

Minutes -- Tuesday, May 25, 2010
Live Oak Board of Trustees Meeting
David & Lisa Fry's apartment

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

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

Approve/Modify Agenda: Modifications to the agenda included adding a Music Task Force report (Vicky) and Draft Budget (David). Approving a special collection for the Midway Shelter in Alameda this Sunday was added to the Consent Agenda. The modified agenda was approved unanimously.

Consent Agenda/Approval of Minutes: Unanimous approval.

Tracking Participation: Having gotten advice both from district staff and from several congregations, we realize we need a more systematic way to track visitors (first time, return visitors, getting involved, becoming members). We will begin with a simple spreadsheet. Lisa will check with a couple of other congregations to find models, then create one. Peter has offered to help. We'll post it where all board members will have access to it – and where future membership committee folks can see it.

Fellowship Social Justice Focus: Darlene presented materials on several possible organizations in West Oakland that we could partner with. She will do a little more research on these and send an email to the fellowship suggesting we consider one of these – and asking for other suggestions. We will focus on this choice at our June 13th congregational meeting.

Calendar Review: We have several events coming up, including a hike in Tilden Park, the congregational meeting, and the 4th of July parade (and, hopefully, a picnic) in Alameda. Lisa will set a date for circle suppers and promote that shortly.

Treasurer's Report: The board reviewed the financial reports generated by David and Quickbooks. David will work with our consulting bookkeeper this week to improve the system and the reports. Our bank balance as of May 24, 2010, is \$13,550 and the fellowship is financially healthy. David shared the draft of the budget for fiscal year July-2010 to June-2011. The board reviewed the draft and made a few minor changes. The budget was approved as modified (unanimously). David will send the revised draft and a narrative explanation to the congregation for input this week.

Stewardship Event Update: Because we chose to do our first stewardship campaign for a period of 20 months (end of this fiscal year, plus coming fiscal year), the Stewardship team (David and Roger Hallsten) will not run a formal campaign this spring. They will reach out to some of those who did not make a pledge last year (or are new since then) and they will confirm with those who did make a pledge that they are still on track with that amount. In addition, David and Roger have proposed that we do have a couple of fundraisers during the coming year and proposed a couple of possible ideas.

Planning June 13 Congregational Meeting: In addition to budget approval, this meeting will also include a community exercise to help us determine where to focus on an initial social justice project. There will be time for a listening dyad, report on upcoming events, and time for socializing. More discussion off-line will help finalize the agenda.

Planning a Future Retreat: The board agreed unanimously to begin a search for an appropriate place for an all-fellowship retreat in 2011. Peter and Darlene both had suggestions for sites to begin the search.

UUA Affiliation: Peter will contact Cilla Raughley to check on next steps and see if we should set up another meeting with her and Jeanelyse Doran Adams as part of this process.

Music Task Force Report: The first meeting of this group was on May 16. The task force determined that we do not need Music Leaders anymore as Susan Sonnemaker wants to work with the Worship Leaders to select music for worship services. They also discussed needing money in the music budget to cover sheet music, guest musicians, and tuning the piano in the cottage so it can be used for Sunday rehearsals. A contingent of our choir will sing at BFUU on July 18 and Kate Hand is going to try to organize a group to sing in the Alameda July 4th parade.

Accessibility: Darlene and Lisa will contact The Home of Truth to see if we can work together with them to get an appropriate and safe ramp.

Feedback / How is the Board and the Fellowship doing? Several people are hoping we can make openings for other members and friends to step up to some tasks; a need for more community time was expressed by several; most find the worship very fulfilling; there is still a sense of excitement, but some feelings of being frazzled, too.

Darlene read the closing words. We adjourned at 9:35 p.m.

Action Items – for Board members and guests

- Lisa will research and create a visitor tracking system
- Darlene will email congregation with social justice ideas
- Lisa will set a date for circle suppers and promote them
- David will revise draft budget and send to congregation
- Peter will draft congregational meeting agenda, discussion by email
- Peter will contact Cilla Raughley re: emerging status
- Darlene and Lisa will contact The Home of Truth re: ramp
- Darlene will contact Richard Stromer re: July 4th worship timing
- Kate and Peter will apply for Live Oak to be in July 4th parade
- David will order 2 large-print hymnals

Action Items -- Remaining from previous lists

- Lisa will look for a possible date for a calendaring meeting
- Lisa will get more info on the district visitor survey and using their surveymonkey account
- All: email discussion of people we've not seen and contacting them
- Lisa will report on curricula for integrating new members
- Lisa will ask worship leaders to change greeting (eliminate "If you see stranger, ...")
- David will talk with Jim Freschi about sign to hang at HOT
- Peter will draft words for calendar priority guidelines (what events come first, e.g.)
- Darlene will check on the possibility of visiting another church as a group
- Lisa will write "expectations of membership" and get input from congregation
- Peter will create an org chart