

## **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; Mac McMahan, Treasurer; Donald Zeilman, Clerk; Ellen Kerr; Matt Merriman-Preston; Andy Schwarz; Ex officio: Rev. David McFarland. Betty Luff, excused.

### **I Gathering**

Mr. Tomlinson called the meeting to order at 7:05 PM, Reverend McFarland opened with a time for centering and reflection. The chalice was lit. Clerk determined that there was a quorum present at the call to order.

### **II Administration**

1. Minutes of the August 7 meeting were distributed electronically for review, with no corrections or additions. Minutes of the September 4 meeting (Matt Merriman-Preston, recorder) were distributed electronically for review, with no corrections or additions.
2. Minister's Report: Report distributed electronically for review. Noted that message was a reflection, and not a report. Also, Rev. McFarland is willing to provide dedicated time at Board meetings to discuss business matters in addition to the written reports and reflections.
3. Treasurer's Report: Mr. McMahan. Report submitted. Noted that July and August had robust income numbers, while expenses ran at average or under budget. YTD, the Church is operating at a surplus.
4. Motion by Ms. Kerr that the reports be accepted as supplied and presented.

### **Motion Carried**

### **III Business**

1. Cleaning Contractor. Mr. Zeilman reports for House Committee that the contract for cleaning services will be signed, with the work beginning in mid-October.
2. Nominating Committee. Board will begin work needed to organize a Committee, supplying a charge and updated job descriptions for Board positions. The Committee will have charge of filling three, two-year Trustee positions (Kerr, Luff, Schwarz).

Mr. Merriman-Preston, as non-officer and continuing Trustee, will chair the Committee.

The Board Job Descriptions will be revised in accordance with the By-Laws as amended at the last Annual Congregational Meeting.

3. Certification and Membership. Board would like to initiate communication with inactive members for possible removal from membership. Noted that Rev. McFarland sent letters last year to identified members.

Noted that the Board does not have a current, revised policy on membership, but that the congregation has completed Mission, Vision, Covenant and Membership Expectations documents. Board will develop a time line for establishing a formal policy.

Staff, Administration, and Membership Committee will develop a list of members to be contacted. The Executive Team will review. Minister will write the letter, highlighting mission, expectations and covenant. Letters will be sent before Thanksgiving.

4. Grant Follow-up. Mr. Tomlinson contacted the District with regard to our Chalice Lighters grant application made to help fund a summer Eco-camp. District Committee returned a document with their comments, which was reviewed by the Camp organizers.

Noted by Mr. Tomlinson that the North Hills UU Church is considering a summer camp project on the North Side, and that they would like use of possible facilities and volunteer resources. Mr. Tomlinson will stay in contact and notify the Board if there is any action required.

5. Alternative Spring Break. Rev. McFarland leads the planning for this initiative at Allegheny. He has spoken to our insurance carrier concerning our liability coverage. Logistics, such as showers and other building use, are being considered. Suggested that Church leadership monitor this process for future projects of a similar nature.

Ms. Kerr, with Board input, attempted to craft a Motion in support. This item is tabled until the next Board meeting, when a revised motion will be considered.

#### IV Oversight and Discernment

1. Board sub-teams (A+B) have no report.

2. Member Circles. Concept was presented by Mr. Tomlinson to the Leadership Council at its last meeting.

- Need to build support, but still move quickly—possible post-Service discussion.
- Possibly coordinate with the Committee on Ministry assessment process.
- Send informational letter to all members and follow-up with a question and answer meeting.

3. Social Justice Council Leadership. Liz Dell has stepped down as coordinator and there are other personnel changes. Board will be considering how the Social Justice component of our ministry will be organized and function. Rev. McFarland notes that we should be thinking about how Social Justice best “gets done” in the 21st century. Board discussion to continue. Committed to celebrating Liz Dell’s leadership and accomplishments.

#### V Adjournment

Mr. Tomlinson adjourned the meeting. Rev. McFarland shared closing words and the chalice was extinguished. Next meeting, November 6, 2012, or revised date as agreed.

Respectfully submitted,



Donald G. Zeilman, Clerk 2012–13