

## 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 6:02 pm, and Kate and Matt 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. Additions: discussion on how financial matters are communicated to the congregation (Re newsletter article without Board input) under New Business, and coordinating the Board meeting day with Rev. Dave (Mondays may not be possible).

### **II Administration**

1. Minutes of the October 22, 2018 meeting were distributed electronically. There was a correction: New Business, Article 1 to read, “. . .Matt Merriman-Preston will reach out to Shawn MacIntyre. . . .”
2. Financial Report: Treasurer, John Luff distributed a Budget Comparison electronically for Board review. In response to John’s previous question concerning the Board’s need for the short version of the financial report, the Board has no preference.
3. Minister’s Report: None due to sabbatical.
4. Report of the Clerk: Zeilman reports that the previously tabled discussion of the membership recommendation will be taken up under Old Business. Current membership stands at 78.
5. Denominational Affairs: Laura reports on the upcoming New Day Rising Conference, a day of learning and growing with Central East Region staff and UU congregational leaders that will be focusing on identifying a congregation’s next steps in the struggle with white supremacy culture. The conference will take place on Saturday, January 26, 2019 at the UU Congregation of Fairfax, Oakton, Virginia.

**Reports accepted by assent.**

### **III Old Business**

**1. Membership Recommendation.** Kate Tomlinson reports that she and Zeilman met with Jill Brethauer to discuss some of the Board questions that were raised at the October meeting around communication with the names of five members being considered for removal.

Jill stated that the five members in question were not specifically contacted about their potential removal. None of the members have been in attendance for several years, and none have a contribution of record in the last several cycles. The circumstances of each member was known to the Membership Committee, and the committee considered their long absence a sufficient gauge of their interest in remaining members. The committee has a history of reaching out to members prior to recommending them for removal, and is willing to do so as a matter of policy in the future.

The Clerk moves that the following ten members be removed from the membership roll: Annabelle Clippinger, David Clippinger, Rebecca Davis, Kelly Eckert, Todd Eckert, Robert Edwards, Nancy Martin, Leo Nagorski, Merry Willett and Ron Willett, upon the recommendation of the Membership Committee, and in concert with the Bylaws.

**Motion carries, one abstention.**

**2. Strategic Planning Update.** Kate Tomlinson reports that the group has been formed and is in the process of setting up a regular meeting schedule. They hope to have one or two meetings before the mid-year congregational meeting in January. The group plans to identify its internal strengths and weaknesses, as well as its external opportunities and threats (SWOT analysis) prior to engaging Teri Hammond, who has been notified that the group is ready to begin deliberation.

**3. Safety Plan Update.** Matt Merriman-Preston reports that he spoke with Shawn MacIntyre and offered to co-chair the Safety Committee. Shawn accepted the offer, and he and Matt will be meeting ahead of a general committee meeting to discuss recommendations, scope, and plan.

**4. Gender-Neutral Restrooms.** Zeilman made some remarks concerning the issue of the plumbing code with regard to creating gender-neutral restrooms. The following points were made:

- With regard to the code, restroom gender is not a life-safety concern.
- Consulting the code is part of the construction/renovation process; restroom gender will not likely be looked at unless the church undertakes construction that will affect the restrooms.
- The International Plumbing Code is moving (albeit slowly) toward a reconsideration of gender assignments in restroom planning.
- Churches, universities, businesses and many institutions have already made their restrooms gender-neutral while knowing that the current code does not support it.

If the Board agrees that the plumbing code is not going to be an impediment, Zeilman recommends that the Board move ahead with planning to create gender-neutral restrooms. Also, that some opportunity for congregational input be programmed. He will provide further information on developing options.

**5. Sabbatical Update.** Kate reports that the sabbatical team has held a recent meeting. Rev. Dave will return to the pulpit on December 24, and will be back at church on December 17.

Laura proposes that the congregation collect welcome-back messages in a small notebook that would be given to Rev. Dave on December 23 or 24. The Board agrees, with Trustees willing to assist with the project.

There will be a “soft return” on December 23 following Worship. The official welcome-back weekend is scheduled for January 5/6. There will be a casual gathering of church leaders on Friday, January 4 (notify the small group leaders), and a program for the whole congregation following Worship on January 6. Rev. Sunshine Wolfe will lead worship and facilitate the gathering. Note that this is a “working” session in addition to being a celebration of Rev. Dave’s return.

#### **IV New Business**

**1. Committees, Liaisons, and Leadership Council.** Board began the process of reviewing and evaluating the current leadership model by diagramming the structure of committees and ministries, and the paths for reporting. Discussion will continue at the next meeting.

**2. Reporting Finances.** Kate notes that the Treasurer position has two functions, a strategic function and a bookkeeping function. The Treasurer is both an officer of the Board and of the church. Board will revisit its shared commitment to “speaking with one voice” with regard to communication with the congregation.

Board is encouraged to review, *Money: Meaning, Values, and Life* on the UUA website for adult programming around developing a spiritually healthy relationship with money for members.

Board may wish to discuss church finances at the mid-year congregational meeting.

#### **V Adjournment**

Sonia 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 December 17, 2018, 6:00pm.

Respectfully submitted,

Donald G. Zeilman, Clerk 2018–19



# Allegheny UU Church Board of Trustees Agenda

<b>Meeting Details</b>	Monday, November 19, 6pm, U House	
<b>AGENDA</b>		
<b>Time Allotted</b>	<b>Topic / Materials</b>	<b>Action / Outcome Expected</b>
6:00 – 6:10 pm	GATHERING <ul style="list-style-type: none"> <li>• Opening words and chalice lighting</li> <li>• Covenant</li> <li>• Check-in</li> <li>• Congregational moments</li> <li>• Additions/changes to agenda</li> </ul>	Centering for discussion
6:10-6:15	Approval by Assent <ul style="list-style-type: none"> <li>• Minutes from previous meeting</li> <li>• Financial Report</li> <li>• Minister’s Report</li> <li>• Clerk’s Report</li> <li>• Denominational Affairs</li> </ul>	Approval
<b>OLD BUSINESS</b>		
6:15 – 6:25	Membership Recommendation – Kate & DZ	Decision on members to remove
6:25 – 6:30	Strategic Planning Update - Kate	Understand progress and actively support team
6:30 – 6:35	Safety Plan Update - Matt	Understand progress and actively support team
6:35 – 6:45	Gender-neutral bathrooms – DZ	Further discussions/planning
6:45 – 6:50	Sabbatical Update - Kate	Prepare for participation in Rev Dave’s return
<b>NEW/OTHER BUSINESS</b>		
6:50 – 7:20	Committees, Liaisons & Leadership Gathering	Discuss state of committees, identify board liaisons, and focus for a leadership gathering
	Time-permitting <ul style="list-style-type: none"> <li>- Small groups</li> <li>- Ministerial Intern</li> <li>- Calendaring</li> <li>- Volunteering</li> </ul>	
7:25 – 7:30	Recap Action Items	Action steps are known and shared
7:30 pm	Adjournment	End meeting