

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

I Gathering

Mr. Tomlinson called the meeting to order at 7:08 PM, Reverend McFarland shared words for the chalice lighting. Clerk determined that there was a quorum present at the call to order.

II Administration

1. Minutes of the November 6 meeting were distributed electronically for review, with no corrections or additions.

2. Minister's Report: Reverend McFarland observed that Trustee interaction with the new members following rehearsal on Member Sunday was not robust. Suggestion that a more planned gathering before Service should be instituted for future member welcomes.

Review of Director of Worship Music: Reverend McFarland notes both the report and the recommendations for compensation (for discussion later in the agenda).

Question on status of newly forming InReach Ministry: Reverend McFarland reports that a planning group has met to discuss forming such a ministry. Preliminarily, the ministry members would reach out to every member at least once a year. Training for the ministry team is envisioned in order to proceed. Planning group intends to hold further meetings.

3. Treasurer's Report: Mr. McMahon not present. Financial spreadsheet was distributed electronically last month. Treasurer is optimistic with regard to the direction of finances.

Reports accepted by assent.

III Business

1. Morales Nomination Request

Motion by Mr. Merriman-Preston to designate Peter Morales as a nominee for the office of President of the UUA by Allegheny Unitarian Universalist Church.

Second, Ms. Kerr.

Motion Carries

2. Pennsylvania Interfaith Power and Light Membership Dues:

Mr. Tomlinson is in receipt of a membership request that includes a financial commitment. The Church has been a member of the organization. Noted that membership shows that the congregation continues to be aware and involved. Board is in support.

Some concern that there is no procedure in place for making these requests, or for amending the budget.

Motion by Mrs. Luff to continue the Church's membership at the \$150 level. Second, Ms. Kerr.

Motion Carries

3. Response to Board Action on Petition / Speak With One Voice.

Mr. Tomlinson reports that the process as outlined in the existing policy document is considered too complicated to pursue when the request falls into the "B" category. There is also a question around how the Board determines whether a request is A or B. Board acknowledges that the policy should be reviewed when policies and procedures are under development. Mr. Tomlinson will follow up with Jeanne Zang.

4. Guest Speaker Funding Request: Rev. McFarland requests that the Board authorize money to cover travel/accommodations/honorarium expenditures for Rev. Alma Crawford in order for her to participate in the DRE installation on January 20.

Motion by Ms. Kerr to fund the guest speaker expenditures incurred, to a maximum of \$500. Second, Mr. Merriman-Preston.

Motion Carries.

5. Director of Worship Music Review and Compensation Request.

Reverend McFarland, as designated Chief of Staff, has conducted a review of the DWM, Jesse Landis-Eigsti, and requests a 5% increase in the amount of his compensation to take effect retroactively to 1 September 2012. Minister also notes that Mr. Landis-Eigsti intends to also increase the number of Sundays for which he is responsible for providing music.

A 5% increase in the amount of compensation to take effect retroactively to 1 September 2012 is accepted by assent. The Executive Team will finalize the details.

IV Oversight and Discernment

1. Financial Systems Upgrade: Mr. Tomlinson raised the question, are we getting accurate and adequate financial information with which to carry on the work of the church.

Board is in support of pursuing a software change that would increase both the accuracy and availability of financial information. Board is also aware of concerns from the Finance and Stewardship Committees. Mr. Tomlinson and Mrs. Luff will seek discussion with the Finance Committee on this matter.

2. Congregational Circles Proposal: The Circles concept and preliminary proposal were discussed at the Leadership Council meeting of 29 November. Tim Nuttle has volunteered to be overall coordinator.

Mrs. Luff presented the Circle Team Ministries proposal to the Board, including the recommendations for moving forward.

Board proposes to roll out the program at the upcoming Mid-year Congregational Meeting. Also noted that the first step in the process will be to meet with potential Circle leaders/coordinators.

V Adjournment

Mr. Tomlinson adjourned the meeting and closing words were supplied by Reverend McFarland (Allegheny's Vision Statement) as the chalice was extinguished. Next meeting, January 8, 2012.

Respectfully submitted,

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

Donald G. Zeilman, Clerk 2012-13

2012 December 17

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

A special 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; Andy Schwarz. Ellen Kerr and Matt Merriman-Preston, excused.

I Convene

Mr. Tomlinson called the meeting to order at 7:08 PM, Clerk determined that there was a quorum present at the call to order.

II Business

Motion by Mrs. Luff to adopt a resolution empowering the Endowment Committee to establish the accounts, including but not limited to banking and investment accounts, necessary to conduct its affairs and carry out its duties as regards the Fund; and to direct any authorized agents receiving stock and other financial instruments on behalf of the Fund to make such transfers, including the transfer of sale proceeds from such instruments, as the Endowment Committee shall request.

Second, Mr. Schwarz.

Motion Carries

(Resolution attached)

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 2012-13

Resolution Granting Powers to Establish, Manage and Direct Accounts for The Allegheny Unitarian Universalist Church Endowment Fund

Whereas, the Allegheny Unitarian Universalist Church (the “Church”) by formally adopting a resolution at its 2012 Annual Meeting established the Allegheny Unitarian Universalist Church Endowment Fund (the “Fund”), and

Whereas, the Endowment Committee requires the power to establish, manage and direct banking and other accounts in order to conduct its affairs pursuant to the resolution, and

Whereas, the Board of Trustees of the Church (the “Board”) has fiduciary responsibility as regards the establishment, management and direction of banking and other accounts for the benefit of the Church,

Be it resolved that the Board empower the Endowment Committee to establish the accounts, including but not limited to banking and investment accounts, necessary to conduct its affairs and carry out its duties as regards the Fund, and

Be it further resolved that the Board empower the Endowment Committee to direct any authorized agents receiving stock and other financial instruments on behalf of the Fund to make such transfers, including the transfer of sale proceeds from such instruments, as the Endowment Committee shall request.

Resolution adopted at a special meeting of the Board of Trustees of the Allegheny Unitarian Universalist Church on 17 December 2012.

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

Donald G. Zeilman, Clerk 2012–13