

## MINUTES

### Board of Trustees: June 17, 2020, Virtual Meeting First Unitarian Church of Pittsburgh

**Board Members Attending:** Scott Smith, President (2021); Lynne Porterfield (2021); Eleanor Mayfield, Secretary (2021); Ebe Emmons, Vice-President (2022); Sam Hens-Greco (2022); Heather Masterson (2023), Kyle Gracey, Treasurer (2023), Kate Snow (2023)

**Board Members Absent:** Julie Downs (2022)

**Ex Officio Members:** Rev. Constance Grant, Interim Minister

**Visitors:** None

**Others:** Kurt Summersgill, Recording Secretary

**1. Call to Order (7:02) (Scott)** Scott called the meeting to order.

**2. Opening Words (Ebe)** Poems and a personal story.

**3. Welcoming New Board Members (Scott)**

**4. Announcements (Scott)**

a. The next regularly scheduled Board meeting is July 15.

**5. Consent Agenda (Scott) (handouts)**

Approval of May 13, 2020 meeting minutes. Approved as amended. Moved by Ebe.  
Seconded by Sam.

**6. Ratification of 2020-21 Board Officer Elections (Scott, Connie)** Officers were elected: Scott Smith, President (2021); Eleanor Mayfield, Secretary (2021); Ebe Emmons, Vice-President (2022); Kyle Gracey, Treasurer (2023). Motion to accept by Sam, second by Lynne. Motion carried unanimously, one abstention.

**7. Financial Items (Kyle)**

a. **Approval of revised Finance Committee charter (handout).** This establishes the role and duties of Controller on the committee. Scott moved to approve the revised Finance Committee charter. Kate seconded. Motion carried unanimously.

b. **Approval of Controller position description (handout) (Kyle).** This clarifies the roles of Treasurer (a Board member) and Controller (volunteer staff position reporting to the minister). The Treasurer is responsible for financial oversight, the Controller for day-to-day financial management. Both the Treasurer and Controller are check signatories. Business manager Rita Gates is not a check signatory.

Amended Section 2 of position description: “The Treasurer and the Controller shall work cooperatively on the budget.” Add Item 15: “Controller will serve as a member of the Finance committee.” Motion by Scott to approve the position description as amended. Seconded by Kyle. Motion carried unanimously.

c. **Appointment of Claus Makowka to Controller position. (Kyle).** Motion to approve by Kyle. Seconded by Kate. Motion carried unanimously.

d. **Appointment of Kyle Gracey, Treasurer, to Investment Committee (Scott).** This committee is responsible for managing investment decisions. Its charter requires that a

Board members serve as a committee member. Motion by Scott. Seconded by Sam.  
Motion carried with one abstention (Kyle).

#### **8. Bylaws Revision Working Group (Eleanor, Ebe)**

**Approval of existing group (Ebe, Eleanor, Claus, Connie) to continue its work.** They have been working since January on revising the Bylaws. Any changes need to be approved at a congregational meeting, which will likely be scheduled for October or early November. The sense of the Board was that the existing group should continue its work.

#### **9. Appointment of GA Delegates (Scott).** The congregation is entitled to appoint up to 5 delegates (in addition to minister and LRED) to the virtual UU General Assembly, June 24–28. Two notices had been placed in the weekly email blast inviting volunteers to contact Lynne. Only Kyle had responded. Motion by Scott to approve Kyle, Ebe, and Lynne as delegates. Seconded by Heather. Motion carried unanimously.

#### **10. Financial Reports**

- a. **Membership trends and their impact on finances (Kyle).** Handout: charts of pledges and donations. Generally, the number of pledge units has decreased, the pledge amount per unit has increased, and the total amount pledged has decreased. Kyle said that he will bring information to a future meeting on the distribution of donors.
- b. **Update on SBA Paycheck Protection Program loan (Kyle).** Congress has adjusted the program, which originally covered an 8-week span. As adjusted, the program now covers a 24 week span. The church can apply for forgiveness for the entire amount of the loan that was used to cover staff salaries.
- c. Kyle said that he will provide the 2nd quarter Treasurer's report at the July meeting.

#### **11. Building and Grounds (8:17) (Sam)**

- a. **Update on overcharge for work on Morewood doors.** Sam will continue to reach out to Ray Schinhofen about this.
- b. Martin Schmidt has agreed to serve as chair of the Buildings and Grounds Committee for 2 years, after which Sam would take over. This will help to coordinate projects.
- c. **New Welcome Center desk for Garden Lobby – design and contract.** Christine Dorean Michaels donated money for this project about 10 years ago. Meetings have been taking place since November with a maker of hand-made furniture. Input was obtained from security and the welcoming committee. The amount of the contract is \$9500. There was a sense of the Board to approve this, subject to clarification on items included in the estimate. Kyle will need to see the amount. The carpenter would like to start it August 1.

#### **12. Extension of church building closure (Connie, Scott).** Currently the church building is closed at least until August 31. Two weddings are scheduled in October. The 12-step groups are meeting elsewhere. Revenue from the weddings may not cover the costs of security staff and disinfecting the building. Connie noted that there is a tension between the longing to be together and the safety of doing so. She recommended extending the closure until at least December 31. The UUA is recommending that congregations plan for closure through May 2021. We could also state that we are not taking rentals through May 2021. Sam suggested that criteria be developed as to when the building can open for different activities. Scott moved to extend the building closure at least through December 31 and to not accept rental

reservations from outside groups until further notice. Seconded by Lynne. Motion carried, 4 in favor and 3 against, with one abstention.

**13. Minister's Report (Connie) (handout)**

- a. Services continue to be live-streamed on YouTube, with approximately 115 “participants”, representing about 150 viewers.
- b. Many church groups are meeting remotely.
- c. Erica has been leading an adult faith development book group.
- d. Our Whole Lives (OWL) sexuality education was interrupted by COVID-19, and has not continued. Coming of Age is up next, and will present challenges to be conducted remotely.
- e. The members of the Search Committee met for orientation with the UUA's Transitions Corps, and will meet with the Transitions Coach from the Central East Region.
- f. Connie has asked Cicely to update the church calendar to include virtual meetings.

**14. Board Retreat on Discernment (Scott, Connie).** One purpose of this retreat is for the Board to set priorities for the Interim Minister. The retreat will likely last about 2 hours. Scott will send out a Doodle poll to identify possible dates.

**15. Appreciations and Aspirations.** This is a “check out.”

**16. Adjournment (9:20) (Scott).**

Respectfully submitted,  
Kurt Summersgill, Recording Secretary  
Approved by the Board: July 15, 2020  
Eleanor Mayfield, Secretary

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