

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.

Excused: Laura Conkle

Ex officio: Rev. David McFarland, Minister; John Luff, Treasurer

I Gathering

Kate Tomlinson called the meeting to order at 7:03 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 April 15, 2019 meeting were distributed electronically. Kate calls for additions or changes to the Minutes. No corrections were offered. The Minutes stand as written.
2. Financial Report: The financial report will be part of the budget discussion under Old Business.
3. Minister's Report: Rev. McFarland defers to his minister's report that was part of the Annual Report to the Congregation. Reminds the Board that information about what is happening at Allegheny "bleeds," so please intentionally "bleed" what moves us forward.
4. Report of the Clerk: Zeilman reports that current membership stands at 64.
5. Denominational Affairs: Information about Pittsburgh Cluster activities can be found in the Annual Report.

Reports accepted by assent.

III Old Business

1. FY 20 Budget Development: Kate and John Luff led a discussion about finances and budget in preparation for the Annual Meeting. Documents distributed to the Board were a spreadsheet with the preliminary budget, and a working document titled, *FY Budget Input/Questions*.

Annual Meeting Financial Presentation: The proposed presentation was reviewed. Discussed the merits of "capitalizing" the \$7925 expended for Unitarian House box gutter repairs (FY19). Noted that Allegheny doesn't own U-House, so it probably should not be considered a capital investment for the congregation. In that case, the operating loss for this FY will be \$10,000 plus.

Proposed Budget Discussion:

- » Fundraising: with no recent history of significant fundraising, should the proposed revenue from fundraising be reduced? Consensus that the amounts indicated be included in the budget; that planning for fundraising sends the message that the budget is a priority. Fundraising should be part of the leadership/committee restructuring process that is underway. Board commits to supporting efforts around fundraising for the upcoming year (noted that revenue from Share The Plate and rentals is down). The total revenue number will remain at \$153,500.

- » Reiterate the message that was sent at the mid-year meeting: loss of any of the top four donors doubles the deficit, and that our greatest financial risk is ourselves. Congregation should continue to work to spread the financial support more evenly across the demographic.
- » Kate will discuss Beaver County UU Community budget numbers with Shane Freeman.
- » The UUA Annual Program Fund assessment for Allegheny has increased due to a change in the method of assessment (FY17 \$4380, FY18 \$3420, then increase to FY19 \$5456). FY20 will be \$5455, but another increase is anticipated.
- » Speaker fees continue to be at the higher rate, with an expense of \$3500 proposed in anticipation of Rev. Dave's extended leave in the upcoming year.
- » Question as to whether Worship printing costs can be reduced by printing in-house. Zeilman replies that if the equipment was in place, set-up, and maintained, that such a workflow is possible. We should consider cost of consumable supplies such as toner and paper.
- » An important part of the financial message should be that there are many volunteer opportunities for members and friends. Areas to consider include building repairs, janitorial services, worship presentations, musicians, fundraising (\$2K target), etc. Encouraged to identify talents and be precise about what is being requested.
- » Noted that even with these efforts to reduce expenses, efforts to increase income are the most critical for reducing the deficit.
- » The cost-of-living increase for Rev. Dave is indicated in the budget.

2. Committees, Ministries, and Administration: Badger and Sonia are organizing a small group "temperature check" after Worship on Memorial Day weekend. This will be the first of the two stakeholder meetings proposed.

3. Nominating Committee Update: Zeilman stated that Sarah-Wade Smith agreed to stand for a second term, and that Patrick Burke will stand for two-year term as Trustee. A candidate for the third open position is not being actively sought in anticipation of a possible reduction in the number of Trustees being proposed this year. Nominations will still be taken from the floor at the Annual Meeting.

4. Annual Meeting Agenda: Kate distributed the proposed agenda for comment. No major changes were noted. Suggested to include specific points about fundraising, volunteerism, and pledging.

5. Delegates to General Assembly: Sarah-Wade has agreed to attend as a delegate, and will contact Laura Conkle around Laura's interest and availability to be a delegate.

IV New Business

Agenda items tabled to be taken up at a future meeting.

V Adjournment

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

Kate Tomlinson adjourns the meeting and the chalice is extinguished.

Next meeting: June 17, 7:00pm at Unitarian House.

Respectfully submitted,

Donald G. Zeilman, Clerk 2018–19