

MINUTES

Board of Trustees: May 19, 2021, Virtual Meeting First Unitarian Church of Pittsburgh

Board Members Attending: Scott Smith, President (2021); Julie Downs (2022); Lynne Porterfield (2021); Eleanor Mayfield, Secretary (2021); Lee Carnes (2022); Heather Masterson, Vice President (2023); Kate Snow (2023); Kyle Gracey, Treasurer (2023)

Board Members Absent: Sam Hens-Greco (2022).

Ex Officio Members: Rev. Constance Grant, Interim Minister

Others: Kurt Summersgill, Recording Secretary

Visitors: Peggy Parsons

1. **Call to Order (7:02) (Scott)** Scott called the meeting to order.
2. **Opening Words (Provided by Sam).** Poem by Kathleen Raine “Change.”
3. **Welcoming guests (Scott).**
4. **Announcements (Scott)**
 - a. The Annual Congregational Meeting will be held via Zoom on Sunday, May 23, 12:00-2:00.
 - b. On Sunday, June 6, there will be a thank-you event for Rev. Connie via Zoom following the service.
 - c. Special Board meeting early June, (date, time TBD to review the past year and complete the interim assessment, using the same form that was used for the 6-month and annual assessments. The three new Board members are invited.
 - d. The next regularly scheduled Board meeting will be on Wednesday, June 16, 2021, at 7:00 p.m. The three new Board members are invited.
5. **Consent agenda (Scott) (handouts)**
 - a. Draft Minutes
 - i. April 12 Special Board Meeting (conditions for church-sanctioned meetings during Candidating Week)
 - ii. Approval of April 21, 2021, Board meeting minutes. Motion by Scott, second by Kyle, to approve minutes from both April 12 and April 21. Approved unanimously.
 - iii. May 2 Special Congregational meeting (to be approved by the Congregation this Sunday at the Annual Congregational Meeting)
 - b. Minutes of May Finance Committee meeting, Investment Committee first quarter investment report
6. **Ratification of email votes**
 - a. April 2: Approval of salary offer to the ministerial candidate and a minor modification to the Minister’s Agreement
 - b. May 10: Approval of \$6500 for capital projects.
 - c. Ratification of both email votes moved by Scott, seconded by Kate. Approved unanimously.

7. Reimagining Fundraising Task Force update (Scott, Heather)

- a. They have reached out to a pool of potential TF members. Lynne Porterfield, Kyle Gracey, Maria Lauro, Ward Kelsey, and Randy Weinberg have agreed to serve. Other possible members are pending. The TF hopes to start meeting in June.

8. Building and Grounds Committee (Scott, Kyle, Eleanor)

- a. The Board approved expenditure of \$6,500 for capital upgrades. One project is to repair the wall shared with the neighbor on Morewood Ave; the neighbor will coordinate the repair, and each party will pay half. Only the section closer to the road will be repaired at this time. Additional projects include repairs/enhancements to the Minister's study, the pulpit, some bathroom updates, replacing lighting with more energy-efficient bulbs, and looking at a repeated roof leak in the garden entrance to see if it can be permanently repaired.
- b. The new welcome desk in the foyer should be installed in a few weeks. This is a gift from Chris Michaels in memory of her husband, Richard Michaels.
- c. Summary of May 6 meeting re: Shadyside Connector. After starting with 6 options, the first couple of which would have severely limited parking on Ellsworth, the option that seems to now be favored is to make Ellsworth a neighborway that will no longer be a through-way for cars, although buses and bikes will be able to move straight through. Various methods will be used to deter traffic and slow it down, including traffic diverters, which are forced turns for automobiles. The idea is to make the street as safe as possible for all users.

9. Ministerial Search Committee Wrap-Up (Scott)

- a. Jim Reitz is closing the committee's bank account and balancing the books. Unspent funds will be returned.
- b. Connie helped facilitate a transitions task force as we wait for Rev. Kate to arrive. Instead of reaching out to her directly, congregants will pass requests through the TF. Members: Jim Reitz, Mary Denison, Julie Downs, and Rev. Connie. Scott will prepare a blurb for the weekly newsletter, advising that Rev. Connie is available until August 1.
- c. The Board should thank the Ministerial Search Team. Scott proposed that each Board member send a note/card to a member on the team on behalf of the Board. Scott will send out a list, and each Board member will be assigned one person to thank.

