

## Minutes -- Tuesday, March 23, 2010

### Live Oak Board of Trustees Meeting

David & Lisa Fry's apartment

Board Members Present: Lisa Fry, Peter Hand, Darlene Pagano, and Ruby Reay. Vicky Jensen was ill.  
Guests Present: David Fry

Called to order at 7:25 p.m. Lisa opened the meeting with a reading and chalice lighting.

**Approve/Modify Agenda:** Modifications to the agenda included tabling Trustee responsibility descriptions and adding the following items: Adult Religious Education, 5 min; Upcoming Events, 10 min; Safety Policy, 2 min. Also added 10 min. to time for planning for the March 28 meeting. Lisa moved, Darlene seconded that agenda be approved as modified. Unanimous.

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

**Trustee Responsibility Descriptions:** Tabled. Peter moved, Lisa seconded that we vote on-line on these descriptions once they are posted to the board listserv. Unanimous approval.

**Financial Report:** Our unreconciled (because it's not the end of the month) bank balance is \$11,833.87 as of today. Darlene has checked with Community Bank of the Bay and was told there would be no problem setting up ACH (automatic check) withdrawals for pledge payments. David and Darlene will go to speak in person with an account rep at that bank before deciding to switch banks. We received our insurance policy from Church Mutual. Ruby will review it. And we received a letter from the IRS confirming receipt of our 501c3 application, but nothing further yet.

**Review of Survey Feedback:** Based on the levels of interest in various activities, we decided that Ruby will email at least one of the people who volunteered to lead a hike/nature walk to set a date and get that started. She will suggest selecting a date on a non-worship weekend. Darlene wants to do a survey to refine the results on Adult RE. Lisa will help her. Lisa will organize the first Circle Supper, after the date for the hike is set. Darlene will inquire at a few churches to confirm that a group visit from us would be welcome and then we will plan a visit to one of them.

**March 28 Congregational Meeting Planning:** Lisa will email congregation a reminder about the meeting along with an agenda and will ask for RSVPs so we can plan appropriately. She will also include the summary of survey results. Discussed agenda and how to format discussion. Peter will contact Robert Mittman for advice and get back to us. We need a phone conference to finalize plans.

**Policy Clarification -- Intergenerational Definition:** A member asked the Board to clarify what we mean when we say that our fellowship is intentionally intergenerational.

Here is the Board's response:

Intergenerational – or Multigenerational, the more widely accepted term these days -- is used to recognize that we have a wide spectrum of ages, from infants to elders in our congregation. For us, the terms are about building relationships across generations, and creating a community that honors the contributions and milestones of all ages.

We will keep this in mind when planning worship and other programming. We have already started to make our worship intergenerational by including the children at the beginning of each service and by including a story for all ages. As time goes on, we hope to include children's voices in music and/or readings, chalice lightings. In addition, we will plan a few services a year that are fully intergenerational (our first was the Winter Solstice service).

We also plan to offer programming that supports the needs and interests of all the generations. Some programming will be aimed at the full spectrum of ages (e.g., hikes, picnics, game nights, perhaps some circle suppers). Some programs will be specifically for adults (e.g., Adult RE, some circle suppers, covenant groups).

**Social Justice Brainstorm:** Before the meeting, Peter talked with Carol Thornton about this topic. Carol suggested that our plates are pretty full right now with worship, music, children's RE, getting a membership team organized, and more. She believes we may not have much energy right now to commit to social justice work and suggests we solicit input on this before taking any action. The board agreed.

**Upcoming Events:** Darlene will attend a showing of the movie, "Taking Root: The Vision of Wangari Maathi," being shown in Alameda at something called the Multicultural Center. She has invited others to attend, as well, and will bring brochures about Live Oak along to introduce us to people there. A few people have volunteered to work on a banner for Live Oak for DA. This will happen quickly, but only if we are named an emerging congregation and are allowed to participate in the banner parade.

Darlene then talked a bit about District Assembly (DA) and General Assembly (GA). Darlene, David, Lisa, and Peter plan to attend DA. Laurel Eber will be there (as a vendor) and Carol Thornton will be co-presenting a workshop on earth justice. We will encourage others to attend, too. Peter also plans to attend GA.

**Worship Space:** Roger Hallsten created a draft survey to determine priorities in selecting a new worship space, when we are ready to do that. Lisa Fry is working with him and will turn his survey into an on-line version for better response results.

**Safety Policy:** Lisa wanted the board to know this is an issue we need to address, particularly as we will need to arrange for a new childcare worker when Sara leaves for college. Darlene noted the Children's RE committee plans to discuss this at their next meeting. Lisa has some sample safety policies. Peter mentioned the Worship Space team should also think about children's safety (windows in classroom doors, infant/toddler space near worship area, e.g.). Lisa will tell Roger and Laurel about that.

**Feedback / How is the Board and the Fellowship doing?** From our point of view, things are going well, particularly worship, music, and children's RE. We anticipate learning a lot from the congregation on March 28<sup>th</sup>. We do want to build a stronger membership program and begin publicizing our fellowship.

Peter read the closing words. We adjourned at 9:15 p.m.

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

- Peter will post board officer job descriptions on the board listserv for further review.
- All: Review job descriptions and vote on-line.
- David will work with the Finance Committee to assure we are using Quickbooks correctly.
- David and Darlene will meet with rep from Community Bank of the Bay.
- Darlene will help promote GA and DA to our members and friends and encourage all to attend one or both.

- Ruby will review the insurance policy.
- Lisa will email Cilla about emerging status for Live Oak.
- Ruby will contact potential leaders to organize a hike.
- Darlene & Lisa will work on a survey for Adult RE
- Lisa will organize a Circle Supper
- Darlene will check on the possibility of visiting another church as a group
- Peter will talk to Robert Mittman re: congregation meeting
- Peter will initiate a phone conference call to complete the meeting agenda
- Lisa will email the agenda and survey results to all

**Action Items -- Remaining from previous lists**

- Lisa will notify the congregants about the calendar and how to add items to it.
- Lisa will write up possible “expectations of membership” and run them past the congregation, inviting comment and additions.
- Peter will create an org chart.