

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

### I Gathering

Mr. Tomlinson called the meeting to order at 7:03 PM, Reverend McFarland's reflection involved asking the Trustees about their "intentions" for themselves and for this meeting of the Board. The chalice was lit. Clerk determined that there was a quorum present at the call to order.

### II Administration

1. Minutes of the October 2 meeting were distributed electronically and in person for review, with no corrections or additions.
2. Minister's Report: Report distributed electronically for review. Noted that Rev. McFarland is seeking Board participation at the Worship Service on December 2.
3. Treasurer's Report: Mr. McMahon. No report submitted, financial information in process.

Reports accepted by assent.

### III Business

1. Alternative Spring Break

Motion by Mrs. Luff: The Board of Trustees supports continued planning by the minister for hosting the Vanderbilt University Alternative Spring Break to take place in March 2013.

Second, Ms. Kerr.

#### **Motion Carries**

2. Procedures for Special Collections: As a follow up to a question by the Treasurer, Mr. McMahon, Mr. Tomlinson states that there is confusion around the procedures for special collections, especially in the areas of accountability and delivery, and asks how the process can be improved.

Mr. McMahon reports that the Finance Committee is recommending that an individual be identified for each special collection, who would take responsibility for accounting and delivery. In addition, they recommend that the collection be very directly targeted.

Noted that it is possible to create a form to help organize the process.

Noted that the Minister has the authority to initiate a special collection, and may be the best leader to designate the collection organizer.

Noted that the individuals who count and package the collections need to be made aware of the final process as put into place.

The Finance Committee will continue developing documentation and procedures around special collections. The Board looks forward to its report.

3. Certification and Review of Membership Status. Mr. Tomlinson published a draft *Policy and Procedure for Member Enumeration and Certification*, including *Suggested Guidelines and Items for Further Discussion*. This follows on the item in the Minutes of October 2 that state, "... the Board does not have a current, revised policy on membership, ...." These Policies and Procedures will be reviewed by the Board and will require further action.

As requested, a list of potential members for removal from membership has been developed by the Minister and Membership Committee, with review by the Executive Team. Rev. McFarland has prepared a draft letter to those members, as agreed.

Board discussed roles and responsibilities around the notification process and, in concert with Rev. McFarland, decided to move responsibility for notification to the Board Officers.

Mr. Tomlinson will prepare a letter, utilizing elements from the Minister's draft, and incorporating concepts from the proposed Policy and Procedure document. The Exec Team will review. The goal is to send the letters by Thanksgiving. The Board will be responsible for follow up correspondence, if required.

4. Rev. McFarland requests that the Board authorize the purchase of an ad in the *Northside Chronicle* that would show the Church's holiday programming and worship. By assent, Board authorizes a one-quarter page, black and white ad for the requested \$118.

#### IV Oversight and Discernment

1. Speaking With One Voice: Mr. Tomlinson states that the Board/Congregation is being asked by a member to sign on to a public statement. Further, that it is unclear under what conditions or procedures the Board/Congregation would be allowed to take such an action.

Rev. McFarland has noted that a previous Board adopted a policy on "Speaking with One Voice as a Congregation" that was crafted by the Social Justice Council at the time. The policy has been electronically distributed for review.

Board consensus is that the request currently under consideration would fall into the "B" category, where there is a questions regarding whether the issue to be supported actually has the support of the entire congregation. The recommended procedure in that case is to call a special meeting, and require a 70% affirmative vote.

Clerk notes that, regardless of the original intent of the policy, special meetings are governed by the By-Laws, wherein the meeting shall be called by the Board or President upon the written request of five voting members of the congregation, and where a quorum shall consist of not less than two-fifths of the current membership.

Mr. Tomlinson will inform the requesting member of these requirements for achieving Board/Congregational support for the statement.

V Adjournment

Mr. Tomlinson adjourned the meeting and the chalice was extinguished. Next meeting, December 4, 2012.

Respectfully submitted,

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

Donald G. Zeilman, Clerk 2012–13