

## MINUTES

### Board of Trustees: November 18, 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); Heather Masterson (2023); Kate Snow (2023); Sam Hens-Greco (2022)

**Board Members Absent:** Kyle Gracey, Treasurer (2023)

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

**Others:** Kurt Summersgill, Recording Secretary

1. **Call to Order (7:00) (Scott)** Scott called the meeting to order.
2. **Opening Words (Lynne)** Quotes from Dag Hammarskjold, Desmond Tutu
3. **Welcoming Guests (Scott)** None
4. **Announcements (Scott)**
  - a. Annual Budget Meeting: December 6, 2020, 12:00 pm
  - b. Next regularly scheduled Board meeting: December 16, 2020, 7:00pm.
5. **Consent Agenda (Scott) (handouts)**
  - a. Approval of October 21, 2020, meeting minutes. Moved by Scott. Seconded by Kate. Approved.
  - b. 2021 Budget Draft #5. (Kyle, e-mail). Informational. Approval at December meeting.
  - c. Finance Committee November meeting minutes. (Kyle)
  - d. Settled Minister Search Committee Update. No report. Things appear to be “going swimmingly.”
6. **E-mail votes since October meeting, for the record. (Scott)** All these votes were unanimous, as they are required to be.
  - a. Approval of up to \$3,500 for replacement of the garden shed (10/30)
  - b. Appointment of delegates to Pittsburgh Cluster Assembly (11/6): Barbara Litt, Chris Michaels, Lynne Porterfield, Becky Studer.
  - c. Withdrawal of congregational covenant vote at 11/15 Special Congregational Meeting (11/11).
  - d. Scott moved to ratify the e-mail votes. Ebe seconded. Motion carried unanimously.
7. **Bylaws Special Congregational Meeting debrief (Scott).** Everyone did a great job on this meeting. Congregants felt involved and that they were heard, and we ended up with a great document. Thanks extended to Bylaws team: Ebe Emmons, Eleanor Mayfield, Claus Makowka, and Rev. Connie. Scott will send thank-you cards to Claus and Nancy Latimer for their excellent job in running the technical portion of the meeting. Thanks to Eleanor for sending out such explicit instructions in the last email. There were limitations to the technology. A few people were frustrated with the complexity of registering to vote and opted out. It was suggested that if we use this electronic voting system again, a tutorial could be offered ahead of time to anyone who might have technical issues.

**8. Minister's report (Connie)** She would like to do more formal and detailed reports quarterly, and in the other months respond to questions.

- a. "Moving Forward" congregational discussion, possibly December 13 in the afternoon.
- b. Congregational Covenant. She thinks it was right to have it withdrawn for now, but it should not be dropped. It needs to be presented and explained more fully before being voted on. It might be added to the Bylaws, but that will need to be determined later. She will have a small group review the wording, and will extend an invitation to those who might be interested in participating, and in helping to make sure the Covenant represents the foundational and aspirational identity of the church.
- c. Church building reopening task force. She is recruiting members for this.
- d. Safety team reorganization. She will be talking with several people about the structure and membership of this team.

**9. Pledge Drive Committee update (Heather). (7:56)**

- a. Pledge Drive update: Currently we have just under \$360,000 in pledges. Based on last year, there may still be 35 outstanding pledge units. She would like to make that list of names available to the Board, to see if any members have a personal contact with anyone on the list and are willing to contact them.
- b. Update on repopulating the Pledge Drive Committee (Scott): Once the Nominating Committee has found a replacement for Julie on the Board, their next assignment will be to find 3-4 people for the Budget Drive Committee.

**10. Status of Nominations Committee search to replace Julie Downs (2022) (Heather).**

- a. The Nominating Committee has put out an "ask" to one person to replace Julie.
- b. Board members will send in names to Scott for a replacement for Michael Safran on the Nominating Committee. The Board can appoint someone to fill this vacancy.

**11. Review of governance policy documents (Ebe).** She and Connie have discussed the documents. There is a lot to review. Kate will help. The goal is to complete the revision of these documents ahead of the new minister's arrival.

**12. Update on Ellsworth Avenue bike lanes proposal (Sam) (8:21).** There was a general discussion about the Shadyside Connector at a meeting in October. Sam could not attend the November meeting. Public hearings will take place after proposals are made, one of which might be to make Ellsworth one-way with one lane for cars, parking on one side, and a bike lane.

**13. Building and Grounds update (Sam)** Scott Anderson, who has a landscaping business, is installing a new garden shed.

**14. Appreciations & Aspirations (All).**

**15. Adjourn (8:35) (Scott)**

Respectfully submitted,  
Kurt Summersgill, Recording Secretary  
Approved by the Board: December 16, 2020  
Eleanor Mayfield, Secretary