

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 (remotely); Donna Badger Kopnitsky; Matt Merriman-Preston; and Sonia Reed.

Ex officio: Rev. David McFarland

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. None were offered.

II Administration

1. Minutes of the December 17, 2018 meeting were distributed electronically. Kate calls for additions or changes to the published Minutes. None are offered.
2. Financial Report: The financial report was distributed electronically. Kate Tomlinson notes that December's numbers were much improved (end-of-year giving, pledge catch-up, accumulated check deposits). The year to-date is still running in deficit, but noted that the unexpected repairs to the Unitarian box gutters were largely responsible. Investment results for December show a loss of \$5656.
3. Minister's Report: Rev. McFarland has only recently returned from sabbatical, no report.
4. Report of the Clerk: Zeilman reports that current membership stands at 67. The preparation for certification is almost complete. Board should consider whether the diversity survey (Section 6) will be completed.
5. Denominational Affairs: Laura Conkle has no new items to report.

Reports accepted by assent.

III Old Business

1. Minister's Discretionary Fund. Kate Tomlinson defers to Rev. Dave who reports that the name of the fund has been formalized as the *Community Fund*. As required by the motion to establish the fund (December 2018), the details and a policy were developed by the Board and Minister. A copy of the proposed policy was distributed. Rev. Dave notes that it is a work in progress, and that he supports the proposal.

Zeilman moves to accept the proposed document as Board policy.

Motion carries (one abstention)

[Document appended to these Minutes]

2. Mid-Year Meeting Planning. Kate Tomlinson leads discussion to plan the Mid-Year Meeting on January 27. Noted that Board will have responsibility for set-up and lunch. Items discussed:

Welcome: Kate will take this responsibility.

Sabbatical and Start-Back: Liz Dell will take responsibility Intended to highlight “learnings.”

Strategic Planning: Kate and Ellen Kerr will take responsibility. In addition to an update on the process, there will be a short exercise intended to engage the assembly and further the team’s understanding. (What would you want the church to look like in 10 years? What are we willing to do differently? Who are we willing to become?)

Financial Update: Board proposes a panel-presentation format. Sonia Reed agrees to be panel facilitator and conduct the discussion at the meeting. Sonia will develop scripted “questions” for the panel members. Topic should include how the Board skillfully engages the congregation around finances, and how communications can be improved.

What is the goal of the planned panel discussion?

- Open up different ways of communicating. Explore unique ways to share financial information.
- Model Board responsibility and involvement with finances.
- Shift finances from the background of Board work to being an integral part of that work.
- Explore how financial challenges can be transformative.

Sonia will propose some questions and send to the Board members who agreed to participate (Kopnitsky, Merriman-Preston, Smith, and Zeilman).

Community Fund: Kate and Rev. Dave will lead presentation of the newly established Community Fund.

Gender-Neutral Restrooms: Zeilman will present Board position on making the restrooms gender neutral, and on the proposed signage.

UUA Congregational Poll: Kate will make a brief presentation and then take a “straw poll” to gauge the assembly’s agreement.

Expressions of Gratitude & Closing: Assembly and Board.

3. Gender-Neutral Bathrooms: Zeilman requests that the Board consider three options for designating the existing restrooms as gender-neutral. Options are combinations of general-use and single-use. Board consensus is that Option 1 (Both restrooms gender-neutral and open-use) will best meet congregational needs. Zeilman will mock-up final designs for signage and get a cost to produce.

4. Strategic Plan Update: Kate reports that Teri Hammond has been notified, but has not yet attended the meetings. The team will propose some “themes” that will help guide focus, and relay those themes to the Board. The team intends to explore the themes in March, April and May. In June, the team intends to share where they are in the process.

5. Board Meeting Dates: Board determines that it will meet on the third Monday of the month for the remainder of the Board year (until June).

IV Adjournment

Sonia Reed moves to adjourn the meeting. **Motion carries.**

Kate Tomlinson adjourns the meeting and the chalice is extinguished.

Next meeting: February 18, 7:00pm at Unitarian House (following month: March 18).

Respectfully submitted,

Donald G. Zeilman, Clerk 2018–19



Allegheny UU Church Board of Trustees Agenda

Meeting Details	Wednesday, January 16th, 7pm, Founders Hall	
AGENDA		
Time Allotted	Topic / Materials	Action / Outcome Expected
7:00 – 7:10 pm	GATHERING <ul style="list-style-type: none"> • Opening words and chalice lighting • Covenant • Check-in • Congregational moments <ul style="list-style-type: none"> ○ Start Back Up Weekend • Additions/changes to agenda 	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 	Approval
OLD BUSINESS		
7:15 – 7:35	Jan 27 th Mid-year Meeting Planning – Kate	Finalize agenda, food and logistics
7:35 - 7:50	Minister’s Discretionary Fund – Rev Dave	Vote on fund policy specifics
7:50 - 8:05	Gender-Neutral Bathrooms – DZ	
8:05 - 8:15	Strategic Planning Update – Kate Congregational Assessment	Understand progress and actively support team; determine whether congregational assessment is valuable
8:15 – 8:25	New meeting dates	Reassess meeting dates upon Rev Dave’s return
NEW/OTHER BUSINESS		
	Time-permitting/future <ul style="list-style-type: none"> - Communicating financial info - Check process changes - Safety plan - Ministerial Intern - Calendaring - Volunteering - Bylaws 	



Allegheny UU Church Board of Trustees Agenda

8:25 -8:30	Recap Action Items	Action steps are known and shared
8:30 pm	Adjournment	End meeting

Unitarian Universalist Association Board of Trustees Covenant



We promise to:

Show up with our best selves, intent on listening with openness and willingness to the voices in the room and those that are not.

