

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: Kate Tomlinson; Sarah-Wade Smith; Laura Conkle; Donna Badger Kopnitsky; Matt Merriman-Preston; Donald Zeilman; and Sonia Reed.

Immediate past Trustees, Greg Blackman, John Luff and Jay Poliziani were present.

Guest, Teri Hammond attending at the Board's request.

I Gathering

Kate Tomlinson (immediate past Vice President) called the meeting to order at 6:58 pm, and shared words for the chalice lighting. A quorum was present at the call to order. Kate called for additions or changes to the published agenda. John Luff requested that discussion of the Minister's compensation package be considered early in the agenda.

Kate relays the Board's and the Church's gratitude to outgoing Trustees, Greg, John and Jay.

II Administration

1. Minutes of the May 17, 2018 meeting were distributed by Jay Poliziani for review. No comments or corrections were offered. They stand as submitted.

2. Financial Report: John Luff distributed a preliminary budget comparison (to-date, Jun FY18) for review. John reports that the operating income shows a small deficit, but that it is within \$1000 of break even – a positive outcome. John will submit a final FY financial report, with notes, when all of the end-of-year information has been received.

3. Minister's Report: No report submitted.

4. Report of the Clerk: No report submitted.

Reports accepted by assent.

III Business

1. Board/Church Officers 2018–2019.

Kate Tomlinson moves a slate of candidates that includes Kate, President; Sarah-Wade Smith, Vice President; and Donald Zeilman, Clerk. Matt Merriman-Preston seconds. **Motion carries.**

Sarah-Wade moves that John Luff be appointed Treasurer. Badger Kopnitsky seconds. John accepts the nomination. **Motion carries.**

2. Minister's Compensation Package. John Luff makes a brief presentation of the recommended adjustment that John and Rev. McFarland negotiated. A three-percent increase was requested, and will be reflected in the amount for professional expenses. Rev. McFarland agreed to provide a letter with breakout detail to the Board (IRS record). The total package compensates Rev. Dave for ¾-time ministry.

Motion by Zeilman to approve the compensation package presented, with the understanding that there may be a minor adjustment with regard to updated life insurance information. Sonia Reed seconds. **Motion carries.**

3. Signature Cards. John Luff notes that new bank account signature cards will have to be filed due to the change in Board/Church officers. John will coordinate the process, and report back to the Board.

4. Strategic Planning. Kate Tomlinson introduces member, Teri Hammond, who will be consulting with the Board around the strategic planning process. Kate briefly explains what the previous Board had discussed and initiated in terms of the process.

Teri states that the process requires discernment and design around who will be part of the team, and what are the expectations for team members. Articulating expectations would include:

- Clarity
- Realistic understanding of the amount of effort
- Nature of desirable outcomes and priorities
- Openness to vulnerability and willingness to trust

Steps for members in the process include:

1. Vulnerability – willingness to be open and vulnerable
2. Conflict – with respect to ideas, testing
3. Commitment – the result of coming through conflict
4. Accountability – hold one another accountable for decisions/outcomes
5. Results (of the whole) – actionable strategic plan

Discussion:

- Kate outlines why the previous Board decided to initiate a strategic plan. Items included relative stagnation in membership, need for proactive governance, empowering leadership, seeking a safer, better spiritual home, etc.
- Time frame for the plan? It would have an aspirational component (more long-term) and a component of immediate witness/action.
- How do we determine the “question” or scope of the plan? Who determines, the Board or the team? Teri recommends that the initial effort should be around the composition of the team, rather than determining the question or scope of the plan.

Board will continue the discussion at the next regular meeting. Board members are asked to attend with ideas about form, number of team members, and the expected time commitment.

5. Board Meeting Date/Time. Members agree to meet on the third Monday of the month from 7:00 to 8:30 pm.

6. Board Retreat. Items to be discussed include (but not limited to) the strategic plan process, leadership development, and team/trust building. Kate Tomlinson will conduct a poll of the Board and suggest a date and time.

IV Adjournment

Sonia Reed moves to adjourn the meeting, Sarah-Wade Smith seconds. **Motion carries.** Kate Tomlinson adjourns the meeting and the chalice is extinguished.

The next regular meeting of the Board of Trustees will be August 20, 2018.

Respectfully submitted,

Donald G. Zeilman, Clerk 2018–19