

## **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; Jane Schwarz; Gail Ward.

Excused: Matt Merriman-Preston; Invited guests: John Luff, church management software selection team leader.

### **I Gathering**

Mr. Tomlinson called the meeting to order at 7:05 pm, Ms. Dell shared words and the chalice was lit. A quorum was present at the call to order.

### **II Business**

**1. Church Management Software Recommendation.** Mr. Luff presented the selection team's recommendations for purchase and integration of church management and financial software in accordance with the charge to the selection team by the Board. Mr. Luff distributed notes.

Mr. Luff stated that, following a preliminary review, five software packages were selected for further consideration. He reviewed the main goals that guided the selection process, those being: a strong financial component – especially with reporting; browser based for access from remote locations; allow a significant number of users (member's to have access); support additional modules or components such as calendar and directory publication; and ability to initiate e-mail from within the software.

The team recommends IconCMO for its ability to provide for financial, membership and stewardship requirements.

Motion by Ms. Dell to approve the appropriation of up to \$1000 for the initial purchase of IconCMO software, to authorize the initiation of IconCMO as church management software, and to maintain an annual IconCMO licence for the on-going utilization. Second, Mr. McMahon

#### **Motion Carries**

Steps toward integration of the new software include setting up a chart of accounts, importing membership information, importing current financial records, and training. The financial component will be run in parallel with the current system through June 30 of this year. Mr. Luff notes that part of implementation is prioritizing those records and components, especially financial, that will have to be completed for the full implementation on July 1.

Question: will the selection team be continuing with implementation? Mr. Luff: the stakeholders and principals will now take over the implementation.

Board thanks Mr. Luff and the selection team for their thorough and hard work.

**2. InReach / Pastoral Care Training.** Mr. Tomlinson notes that Brian Byers, in his capacity as coordinator of pastoral care and in-reach during the sabbatical, requests that his registration and travel expenses for a District sponsored pastoral care training be funded.

Motion by Mr. Zeilman to fund up to \$100 for Mr. Byers' registration and possible travel expenses in conjunction with the training specified. Second, Ms. Dell.

### **Motion Carries**

Note: Two other members of the InReach Ministry will be attending as volunteers, and will provide their own funding.

**3. District Board Visit.** Mr. Tomlinson notes that the Ohio Meadville District Board of Trustees will hold their next regular meeting at Allegheny. Further, that they are organizing an open meeting for Pittsburgh cluster members and leaders on that same day. Mr. Tomlinson has been their primary contact and will coordinate logistics with the congregation.

**4. Staff Reviews.** Mr. Tomlinson notes that Rev. McFarland had completed reviews for staff before his sabbatical. Mr. Tomlinson and Mr. McMahon will make a recommendation to the Board around changes in compensation and possible retirement plan changes for the minister. Further discussion is tabled until next meeting.

**5. Covenant Renewal Policy.** Mr. Zeilman has made no progress, but Mr. Tomlinson reports that the Committee on Ministry has submitted a revised proposal for review. Mr. Zeilman will contact Jay Poliziani to move the process forward.

**6. Mid-Year Congregational Meeting.** Mr. Tomlinson briefly reports on the progress made by the Executive Team.

Logistics: Childcare has been arranged; set up and clean up supplied by the current Circle team; Board will provide lunch

Content: Rev. Herndon will stay for the meeting and speak about the partner church agreement; Covenant Circles update by Jane Dirks; Sabbatical update by Ellen Kerr; Financial snapshot by Mr. McMahon; congregational poll for study/action initiatives conducted by Ms. Dell

**7. Nominating Committee.** Mrs. Ward reports that four possible candidates were approached and that two are actively considering the possibility. Mr. Tomlinson as agreed to run for another term, and Mr. Merriman-Preston has declined. There are three Board seats to be filled.

## **III Administration**

**1.** Minutes of the December 5 meeting were distributed electronically for review. No comments or corrections.

**2.** Financial Report: Mr. McMahon, November report distributed electronically for review. Notes that the purchase of Giant Eagle gift cards lags behind the expenditure by the church in obtaining them, and that he is working to provide an accurate accounting of the church's assets.

**3.** Minister's Report: No report during sabbatical.

**4.** Report of the Clerk: Mr. Zeilman reports that the number of members stands at 82, and that annual certification to the UUA is pending.

**Reports accepted by assent.**

#### **IV Adjournment**

Mr. Tomlinson adjourned the meeting and the chalice was extinguished.

The next regular meeting of the Board of Trustees will be February 6, 2014.

Respectfully submitted,

A handwritten signature in black ink that reads "Donald G. Zeilman". The signature is written in a cursive style with a large, looping initial "D".

Donald G. Zeilman, Clerk 2013–14