

September 10, 2015 Minutes
Live Oak UU Fellowship Board of Trustees
90 Athol Ave., Oakland, CA 94606

Board Members Present: Bernadette Alexander, Kathryn Duke,
Roger Hallsten, Renee Harper, Jay Roller
Guests Present: Lisa Fry, David Fry

Jay called the meeting to order at 7:08 p.m. and did an opening reading

1. **Agenda:** The board unanimously approved the proposed agenda without any changes.
Action: August minutes have been approved and will soon be posted on our website.
2. **Treasurer's Report & Finance.** There was a brief summary of the budget vs. actuals. No questions; all looks fine.
3. **Evaluation Process for Consultants.** Jay led a discussion about developing a timeline for regular, annual evaluation of staff consultants.
Action: The board unanimously approved the following process for ongoing review of paid staff. This process, which takes effect immediately, is a strongly recommended guideline for all committees that supervise a paid staff consultant.
 - a) September-October: Relevant committee leaders gather to draft a limited number of questions for a congregational survey addressing LO's activities supported by paid staff assisting us with worship, music, and children/youth activities.
 - b) November: Live Oak disseminates this survey electronically. The responses are distributed to the relevant committees.
 - c) January: Committee leaders request feedback from the relevant staff consultants on their interactions with Live Oak. This information is added to the survey results, for use in a January review with the relevant consultant.
 - d) June: All current staff consultant contracts end June 31. Prepare contracts for the coming fiscal year, which begins July 1.
4. **Music Director Update.** We have now finalized and executed the contract with our new Music Director, Adrian Borcea. He will participate in three Sunday services/month, and lead a mid-week choir rehearsal once/month.
5. **Social Justice & Service Group.** Committee is down to two members; it is considering recruiting additional members.
6. **Retreat Planning.** A Live Oak leadership retreat is scheduled for October 3; fourteen participants are expected. They will later lead the congregation in an interactive discussion on plans and resources for the next 2-3 years.
7. **Proposed Investment Policy, Part 2.** The board decided to postpone creation of an Endowment Committee until the congregation has more members, or a significant donation restricted to being an endowment

Jay did a closing reading; Jay led the group in song. Meeting adjourned at 8:34 pm.

--Respectfully submitted by Kathryn Sáenz Duke, Secretary

Live Oak creates loving community through worship and service to others