

**August 13, 2015 Minutes**  
**Live Oak UU Fellowship Board of Trustees**  
90 Athol Ave., Oakland, CA 94606

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**Board Members Present:** Jay Roller, Kathryn Duke, Bernadette Alexander, Renee Harper

**Board Member Absent:** Roger Hallsten

**Guests Present:** Lisa Fry, David Fry, Richard Stromer

*Jay called the meeting to order at 7:05 p.m. Bernadette did an opening reading*

1. **Agenda:** The board unanimously approved the agenda after adding an item regarding Leadership Retreat planning. July minutes have already been approved by the board and then posted on our website by Lisa Fry.
2. **Treasurer's Report & Finance.** Two months into the new budget year, the situation looks good. There was praise for the work David Fry has done to present budget information in a format that is clear and easy to understand.
3. **Offertory Policy.** There was general discussion about the purpose and effects of having an offertory collection at every Sunday service, using its proceeds to support a nonprofit organization selected by the Worship Leader for that service. There was discussion about the pros and cons of continuing this policy, and of its relationship to the Social Justice & Service Group that was created last year. It was generally agreed to continue our past practice of collecting an offertory at every service and donating all of its proceeds to a nonprofit that is not Live Oak, and that has been approved by the board in advance.
4. **Evaluation of the Monthly Worship Leader.** Richard reviewed a draft proposal for annual evaluation of the Monthly Worship Leader. The proposal was discussed (a) as it relates to the MWL position, (b) as it relates to evaluating and staying in good communication with Live Oak's other paid staff, and (c) as it relates to the method and frequency of surveying the entire congregation on what is working well or could be improved in our worship services and other parts of our congregational life.
5. **Music Director Update.** We now have selected a new Music Director, Adrian Borcea. Per Live Oak policy, there was general discussion by the board of the terms and compensation of the contract for this person. The details of the contract will be finalized by the Personnel Committee, in consultation with the Music Committee, as soon as possible.
6. **Social Justice & Service Group. Social Justice: Second Sunday.** Starting in September, the SJSG will be presenting a Second Sunday film series. The first documentary shown will be "Unnatural Causes," a seven part DVD series on socio-economic and racial inequities in health outcomes.

The SJSG is also recruiting congregants to assist in the annual Equipped for Success school supplies drive, to help prepare and distribute school supplies and backpacks for low income, homeless and formerly homeless school children in Alameda.

7. **Retreat Planning; Every Sunday Programming.** Our retreat is scheduled for October 3, Saturday. We expect to have about 15 Live Oak members at the retreat. The people who attend this retreat will develop a plan for later leading the entire congregation in a discussion on policies, plans, and finances for our congregation as we enter our “middle age” of organizational life.
8. **Child Safety Policies.** Kathryn reviewed the child safety policy decisions the board has previously made, and the past history of our congregation’s supervision of children in the Sunday School classes during worship services. There was some general discussion on the pros and cons of Live Oak being more specific about appropriate supervision of congregants under the age of 18.  
**Action:** The board unanimously (4-0) voted to expand Live Oak’s Child Safety policy to include a requirement that there be supervision by at least two adults of any person under the age of 18 who is participating in a Live Oak activity and is not being supervised by that person’s relative or guardian.
9. **Children & Youth Religious Educator contract.** After brief discussion and review of payment agreements with Live Oak’s paid staff, the board agreed with the proposal to increase  
**Action:** The board unanimously (4-0) approved an increase in Brooke Bishara’s paid administrative time by 4 hours/month going forward, effective September 1.
10. **Fragrance Free Policy Request.** Someone has requested that Live Oak consider how to make our worship services, potlucks, and similar activities more accessible to people with sensitivity to scented products. It was generally agreed that this is a worthwhile goal, and there will be future discussion of specific proposals to do this.
11. **Executive Session.** There was some conversation about whether the board should take any official action to promote constructive interactions in personal conversations and activities involving Live Oak members, friends, and visitors engaged in various activities relating to our congregation. This conversation made clear that what had been agendized as a possible Executive Session item was in fact an informal conversation involving some board members and other people, without any action taken.

Bernadette did a closing reading; Jay led the group in song.  
Meeting adjourned at 9:30 pm.

*--Respectfully submitted by Kathryn Sáenz Duke, Secretary*

**Live Oak creates loving community through worship and service to others**