

## **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; Donna Badger Kopnitsky; Matt Merriman-Preston; and Sonia Reed.

Ex officio: Rev. David McFarland

Excused: Laura Conkle

Guest: Shane Freeman

### **I Gathering**

Kate Tomlinson called the meeting to order at 7:05 pm, and words were shared 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 January 16, 2019 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 for review. Note that YTD Actual shows a \$1104.89 deficit (not including capital repairs of \$7925). No comments offered.
3. Minister's Report: No formal report from Rev. McFarland.
4. Report of the Clerk: Zeilman reports that current membership stands at 66.
5. Denominational Affairs: Laura Conkle is not present.

**Reports accepted by assent.**

### **III Old Business**

1. **BCUUC Funding Request.** Shane distributed a draft proposal document (appended) stating that the Beaver County UU Community is hoping to investigate other revenue streams, including UUA grants and various crowd-funding channels. To start the process, BCUUC is asking that application to these various funders be through Allegheny UU Church, with the funds then allotted to BCUUC. The draft proposal included current financial information and some promotion suggestions.

Shane presented a brief history of the BCUU Community. They have been renting space for worship since 2016 and would like to make a change in meeting space to one dedicated to their use. Allegheny is the fiscal sponsor. Shane and the group consider themselves a "ministry" of Allegheny. The expenses incurred would be covered by donations from within BCUUC. Over the last two fiscal years, the Community had a deficit of \$376. The original understanding was that the group would cover expenses, and that Allegheny would not have a financial liability. Allegheny has covered the deficit.

**Discussion:**

- » Kate notes that Allegheny's Board agreed to limited fiscal responsibility, i.e., to serve as a place to hold and process funds related to the BCUU Community.
- » What is the official status of the group? The UUA views the relationship as fiscal sponsorship. The Cluster (in the view of Rev. Sunshine) regards the BCUU as a ministry of Allegheny (as reported by Shane).
- » BCUUC currently has no formal budget. Expenses have been the \$115/mo rent for the meeting space. Costs related to social media, flyers, printing and other expenses are covered by BCUUC members.
- » Allegheny can be supportive of a group that has a solid plan for moving forward. Suggests that more formal planning should be initiated by BCUUC.
- » BCUUC does not have any prospects for new meeting space, but continues to search.
- » Shane is not the only leader; there is a core group of committed members numbering ten.

Board consensus is that the proposal should be tabled until further discussion takes place between Allegheny and BCUUC (Kate and Shane will meet to discuss the proposal).

**2. Share-the-Plate Partners:** Kate requests input on future partners for the program. Allegheny would like to support smaller, local organizations and programs, and build relationships. *Just Harvest* was suggested as a possibility. Board should send recommendations to Kate by February 25.

**3. Mid-Year Meeting Review.**

Consensus that the overall reaction by participants was positive; meeting was engaging, collaborative and conversational. Noted that there was no overt negative or anxious reaction to the budget/financial presentation.

Board would like to continue the finance/budget conversation in order to creatively address the deficit challenge. Discussed whether there are options for fund raising. Committed to being creative, especially with regard to finding other income sources. Approach should be solution-based, not problem-based.

The budget is also tied to the strategic planning process. Budget/finance is part of the "where are we going" discussion.

**4. Gender-Neutral Bathroom Signage:** Zeilman produced final designs and submitted to sign company. Estimate of cost is in the \$80 range. Board consensus is that we move ahead and order the signs. Zeilman will coordinate and arrange for payment.

**5. Strategic Plan Update:** Kate reports that the team met on February 3. There was further discussion about the themes (welcoming, inclusive, accessible), noting that they were intertwined and should be considered together. Some key issues are: Unitarian House, fit in the community, and building accessibility. The Board and Strategic Planning team will meet with Zeilman and Charlie Snowden to discuss the current accessibility plan (2006).

**6. Giant Eagle Fund Raising:** Board is looking for a person to coordinate the program. A letter was sent to participants about the transition. Two members were approached about taking on the work. The check/payment process is under discussion with the finance team. The program may see further change as the discussions go forward. Board will be updated.

**7. Administrative Help:** Board agreed to consider the possibility of a paid staff position that would provide administrative help. Need, cost, and benefit would be important to the discussion.

**8. Events Calendar:** Kate distributed a 2019 Church Events calendar for review. Kate and Badger agreed to consider creating church event planning guidelines for those sponsoring an event.

#### **IV Adjournment**

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

Kate Tomlinson adjourns the meeting and the chalice is extinguished.

Next meeting: March 18, 7:00pm at Unitarian House.

Respectfully submitted,

Donald G. Zeilman, Clerk 2018–19