

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 Patrick Burke.

Ex officio: Rev. David McFarland, Minister (remotely)

Excused: John Luff, Treasurer

I Gathering

Kate Tomlinson called the meeting to order at 7:01PM, and shared words for the chalice lighting. A quorum was present at the call to order (six of six Trustees). Kate calls for additions or changes to the published agenda. None were offered.

II Administration

1. Minutes of the May 13, 2019 meeting were distributed electronically. Kate calls for additions or changes to the Minutes. Correction under Old Business: "Proposed" Budget Discussion.
2. Financial Report: The financial report was submitted electronically. No comments or questions.
3. Minister's Report: Rev. McFarland is on leave.
4. Report of the Clerk: Zeilman reports that current membership stands at 66.
5. Denominational Affairs: Sarah-Wade will represent the congregation at General Assembly in Seattle.

Reports accepted by assent.

III Business

1. Board Transitions: Kate and the Board extend gratitude to Sonya (in attendance) and Laura for their gifts in service to the Board and the congregation. The Board welcomes new Trustee, Patrick Burke. Patrick reports that he is happy to be part of the Board.

2. 2019/2020 Officers

Motion by Matt Merriman-Preston to elect Kate Tomlinson as President, and Sarah-Wade Smith as Vice President. No discussion. **Motion carries.**

(Noted that Teri Hammond will take over as Chair of the Long Rang Planning team.)

Motion by Kate Tomlinson to appoint John Luff as Treasurer, Donald Zeilman as Clerk. No discussion. **Motion carries.**

John has indicated that he will not continue in the Treasurer position indefinitely. Board will begin the succession planning conversation with the congregation. The Treasurer position may need to be redefined.

3. FY2020 Budget: Kate leads the discussion around the FY19/20 budget. The budget document was distributed for reference (four pages, dated 6/17/19). “Column I: FY 2020 Final” has the numbers under discussion.

Review:

- » Fund raising income is finalized at \$2000.
- » Projected pledge receipts have increased to \$73,200 even with the Stewardship team in transition.
- » Facility rental increased to \$5,900 and Board still needs to identify a volunteer to handle the rental program.
- » Staff compensation is the largest expense, with a 2% cost-of-living increase in the Minister’s compensation, but no increase in the RE salary.
- » Denominational dues may increase, but shown at a number close to FY2019 amount.
- » Speaker/Guest Minister fees are higher, but we are trying to keep them from increasing.
- » The church telephone service and associated expense will be reviewed. Cost and service are not satisfactory.
- » Facility maintenance number does not include any capital expenses at Unitarian House. Number is close to FY2018 actual.
- » Line 189, *Total for Operating Expenses*, include Giant Eagle fund raising number. The actual operating expenses will be in the \$100K to \$110K range.
- » A deficit is indicated of \$6,628, about 6% of the budget.

Kate called for amendments or recommendations to the budget under consideration. None were offered.

Motion by Matt Merriman-Preston to accept the proposed budget with indicated operating expenses of \$160,111. No discussion. **Motion carries.**

4. Committees, Ministries, and Administration: Sonia distributed a stakeholders feedback report and word cloud based on the first stakeholders meeting, and briefly summarized the results. “The church needs focused people” was highlighted.

Sonia also distributed a set of recommendations for both the Strategic Planning Committee and the ongoing CMA leader/team.

Another stakeholders meeting is planned. Hope to gain more detail about the current processes and tasks that are carried out. Badger will lead the process going forward.

Discussion:

- » Question whether the standard “committee” structure is the right model for Allegheny at this time. Perhaps a mix of committees and task groups, or a hybrid would better serve the congregation.
- » The Board/committee and the Minister/ministry structures should be in conversation.
- » Internal Board responsibilities should not be included in the discussion around “tasks,” but changes are pending for Board structure and role.

4. Annual Meeting Feedback: Kate reports that the feedback was generally positive, that it was well run and informational. The Strategic Planning process will use the answers from the questions form to build out goals, hopefully to be completed by the end of August.

5. Board Retreat: Board will meet on Saturday, August 17 from 9:00AM to 1:00PM. Rev. Dave will not be able to attend. Thoughts on possible components:

- » Extension of CMA task work
- » Leadership development
- » Conflict management
- » Membership

6. Board Meeting Dates: Board will meet on the third Monday of the month.

IV Adjournment

Patrick Burke moves to adjourn the meeting. **Motion carries.**

Kate Tomlinson adjourns the meeting and the chalice is extinguished.

Next meeting: August 19, 7:00pm at Unitarian House.

Respectfully submitted,

Donald G. Zeilman, Clerk 2019–20



Allegheny UU Church Board of Trustees Agenda

Meeting Details	Monday, June 17, 7pm, U House	
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 • Additions/changes to agenda 	Centering for discussion
7:10 - 7:15 pm	Approval by Assent <ul style="list-style-type: none"> • Minutes from previous meeting • Financial Report • Minister’s Report • Clerk’s Report • Denominational Affairs 	Approval
BUSINESS		
7:15 - 7:20 pm	Transition of Board	Thank outgoing board members Welcoming incoming members
7:20 - 7:30 pm	Election of FY19-20 Officers	Elect Pres & VP; appoint clerk and treasurer
7:30 - 7:45 pm	FY20 Budget Approval	Approve budget
7:45 - 8:00 pm	Annual meeting & Strategic Planning Debrief	Share feedback on annual meeting & strategic plan
8:00 - 8:15 pm	Committee, ministry, and admin health	Board updated on plans and need for support
8:15 - 8:25 pm	Board retreat	Select date and focus
8:25 pm	Next meetings & important dates <ul style="list-style-type: none"> - Transient Film screening - Ice Cream Social with Manchester Bidwell 	
8:30 pm	Adjournment	End meeting