

**May 14, 2015**

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

The extra meeting of the Board of Trustees was held at Unitarian House on May 14 with the following trustees present: Liz Dell, President; Greg Blackman, Vice President; John Luff, Treasurer; Jane Schwarz, Clerk; Mark Tomlinson; Sonia Reed.

### I. Gathering

Ms. Dell called the meeting to order at about 7:04 PM and shared words for the chalice lighting.

### II Business

**Request from stewardship committee:** Stewardship is asking board members to make phone calls to remind people about commitment Sunday and the annual meeting on May 31. Board members agreed to do so.

**Annual meeting planning:** Agenda discussed. Annual report needs to be e-mailed to members by next weekend. Presentation to be of our financial picture rather than budget. Jill Brethauer to present, Mr. Luff to help her to prepare. Will prepare for quorum determination. Possible additions to agenda to include: Staff update, RE, music, make a new plan for refreshments, circles. Logistics: Child care : Ms. Dell to ask Marissa Morrison if she is available. Provision of lunch by board. Will need a projector.

**Professional expenses for Rev. McFarland for 2015:** Sync up Rev. McFarland's contract year with the fiscal year. This was requested by Rev. McFarland. Is a motion for Minister's contract to start at the start of the fiscal year needed? Rev. McFarland is also taking a course that raised his professional expenses for the current year and next year. We will reduce Rev. McFarland's salary in June by \$1000.00 and increase his professional expenses by the same amount so that it fits within the budget. Ms. Reed made a motion that the Church will reduce Rev. McFarland's salary in June 2015 by \$1000.00 and increase his professional expenses by the same amount, and the same for fiscal year 2016. Mr. Blackman seconded the motion. The motion passed. The committee on ministry this upcoming year to assess contract and complete Rev. McFarland's evaluation and look at his compensation.

**Policy for unbudgeted expenses:** Discussion occurred. We need a policy for approving expenses. What are the parameters? All expenses over \$500.00 be requested along with at least two, but preferably three estimates. For expenses over \$1000, treasurer to take to the board.

**Budget discussion:** Discussion of scheduling budget meeting in June.

- a. **Social justice STP partners**
- b. **Budgeting for GA 2016 (OMD will match up to \$250)**
- c. **Staff compensation:** Will have to determine staff compensation for all staff.

**d. House**

### **III Adjournment**

Ms. Dell adjourned the meeting of the Board of Trustees.