about Alameda Point Collaborative. Seven adults (Kris & Richard Arrington, Kathryn Duke, Renee Harper, Niels Kjellund, Ximena Rossi, and Debra Temple) from Live Oak attended an informational event in February. Nanci Armstrong-Temple, Kathryn Duke, David & Lisa Fry, and Mindy Mull met with the Executive Director and Director of Fund Development & Community Relations on March 15. Peter suggested we invite the ad hoc SJ task force to meet with the board and others at our already planned March 25 meeting for listening and mission identification. Lisa will send an announcement out about that meeting to all. Darlene will notify the ad hoc group in particular.

**All Fellowship Retreat:** Darlene will send info about a retreat organized by the Palo Alto church, but open to other UUs shortly. We cannot register until the second week in May (allowing the Palo Alto community first dibs), but we want people to save the date. The retreat is in early September.

**Listening Campaign:** Turnout for the March 11 meeting was small (note: inadequate publicity), but we accomplished a lot. Using the document that listed all the comments from people who attended group listening meetings and one-on-ones, Lisa did a word frequency check. The words that appeared most frequently (eliminating common terms such as the, a, is) were, in order: worship, community, music, social justice, and youth. Using those as our guides, we created the following statement which we believe accurately describes Live Oak and what our members and friends see as our mission:

*Inspiring youth and adults to engage in meaningful worship, building community, making music, and working for justice.*

As mentioned above, we will gather people on March 25<sup>th</sup> to discuss our mission and next steps. The meeting will be at the Fry's and all are welcome.

**Every Sunday Programming:** Jody is looking for help with the Science & Religion class and will get the finance committee a proposed budget for the class. The ad hoc SJ group is looking at being involved in some or all 4<sup>th</sup> Sundays.

**Christ Episcopal News:** With great sadness we reported to the board – and will report to the congregation – that Rev. Kathy Cray, the rector at Christ Episcopal Church has resigned (effective April 15). We still do not have a signed rental agreement and do not know how Kathy's resignation will impact us – if at all. Peter will follow up with Kathy and with members of their Vestry (board).

**How are the Board and Fellowship Doing?** Enthusiasm ... excited ... glad to see Social Justice taking off ... likes the way the board works together so smoothly.

Peter read our closing reading and the meeting was adjourned at 8:55 p.m.

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

- Finance team will move our savings to Mechanics Bank
- Lisa, Kris, Jody (and Vicky Jensen) will work on the grant proposal
- Darlene will notify SJ ad hoc task force about March 25 meeting
- Darlene will send date and info about all-fellowship retreat
- Lisa will send notice about March 25<sup>th</sup> meeting and include info about the draft mission statement
- Jody will continue working on Science & Religion; ad hoc SJ task force will determine what they might want to do on 4<sup>th</sup> Sundays
- Peter will follow up with Christ Episcopal Church

### **Action Items – Continuing from previous meeting**

- Peter will find the book he got at GA to loan to Kris Arrington
- Lisa will look for retreat sites for a leadership retreat (spring?)
- Lisa and Peter will form a team for retreat-planning
- Peter will write a paragraph about Live Oak's backstory, to be inclusive with people once they are coming regularly (per advice from some new folks)
- Lisa will get brochures printed with our new address once the contract is finalized