Speak with an authentic voice, grounded in our lived experience, mindful of differing cultural interpretations and realities that are present.

Honor our duty to do the work of the board and to place anti-racism, anti-oppression, and multicultural accountability at the center of that work.

Recognize that each of us is fully human, with hurts and vulnerability, and the need to laugh and sing!

Allegheny Unitarian Universalist Church has established a Community Fund (CF). This Policy, adopted by the Board of Trustees, defines the operation of the CF.

Community Fund Donations

Contributions to this fund may be made by individuals, or by allocations authorized by the Trustees through the Operating Budget. All donations shall be deposited in the general account of AUUC and will be accounted for on all financial reports. The Minister may not collect any funds to be held in his possession for use as any part of the CF. All monies in the CF are assets of AUUC and will remain with AUUC in the event the Minister leaves AUUC's employ. In order to ensure that contributions to the CF are tax-deductible, no contribution to the CF may be designated for the benefit of any particular recipient, or any project.

Funds in the CF shall be maintained in the regular AUUC financial records and totals reported according to AUUC's financial reporting procedures, though details about all disbursements will be kept confidential at all times. Monies retained in this Fund shall not lapse at the end of a fiscal year and shall be carried over for subsequent fiscal years.

Disbursements

The CF is to be used only for needs and purposes in accordance with Unitarian Universalism, the mission of the Congregation, as part of the Congregation's ministry to members and beyond, in keeping with the Congregation's tax exempt status, and as deemed appropriate by the Minister.

Distributions from the CF may be made by the Minister to provide confidential assistance to those facing emergency financial need. No distribution may be made to the Minister, or to any member of his or her family, or any employee of AUUC at any time.

The Minister shall report to the Board of Trustees annually all amounts paid out by the fund, listing dates and purposes of the payments (but not the names of recipients). The Treasurer shall review all disbursement requests to confirm adherence to the written policy. If, for any reason, cash or gift cards are disbursed, the recipient shall provide a signed acknowledgment of the receipt, including the date and amount of the gift. Those records and receipts shall be kept by the Minister and shall be available to the President of the Board of Trustees upon request.

All requests for disbursement shall be kept on file by the church and will remain confidential.

Except for the limitations listed in this policy, the Minister shall have sole discretion for disbursements from the Fund.

Requests for disbursement must be submitted to the Treasurer consistent with AUUC's Financial Policies and Procedures, though to protect the confidential nature of the disbursement, the purpose may be listed in general terms. As with all AUUC checks, each check issued must have two signatures. For disbursements from the CF the two signatures must be those of the Treasurer and the President of the Board of Trustees.

If the Minister wishes to disburse cash, a check will be supplied to the Minister who may cash it, using the funds only for the intended purpose. However, such a request must be submitted in the normal manner listing the purpose of the distribution. As noted, all cash disbursements must be substantiated with a receipt.

Steps in Community Fund Operations

1. Donations are received from donors, or special collections, and are deposited to the Church General Checking Account.
 - A separate Liability Account has been established on the Balance Sheet to hold the committed funds. Only monthly transactions will show on the Profit and Loss Statement.
2. When the Minister determines a donation is appropriate a check request is submitted identifying the person the funds will be distributed to and the purpose (for instance, for food, rent, childcare expenses...). Form may be submitted in writing (sealed envelope marked confidential), or electronically to Treasurer's email account.
3. Treasurer writes the check which is signed by the Board of Trustees President and Treasurer, and returned to the Minister.
4. If the Minister determines a cash distribution is needed, or debit / gift card, the check requested should be for distribution to the Minister who will cash the check and use the funds as appropriate to satisfy the need.
 - In the case of cash or gift card donations the Minister will obtain a cash receipt from the recipient, which will be returned to the Treasurer for the permanent records of the Church (scanned electronically, or in a sealed envelope marked confidential).
5. The Treasurer will fund a 'petty cash account' for donations of small cash amounts to individuals who are not identified by name.
 - The Minister will report monthly the amount disbursed from the petty cash account, which the Treasurer will then record in the financial records of the Church. The balance of the petty cash account will show on the monthly statements submitted to the Board of Trustees as a Social Justice Expense. From time to time the Treasurer will disburse additional petty cash to the Minister when the balance in petty cash is depleted.