

## **Allegheny Unitarian Universalist Church Meeting of the Board of Trustees**

The regular meeting of the Board of Trustees was held at Unitarian House with the following Trustees in attendance: Mark Tomlinson, President; Liz Dell, Vice President, Mac McMahon, Treasurer; Donald Zeilman, Clerk; Matt Merriman-Preston; Jane Schwarz; Gail Ward.

Ex officio: Rev. David McFarland.

### **I Gathering**

Mr. Tomlinson called the meeting to order at 7:00 pm, Rev. McFarland shared words for the chalice lighting. A quorum was present at the call to order.

Congregational Minute: Noted that two members, Karen Zoller and Sarah-Wade Smith, were facing personal challenges, and should be supported both by the congregation and by the Trustees.

### **II Administration**

1. Minutes of the June 11 meeting were distributed electronically for review. One correction made to Mr. McMahon's name as recorded. No additional changes or corrections.

2. Minister's Report: Reverend McFarland, distributed electronically. Rev. McFarland notes that he appreciates Board input.

3. Financial Report: Mr. McMahon submitted report electronically. Noted that in May, both income and expenses were lower than expected. Discussion around how to report monthly trends in expenses and income. Treasurer, in response to a question, states that the final date for transactions in the current fiscal year will be July 8.

4. Report of the Clerk: No report. Mr. Zeilman notes that congregational membership remains at 78, further, that membership was last at that level in 2002.

### **Reports accepted by assent.**

### **III Business**

1. Minister's Compensation Package: Mr. McMahon proposes a shift of allocated compensation from salary to expenses, as allowed by IRS regulations and requested by the Minister for end of Contract Year (August).

Motion by Mr. Zeilman to authorize an amount up to \$1500, as required, to be shifted within the Minister's compensation from salary to expenses. Second, Gail Ward.

### **Motion Carries**

The Treasurer and Minister will determine the final amount once Rev. McFarland's GA expenses are submitted.

2. Endowment Fund Investment: Mr. Tomlinson reports that progress has been intentionally slow around determining an amount (if any) to transfer to the Endowment Fund. The Board awaits a definitive statement of assets, and the preliminary end-of-fiscal year report, before further consideration. Mr. Tomlinson has had conversations with John Luff, the chairperson of the Endowment Committee. Mr. Tomlinson notes that the Endowment Fund is projected to have a good rate of interest and return. The current range being considered for transfer is 10 to 50 thousand dollars.

Further, would we consider the higher investment rate with the Endowment Fund as a reason to promote greater amounts for transfer to the fund.

Mr. Zeilman notes that the Board can guide investment of a portion of the current assets to higher interest rate vehicles (other than the Endowment Fund), with the added advantage of not encumbering it with the restrictions of the Endowment Fund or the oversight of the Endowment Committee, should such higher interest rates be desired.

3. Share The Plate Initiative: Mr. Tomlinson notes that the current quarter/partner has wrapped up and that the Board will need to determine the future partners and collection period. He states the previously discussed possibility of changing justice partners every two months.

Mr. Merriman-Preston notes that, with six partners per year, some of the partners could be “locked in” to recur annually.

Discussed the possibility of “locking in” those organizations to which we pay dues so that the dues would be collected through the initiative.

Determined that this should be a discussion for the Board retreat in August, with the outcome of having a Mission for the initiative, and perhaps a subgroup to provide detail.

Mr. Tomlinson notes that there is an immediate need to choose a justice partner for July/August. The Unitarian Universalist Service Committee (UUSC) has been discussed previously as a possible partner. In addition, UUSC could possibly be a recurring annual partner. Proposal presented.

**Proposal accepted by assent.**

Mr. Tomlinson will provide the wording for the announcement of UUSC as our summer justice partner.

4. Board Meeting Dates: Following a discussion of availability, and consideration of the monthly church calendar, Board proposes to meet on the first Thursday of the month at 7:00 pm. Should a conflict occur, the Board will find another mutually acceptable day/time, and notify the congregation accordingly.

5. House Committee Proposal: Mr. Zeilman presented a breakdown of necessary roofing work that will need to be undertaken, with a cost proposal from Coffey Roofing. The revised schedule of work and associated expenses is the result of consultation with the Executive Team.

Discussion: Mr. Zeilman notes that this slate contractor was chosen for their record of successful, professional work and that their rates reflect this quality. Mr. Tomlinson suggests that there be longer-term projections around building expenses so that the budget process can take such expenses into consideration. If the Board approves the project, communication with the congregation is essential, as this significant expense is in excess of the budgeted amount for building repair.

Motion by Matt Merriman-Preston to enter into contract with Coffey Roofing for the proposed roof repairs (submitted) totaling \$10,470. Second, Liz Dell.

**Motion Carries.**

#### IV Adjournment

Mr. Tomlinson adjourned the meeting at 8:57pm and the chalice was extinguished.

The Board's 2013 retreat is scheduled for Saturday, August 17.

The next regular meeting of the Board of Trustees will be September 5, 2013.

Respectfully submitted,

A handwritten signature in cursive script that reads "Donald G. Zeilman". The signature is written in black ink and is positioned below the typed name.

Donald G. Zeilman, Clerk 2013-14