10. Logistics for Annual Congregational Meeting, May 23. (Scott, Eleanor)

- a. Eleanor has uploaded a draft meeting agenda. Nancy Latimer is not available to manage Zoom, so Julie Downs has agreed to do so. Kris Rust will send a video report.
- b. Eleanor still has a lot of material that needs to be posted to the Congregational Meetings page on the church website. Rev. Connie advised her to use the submissions function on the website, as it is the best way for the church staff to handle incoming submissions.

11. Revised Governance Manual—Discussion and vote (Kate)

- a. Thanks to all who worked on this: Scott, Rev. Connie, Lee. Claus, with his knowledge of governance models and institutional knowledge, was instrumental in this effort.
- b. Eleanor asked whether the Procedure Manual (referred to in Section 3.2, Item 5) exists. It does, but is in process. Connie advised that the Finance Committee is working on its portion, which is substantial, so the wording about the Manual of Operational Procedures may need to be removed or revisited.
- c. There was discussion of the language in the Governance Manual about the Minister consulting the Board regarding both hiring and dismissal of staff. Lynne, who worked on the Ministerial Agreement, wanted to make sure the language was consistent between the Ministerial Agreement and the Governance Manual. The following wording change was agreed upon: “The minister will consult with the Board regarding funding for staff positions or termination of an employee.”
- d. Scott moved to approve the revised Governance Manual, including recommendations worked out over the last week and the revision regarding the Minister consulting with the Board when terminating an employee. Kate seconded. Carried unanimously.

10. Minister’s report (Connie) (handout)

- a. She has been discussing details of the ministerial transition with Rev. Kate.
- b. Rev. Kate has asked for a retreat with the Board in August, perhaps half a day, perhaps facilitated by Rev. Sunshine Wolfe, in addition to a start-up workshop later in the fall, perhaps facilitated by someone from the UUA Central East Region.
- c. Connie received an offer today for a new interim position in Naperville, IL.
- d. Minister’s Benevolence Fund:
 - i. As of December 31, 2019, the account balance was \$843.53
 - ii. Donations totaled \$8,988.99
 - iii. Disbursements totaled \$2,965.00
 - iv. As of May 15, 2021, the account balance is \$6,867.52
- e. Appointment of GA delegates. Connie noted that the Church is entitled to 6 delegates. Kyle, Claus, and Lynne have agreed to be delegates. Scott moved to appoint them as GA delegates. Kate seconded. Motion carried with 6 in favor, 2 abstentions.

11. Safe Reopening Task Force report, recommendations (Connie, Peggy Parsons) (handout)

- a. The Safe Reopening Task Force compiled a comprehensive and detailed handout, which was presented by Peggy Parsons. A lengthy discussion followed.
- b. There is no way to predict what conditions will be in effect at any specific time. Recommendations:
 - i. Services starting on-site in September
 - ii. Earlier small-group church-sponsored activities over the summer
 - iii. A more detailed plan for September to be developed by mid-August
- c. Our current stance is that the church building remains closed until August 31, subject to change.

- d. Scott proposed that a small ad hoc team be set up to deal with this ongoing issue. Motion: Establish a Board Reopening Implementation Working Group. This group would work with the Safe Reopening Task Force, Building and Grounds, and other stakeholders to work out specific details and come back to the Board with concrete steps for reopening. Initial members are Kyle, Julie, Kate, and Eleanor. Second by Kyle. Motion carried unanimously. Julie will send out a Doodle poll to schedule the group's first meeting. Peggy will send out the Safe Reopening Task Force's list of high-priority things to do.
- e. Office staff are receiving room rental requests for the fall. Currently we cannot confirm these. The office staff can take contact information, but they cannot make any commitments.

12. Appreciations and Aspirations. We express our extreme and deep appreciation to the Safe Reopening Task Force for helping us make our decisions.

13. Adjourn (Scott, 9:22)

Respectfully submitted,
Kurt Summersgill, Recording Secretary
Approved by the Board: June 16, 2021
Eleanor Mayfield, Secretary
