

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 (via conference call).

I Gathering

Kate Tomlinson called the meeting to order at 7:00 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. Zeilman requested a brief discussion of the Nominating Committee (Old Business).

II Administration

1. Minutes of the August 20, 2018 meeting were distributed electronically. Kate requests that the Board review the minutes for discussion at the next scheduled meeting.
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 has been reviewing the membership roll.
5. Denominational Affairs: Kate reports that the congregation will have two representatives from for the upcoming Cluster Assembly on Saturday, November 10 at the Unitarian Universalist Church of the South Hills. They are Greg Blackman and Mark Tomlinson.

Reports accepted by assent.

III Old Business

1. Religious Education Personnel. Kate Tomlinson reports that in the time since the last Board meeting, Marissa Morrison, former staff childcare specialist, expressed an interest in the position of lead religious educator. After a discussion with Marissa, the details for the position were decided upon. An offer letter for the position is pending Board approval of the compensation being considered: \$6240 annually for a one-fifth time (8 hours/week) position.

Question raised as to whether this compensation fell within the UUA's Salary Recommendations for Congregational Staff. Matt Merriman-Preston responds that, given the level of the position, the number of hours per week, the full-time dollar equivalent, and Allegheny's Geo Index area, the compensation being considered would fall within the UUA's recommendations.

The Board understands that at this level of compensation, there will be no benefits offered aside from paid leave indicated in the Letter of Agreement.

Kate Tomlinson moves that Allegheny offer Marissa Morrison the staff position of lead religious educator at one-fifth time (eight hours / week), for an annual compensation of \$6240, paid monthly.

Motion carries.

2. Nominating Committee 2018–19. Zeilman recommends that this year’s Nominating Committee be appointed before the end of November. The Committee comprises one continuing Trustee and two congregants. Eligible Trustees to chair the committee from the current Board include: Kopnitsky, Merriman-Preston, and Zeilman. Each is asked to consider the appointment.

3. Strategic Planning. Kate Tomlinson prepared and distributed a draft *Strategic Planning Group Charter* for review and discussion. The Charter includes the major components that have been under discussion by the Board over these last several months. The remaining item to be completed is the Scope section.

“Scope: The Board has identified the following areas in which we can improve our alignment and progress toward our mission and vision: . . .”

For purposes of continuing the discussion, the Board reviewed again Allegheny’s Mission and Vision statements. The question of “are we aligned, or not aligned” was discussed, with input from various Trustees. Considering the role that the Vision statement will play in defining the scope, the Board considered whether the statement might need to be reworked for this purpose, or whether a high-level scope might be teased out from the current documents.

Resolved: Emphasis will be placed on the phrases “welcoming” and “inclusive and accessible” as the primary goals.

The following Trustees expressed an interest in joining the Strategic Planning Group: Kate Tomlinson, Sarah-Wade Smith, and Badger Kopnitsky.

NOTE: Final wording in the Charter, as follows, “Purpose/Goal: Develop a concise, actionable strategic plan for Allegheny UU that reflects our mission and the vision, with an emphasis on how we become more welcoming, inclusive, and accessible. The plan should identify priority areas and outline short-, mid-, and long-term steps to achieve them.”

IV New Business

Agenda items tabled until next meeting.

V Adjournment

Sonia Reed 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 on October 15, 2018.

Respectfully submitted,

Donald G. Zeilman, Clerk 2018–19



Allegheny UU Church Board of Trustees Agenda

Meeting Details	Monday, September 17, 7pm, U House	
AGENDA		
Time Allotted	Topic / Materials	Action / Outcome Expected
7:00 – 7:05 pm	GATHERING <ul style="list-style-type: none"> • Opening words and chalice lighting • Check-in • Congregational moments • Additions/changes to agenda 	Centering for discussion
7:05-7:10	Approval by Assent <ul style="list-style-type: none"> • Minutes from previous meeting • Financial Report • Minister’s Report • Clerk’s Report • Denominational Affairs 	Approval
OLD BUSINESS		
7:10 – 7:30	RE Role - Marissa	Update and next steps
7:30 – 7:50	Strategic Planning Charter	Provide input on alignment with vision and any other revisions; board participants identified
7:50 – 8:10	Leadership Covenant	Decision on next steps; identify lead
NEW/OTHER BUSINESS		
8:15 – 8:25	Time-permitting <ul style="list-style-type: none"> - Leadership Council/Committees - Safety Plan Update - Sabbatical Update - Ministerial Intern - Communication - Calendaring - Volunteering 	
8:25 – 8:30	Recap Action Items	Action steps are known and shared
8:30 pm	Adjournment	End meeting