

MINUTES

Board of Trustees: July 21, 2021, Virtual Meeting First Unitarian Church of Pittsburgh

Board Members Attending: Heather Masterson, President (2023), Julie Downs (2022); Lee Carnes (2022); Sam Hens-Greco (2022); Kate Snow, Secretary (2023); Kyle Gracey, Treasurer (2023); Rob Schwartz (2024); Bob Mitchell (2024); Amy DeChicchis (2024)

Board Members Absent: none

Ex Officio Members: none

Others: Kurt Summersgill, Recording Secretary

Visitors: Claus Makowka

1. **Call to Order (7:00) (Heather)** Heather called the meeting to order.
2. **Election of officers in Executive Session (Heather)**
3. **Opening Words (7:18) (Kate).**
4. **Welcoming guest (Heather).**
5. **Announcements (Heather)**
 - a. Welcome new Board members: Bob Mitchell, Amy DeChicchis, Rob Schwartz.
 - b. The next regularly-scheduled Board meeting will be on Wednesday, August 18, 2021, at 7:00 p.m. Kyle, Julie, and Kate will not be available.
6. **Consent agenda (Heather) (documents)**
 - a. Draft Minutes
 - i. Approval of June 16, 2021, Board meeting minutes. Motion by Heather, second by Kyle, to approve minutes. Approved unanimously.
7. **SharePoint Tutorial (Claus).** Switching from Dropbox for Board documents. This costs the church less money; in fact, it's free as the church has Office 365 Suite that includes cloud storage linked to the church. Also it will make it easier to store and pass on documents to the new board. The security is also better with SharePoint.
8. **Role of ombudsperson and who should serve (Heather).** Ebe Emmons is the current ombudsperson. Does this position need to be held by a current Board member? Both views were presented. The first ombudsperson was a Board member appointed by the Board. How would we like to structure this going forward? It was decided that this role does not need to be a Board member, but the requirements and role description should be written out fully. Action: Heather will reach out to Ebe to ask her to continue in this role and for her suggestions. Heather and Sam will work on a role description. This will need to be added to the Governance Manual.
9. **Bringing church website up-to-date (Kate)** There is a lot of out-of-date material and a lot of missing things. Kate is willing to update the website, in coordination with Cicely, Mark Whittaker, and Nancy Latimer, who also have access. Now is a good time to do that, before the new minister starts.

10. August Board meeting. (Kate) Kate will be on vacation Aug 8-Sept 12. She needs somebody to create the agenda (Kyle) and flesh out the draft minutes for the August meeting (Rob). Either through the Ministerial Transition team or at that meeting the Board will also discuss with Rev. Kate her plans for a retreat.

11. Discussion/vote on re-opening phases, presented by Reopening Implementation Working Group (Julie, Bob, Kyle) (documents)

- a. They have been meeting a lot. Two documents have been provided. One is a short document to the Board regarding the four phases of opening and a longer document, which has an executive summary.
 - Phase 1 Can people informally meet off campus? Recommendation: yes.
 - Phase 2. Coming to the building—vaccinated people only. Recommendation: yes, with some conditions regarding logistics. The leader of the group is responsible for gathering information on vaccination status and contact tracing. Mask use is encouraged, and masks will be made available. This will apply to all the rooms, including the Undercroft Gallery and the Sanctuary.
 - Phase 3. Mixed vaccinated/unvaccinated, including groups, meetings, and rentals. This is much more difficult (see second document). All will be asked to wear a mask, which will be available; sanitizer will also be available and contract tracing will apply. There will be a threshold based on the local community infection rate. Proposed threshold will be that we can open for meetings in the small rooms at 50% capacity when there is a level below 25 cases/day in Allegheny County for the 2 weeks before opening. Below 7 cases/day for two weeks: we can make available all small rooms at 100% capacity, half the Sanctuary and Undercroft.
- b. They have discussed signage around entrances to building and making sanitizer and masks available. This doesn't mean that as soon as two weeks have sustained at the threshold levels that everything will immediately open, as staff will need to be made aware, security will need to be in place, etc. The team will be around to help work through all the processes as the church gradually re-opens.
- c. Children will be the wild card. Erica points toward no formal RE classes in the Fall except for OWL (Our Whole Lives), though there might be group activities, either outdoor activities, weather permitting, or inside.
- d. When the time comes for services in the Sanctuary, the assumption is that attendees will be a mix of vaccinated and unvaccinated. We are already committed to hybrid services (YouTube).
- e. Motion to approve the recommendations for Phases 1 through 3 with the additions stated above. Kyle. Rob seconded. The motion passed unanimously.

12. Budget Report (Kyle) (documents)

We are where we expected to be. We are operating at a net loss of about \$20,00 for the year, as budgeted, which is pretty much where we expected to be. We have enough money in the bank, although it has gone down in the last quarter, to cover all normal cash flow. Our investments are doing well. A new policy has been put in place for the Giant

Eagle cards, so there should be no more problems there. By the end of the year there will be a totally new Finance Policy rolled out. Kyle will be meeting with Rev Kate sometime next month to get her input for the rest of the year and for the staff. He also met with Connie before she left to get her input. He will submit first draft of the budget to the Board in September. The committee has no recommendation for budget changes.

13. Building and Grounds Committee (Sam)

- a. Wall update. It is done. It came exactly on budget. It looks great.
- b. HVAC/ventilation update. Bob, Martin and Gordon have been trying to get more information from them. Bob: Spoke with Jonathan Iams Consulting, who designed our HVAC system. Filters: The ones currently installed are “OK” (MERV 8), but not ideal for virus particles. We cannot put in MERV13. Air exchange rates: 81,000 cubic feet per hour. This is probably the minimum exchange rate.
- c. Heating and cooling modes. If we are not in those air flow modes, we can set the system to always having the flow on, which creates other issues, like humidity.
- d. HVAC maintenance: We have not had a contract with Century, which built and installed the system, since 2019. We really need to have a sit-down with Century. Sam spoke with Rita: Century has continued maintenance. Rita said they will be sending a bill. (They had been waiting for the filters). We have called them when there is a problem; they have come and sent a bill, but their bills are not specific enough. Sam asked to be advised when they are next coming, so he could be there and see what they are doing, so more folks are familiar with the system. He will follow up.
- e. The punch list for the incoming minister have all been completed.
- f. Picnic tables with Winchester-Thurston. They have taken them away. They would like to use our space for the same purpose in the fall. Action: The Board needs to contact Rev Kate, as Connie made the decision last year. The Board recommends approval.

14. Ministerial Transition Team update (Julie)

- a. They are cataloging a list of requests, with priorities.
- b. They are planning a welcoming for Rev Kate Aug 8, which would have to be an event only with vaccinated people.
- c. Everything is going smoothly.
- d. Should the Board also create a welcome gift/basket? Sam suggested a custom coupon book from each member. Action: If you have a custom coupon, give that information to Sam by July 30 to put together.

15. Reimagining Fundraising Task Force Update (Kyle)

- a. It has been meeting. They have another meeting next week. They are building a matrix of fundraising strategies. This is to take over the process that was previously the Annual Budget Drive and the Stewardship Committee, turning fundraising into a year-long activity with different components. No motions or anything yet for the Board.

10. Appreciations and Aspirations

11. Adjourn (Heather) (9:01)

Respectfully submitted,

Kurt Summersgill, Recording Secretary
Approved by the Board: August 18, 2021
Kate Snow, Secretary
