

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, President; Sarah-Wade Smith, Vice President; Donald Zeilman, Clerk; Laura Conkle; Donna Badger Kopnitsky; Matt Merriman-Preston; and Sonia Reed.

I Gathering

Kate Tomlinson called the meeting to order at 7:06 pm, and shared words for the chalice lighting. A quorum was present at the call to order. Kate calls for additions or changes to the published agenda. Sonia Reed requests that posting of the Board Minutes on the website be resumed. Zeilman agreed to have them posted.

II Administration

1. Minutes of the July 9, 2018 meeting were distributed electronically for review. No comments or corrections were offered. They stand as submitted.
2. Financial Report: Treasurer, John Luff distributed a Budget Comparison electronically for Board review. No comments were offered.
3. Minister's Report: None due to sabbatical.
4. Report of the Clerk: No report submitted. Zeilman noted that he would be reviewing the membership rolls as required in the duties of Clerk.
5. Denominational Affairs: Laura Conkle noted the upcoming Cluster Assembly, Saturday, November 10 at the Unitarian Universalist Church of the South Hills.

Reports accepted by assent.

III Old Business

1. Board of Trustees Annual Retreat. The retreat is scheduled for Saturday, September 8 at 12:30pm. Retreat venue is discussed. Kate Tomlinson will contact City of Asylum @ Alphabet City as a possible location. Retreat agenda outlined:

- » Finalize strategic plan process/charter
- » Conduct a team building / leadership exercise. Laura Conkle to lead.
- » Establish Board goals for the upcoming year
- » Touch on: "calendar," leadership council, Board/committee interaction

2. Strategic Planning. Sonia Reed initiates and leads a discussion based on questions raised at last month's Board meeting.

A. What should it look like? Number of members, duration, structure: Discussed membership in a range of three to seven members, and a six to ten month time frame. Laura raised the possibility of a two-phase process, wherein the proposed planning group would first consider the "big questions," and then move into plan development.

B. What is the scope? Discussed pros and cons of a shorter/directed versus long-term/broad scope.

C. Board directed, or planning group led?

For purposes of continuing the discussion, Board will consider a team of five to seven members, and a six-month period for plan development (with option to extend).

IV New Business

1. Safety Plan. Kate Tomlinson reports that the newly formed Safety Committee has had an initial meeting. Committee discussed what it would mean to have a safety plan, and possible components. The committee has already been made aware of UUA resources. The committee's next steps are contacting local law enforcement for input, and researching other sources of information.

Matt Merriman-Preston suggests charging the committee with providing a specific set of deliverables. Kate suggests making the proposed committee a task force with a charge/guidance from the Board.

There was Board consensus around assessing and developing responses to both high-level (i.e., active shooter) and lower-risk threats. Also, that it may be useful to consider the safety policy as a document in process, initiated by the task force, but developed and amended over time by the congregation. The entire Sunday morning church experience should be the element for the group's initial focus.

2. Religious Education Personnel. Kate Tomlinson reports that Stacie Siedler, the current religious education specialist, would like to be replaced due to changes in personal circumstances. Kate further notes that currently there is no functioning RE Committee. There is also the larger question of whether to find a replacement RE staff person. Board will consider forming an RE search task force at next month's meeting.

3. Internship Proposal. Rev. Dave and the Board received an internship proposal from Emma Merchant (UU Columbus; attached). This would be a two-month internship that Emma developed as part of a high-school level, Community School program for the upcoming school year. Laura notes that Emma is well regarded in the larger UU community.

Rev. Dave is willing to participate in the internship, and recommends the proposal to the Board. Worship Ministry also supports the proposal. Generally, the Board would like to pursue this opportunity. Next steps include checking references and contacting Emma. Kate will follow up with Emma and propose a visit to Allegheny (or conference call) for further discussion.

V Adjournment

Sarah-Wade Smith moves to adjourn the meeting. **Motion carries.**

Kate Tomlinson adjourns the meeting and the chalice is extinguished.

The next regular meeting of the Board of Trustees will be September 17, 2018.

Respectfully submitted,

Donald G. Zeilman, Clerk 2018–19



Allegheny UU Church Board of Trustees Agenda

Meeting Details	Monday, August 20, 7pm, U House		
AGENDA			
Time Allotted	Topic / Materials	Lead	Action / Outcome Expected
7:00 – 7:10 pm	GATHERING <ul style="list-style-type: none"> • Opening words and chalice lighting • Check-in • Congregational moments • Additions/changes to Agenda • Robert’s Rules of Order for small orgs 	Kate	<ul style="list-style-type: none"> • Centering for discussion
7:10 – 7:15	Approval by Assent <ul style="list-style-type: none"> • Minutes from previous meeting • Financial Report • Minister’s Report • Clerk’s Report • Denominational Affairs 	Kate	<ul style="list-style-type: none"> • Discussion • Approval by vote
OLD BUSINESS			
7:15 – 7:30	Board retreat agenda: Strategic planning charter, leadership development, and team building	Kate	<ul style="list-style-type: none"> • Agree on agenda
7:30 – 7:45	Strategic Planning	Kate	<ul style="list-style-type: none"> • Discuss input on template
NEW BUSINESS			
7:45 – 7:55	Safety Plan/Task Force	Kate	<ul style="list-style-type: none"> • Input on interim safety plans until task force work complete
7:55 – 8:05	RE / Stacie	Kate	<ul style="list-style-type: none"> • Determine actions we can take while Rev Dave is on sabbatical
8:05 – 8:15	Ministerial Intern	Kate	<ul style="list-style-type: none"> • Input to Rev Dave on intern
8:15 – 8:30	Other business	All	
8:30 pm	Adjournment	All	<ul style="list-style-type: none"> • End meeting