

MINUTES

Board of Trustees: April 15, 2020, Virtual Meeting 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); Sam Hens-Greco (2022), Sarah Benson (2020)

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 (7:03) (Martin)** Martin called the meeting to order.
2. **OPENING WORDS (Scott)**
3. **WELCOMING GUESTS (Martin).** None.
4. **ANNOUNCEMENTS (Martin)**
 - a. Next Board meeting will be on May 13, 2020.
 - b. The Annual Congregational Meeting will be on Sunday, May 17 and will be a virtual meeting.
 - c. Julie Downs is facing some serious health challenges, and has asked for a leave of absence from the Board. Eleanor sent her a card on behalf of the Board.
5. **CONSENT AGENDA (Martin) (handouts)**
 - a. Approval of March 18, 2020 meeting minutes. Deferred.
 - b. Finance Committee March minutes.
 - c. 1st quarter Treasurer's report. This does not reflect the return of rental fees for March, and the loss of April and subsequent rentals due to the ongoing church closure resulting from the COVID-19 pandemic.
6. **Update of Program Endowment Committee Nominations (Martin)**
 - a. The Nominating Committee proposed members for Endowment Committees: Irma Tani (Social Justice), Katy Lev (Ministry for Children and Youth), and Kiki Barley (Music). Motion to accept by Eleanor, second by Ebe. Motion carried unanimously.
7. **Treasurer's report (Claus)**
 - a. Update on Paycheck Protection Program (PPP) loan application. The application has been submitted to the bank. There is no further information about its status at this time.
Connie: If any church employees are unable to work due to COVID-19, different loan provisions will apply.
 - b. (Connie and Martin) Martin: Motion: That the church is closed for all gatherings at least through the end of May, to be extended as necessary. Seconded by Scott. Motion carried unanimously.
8. **Minister's report (Connie) Keeping the congregation connected during the church closure (document)**

- a. Streaming worship services. There have been four so far, with very good attendance and later viewing. We might continue live-streaming/taping even after public services resume.
- b. Most covenant groups, the men's group, and the Woman's Alliance are meeting regularly via Zoom video-conference.
- c. Several Adult RE classes are being conducted.
- d. The Pastoral Care Team is making check-in calls to congregants.
- e. Erica is offering a weekly RE reflection blog. She is looking into how the fall will look like and making contingency plans.
- f. Connie is planning a virtual coffee hour to follow the live-streamed service, which may start this Sunday.
- g. She is proposing several volunteer opportunities.
- h. Communications coordinator Cicely Moultrie is assuming management of the website, taking over from Rob Schwartz.
- i. The Share the Plate recipient this Sunday will be the Greater Pittsburgh Community Food Bank.

9. Settled Minister Search Committee (Martin, Connie) Update, next steps

- a. The Board met on Saturday, March 21 from 3:00-5:00 p.m. via Zoom with our Transitions Coach, Kathy Kerns. This was followed on Sunday, March 22, by a congregational Zoom meeting to introduce the ministerial search process. Nominations of members to serve on the search committee were solicited and were received from about 150 congregants. The Executive Committee met and reviewed the nomination tallies and is in the process of inviting people to join the committee based on those nominations. So far several of those invited have said "yes." A ballot will be prepared by about April 28, and the congregation will be asked to endorse the slate of nominees at the Annual Congregational Meeting on Sunday, May 17.

10. Virtual Annual Congregational Meeting (8:02) (Martin, Eleanor)

An Annual Congregational Meeting is mandated by the By-laws, but there is no mandate that we meet in person.

- a. Martin and Eleanor will research how to vote.
- b. There are required reports.
- c. The Settled Minister Search Committee will need to be endorsed by the congregation.
- d. The Nominating Committee will present a slate of three candidates for the Board (Heather Masterson and Kyle Gracey have so far have agreed to serve) as well as a slate of three candidates for the Nominating Committee itself.
- e. There will also be a Statement to be endorsed. Ebe moved, Martin seconded, that the Board approve that the Covenantal Statement will be on the ballot for endorsement. Motion carried: 7 in favor, 1 opposed.
- f. Board leadership. The new Board will meet immediately after the Annual Congregational Meeting to elect officers.

11. Adjournment (8:25) Martin

Respectfully submitted,
 Kurt Summersgill, Recording Secretary
 Approved by the Board: May 13, 2020
 Eleanor Mayfield, Secretary