

MINUTES

Board of Trustees: February 19, 2020 First Unitarian Church of Pittsburgh

Board Members Attending: Martin Schmidt, President (2020); Claus Makowka, Treasurer (2020); Lynne Porterfield (2021); Scott Smith, Vice President (2021); Eleanor Mayfield, Secretary (2021); Ebe Emmons (2022); Julie Downs (2022); Sarah Benson (2020); Sam Hens-Greco (2022)

Board Members Absent: None.

Ex Officio Members: Rev. Constance Grant, Interim Minister

Visitors: None.

Others: Kurt Summersgill, Recording Secretary

1. **CALL TO ORDER (7:00) (Martin)** Martin called the meeting to order.
2. **OPENING WORDS (Eleanor)** From *Governance and Ministry*, on the mission of the church.
3. **WELCOMING GUESTS (Martin)**
4. **ANNOUNCEMENTS (Martin)**
 - a. Next Board meeting will be on March 18, 2020. This is right before our meeting with the transitions coach.
 - b. The Transitions Coach will meet with the Board on Saturday, March 21, 3-5:00 pm.
5. **CONSENT AGENDA (Martin) (handouts)**
 - a. Approval of January 15, 2020 meeting minutes. Approved as submitted.
 - b. Finance Committee 12/31/2019 investments report.
6. **Treasurer's report**
 - a. Updated 2019 year-end financial report: The church completed 2019 in good financial condition. Total income exceeded the budget by \$22,000 while total expenses were \$3,000 under budget. The resulting surplus of \$41,000 exceeded by \$25,000 the budgeted surplus of \$15,000.
 - b. Proposals for adding \$4,100 (from the 2019 surplus) to the 2020 budget: Claus suggested that we might reduce some of the cuts to music and Children and Youth Ministries (Option 2) or, as proposed by Rev. Connie, increase paid hours for the communications coordinator, Cicely Moultrie, from 24 to 27.5 hours per week for this fiscal year (Option 1). Rev. Connie said that the additional hours would enable Cicely to complete putting the church calendar online, among other tasks. Ebe moved to approve Option 1. Eleanor seconded. Motioned carried 8 in favor, one opposed. It was noted that no guarantee could be made that funding will be available to support these additional hours beyond the end of this year.
7. **Pledge Drive Committee (Martin)**. Martin said that he has been in contact with Audrey Masalehdan, who currently chairs the Pledge Drive Committee. The committee will soon need new members, as Audrey, Betty Duquesnoy, and Ward Kelsey have all indicated that they plan to step down after the 2020 pledge drive. The committee's fourth member, Mario Lauro, will continue to serve. Martin said that he has proposed shifting from an "opt-in" canvass to an "opt-out" canvass, in which members would be expected to pledge at a given percentage above their previous year's pledge. Julie Downs has discussed options with Audrey. Ebe will speak to Maria about membership and approaches to the canvass.

- 8. Staff coverage on first Sundays (when Dan is off) (Connie).** For the 2020 budget, the vacant host/hostess position for first-Sunday hospitality was eliminated, with part of the funding shifted to additional hours for security. With the exception of the security duties, the intent was that volunteers would handle the first-Sunday hospitality and clean-up duties. This has not always worked out well. Shelley Ross, who manages the Community Table, feels that she has been asked to step in to fill Dan's role and is not happy about it. Connie is developing hospitality teams that can be assigned to these duties, starting with coffee hour. Action: Connie will communicate with Shelley. The Board will cover the first Sunday in March.
- 9. Safety Committee (Julie, Sam)**
- a. Progress report: Applying for state grant to improve church security. No one has stepped forward to be a project manager for the grant application.
- 10. Building and Grounds Committee Update (Sam)**
- b. The Committee met, inviting the Safety Committee, and no one has stepped forward to be a general project manager of the Building and Grounds Committee or to manage the process of applying for a state grant to harden church security.
 - c. Rain Garden funding. The rain garden location has been flagged in the yard outside the Ellsworth entrance.
 - d. Replacement of garden shed. No new information.
 - e. Lighting upgrade. Bob Mitchell has obtained a new bid for the labor on the lighting project.
 - f. Heating system inspection/repair. Heating was inadequate in the sanctuary and undercroft on Sunday, Feb. 16. Discussions are underway with the contractor who is supposed to maintain the geothermal heating and cooling system..
 - g. New sign. The sign has been built. A site inspection will be conducted on Tuesday, Feb. 20.
- 11. Minister's Report (Connie). Document posted.**
- a. The Transitions Coach will meet with the Board on Saturday, March 21, from 3:00-5:00pm. She will give the sermon on Sunday, followed by a Q & A from 12:00-1:00pm.
 - b. Experience/Vision event on March 1. Action: Scott will e-mail Ali Masalehdan to make sure there is not a conflict with an art show opening. (Update: No art show opening on March 1.)
 - c. Progress report on Bylaws revision (Connie, Claus, Ebe, Eleanor). Some issues need consensus. One is Board size. David Pyle suggests small boards (5-7 members) work best by consensus, while larger boards tend to work better in process-oriented environments. Claus said that he would speak with Audrey and Becky Studer about the limited scope of the 2017 Bylaws revision.
 - d. May 17 Annual meeting agenda: The agenda is pretty full, with votes likely to be needed to approve the Bylaw revisions, elect new Board members and nominating committee members, appoint the settled minister search committee, and perhaps also to ratify the new covenant that will be developed at the event on Sunday, March 1. Discussion regarding what forms of voting to allow for members who cannot attend the meeting.. The consensus was to allow absent people to vote either by proxy or by submitting an absentee ballot. A member is permitted to serve as a proxy for only one other member. Claus volunteered to create a proxy form.
 - e. Search Committee (handout). Connie posted a document outlining the suggested make-up of the committee and procedures for identifying and appointing committee members. Connie will send the document to the members of the Nominating Committee.
 - f. Six-month interim appraisal (8:49). (Connie, Martin). Both the minister and the Board are working on the appraisal documents. Date of meeting to discuss appraisal documents: Tues, March 10, 7pm, in the Priestly Room.
- 12. Staff performance evaluations (Martin).** Evaluations will be conducted in March. Evaluation of a settled minister should occur through setting expectations and goals and assessing progress toward them. Evaluations of ministers are typically done every 2–3 years in the context of evaluating the

congregation's overall ministry; the specific process is generally a mutual decision between the Board and the minister, per the minister's letter of agreement. Typically a settled minister would be evaluated after 2 years and annually thereafter.

13. Extension of Interim Minister agreement. Under the terms of Rev. Connie's contract, if the congregation wishes to extend the agreement for a second year, the Board should notify her by March 1. Ebe moved to approve continuing the agreement for a second year. Scott seconded. Approved unanimously.

14. 200th Anniversary planning (Martin). The committee (currently consisting of Audrey and Kathy Parker) is recommending a celebration in the Fall, potentially in connection with the pledge drive.

15. Adjournment (9:11)

Respectfully submitted,
Kurt Summersgill, Recording Secretary
Approved by the Board: March 18, 2020
Eleanor Mayfield, Secretary
