

# Minutes

## Board of Trustees: February 16, 2022, Virtual Meeting

### First Unitarian Church of Pittsburgh

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

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

**Ex Officio Members:** Rev. Kate Walker, Minister

**Others:** Kurt Summersgill, Recording Secretary

**Visitors:** Stephanie Gannon

1. **Call to Order (7:02) (Heather)**
2. **Opening Words (Bob)** from Jay Butera. (Citizen's Climate Lobby)
3. **Welcoming Guests (Heather)**
4. **Announcements (Lee)**
  - a. The next regularly scheduled Board meeting will be on Wednesday, March 16, 2022, at 7:00 p.m.
5. **Consent Agenda (Heather) (Documents)**
  - a. January 19, 2022 Board meeting minutes. Motion to approve by Heather, seconded by Rob. Approved unanimously.
  - b. Marketing and Communication report
  - c. Stewardship Committee report
  - d. Minister's report; LRED report
  - e. Minutes of February Finance Committee meeting
6. **Ratification of e-mail vote (Heather)**
  - a. 1-25-2022. Motion for authorization of \$5000 to hire CJL Engineering per their proposal.
    - Review existing mechanical drawings and visit site
    - Develop options for installation of needlepoint bipolar ionization (NBPI) including unit mounted, duct mounted and/or as part of new destratification fans.
    - Develop report outlining options including opinion of probable cost.
    - Review options with owner to establish agreed upon scope
    - Develop IAQ narrative explaining NBPI and highlighting proc/cons for education of board members and parishioners.
    - Develop schematic drawings so preferred contractor can install NPBI

Heather moved to ratify. Kyle seconded. Motion carried unanimously.

7. **VOTE: Approval of proposed charter of Safety and Security Committee (Rob) document.** Kyle recommended adding a hyperlink. We do need three more members for this committee, as at this point there is only one. Bob: Is there a provision for overlapping terms, so that they are staggered and will not all roll off at the same time? Rob: They are asked to commit to 3 years, with the option to continue. He will add “rotating three-year terms.” Julie: There is a lot of training involved, so all need to be aware of that. Rev. Kate and Rob state that most of the training is online and more or less continuous at this time, so it shouldn’t be an issue. Julie will reach out to the Nominating Committee for new member suggestions. Motion by Rob, Second by Bob. Motion carried unanimously.
8. **Board approval of the VIM (Vision, Identity, Mission) open questions for cottage meetings regarding environmental justice initiative (Bob, Stephanie, Lee) (draft questions sent by e-mail)**
  - a. There was a meeting of VIM on February 5 at which the questions were created. There are 4 questions. Where are we now? Where do we want to be? What steps can we take to get where you want to be? How do you see yourself contributing? Kyle: How do we use these to get to a proposal? He is not comfortable with the portions that refer to a choice between education and action, as both parts are necessary. Bob: There will be both a facilitator and a note taker at each cottage meeting. Then the VIM committee will meet and aggregate the responses to determine what can be taken away from the meetings. Bob: The questions will be given review and modified based on the conversation. VIM hopes to start the conversations by early March.
  - b. There will be a vote by e-mail later.
9. **Annual document of Board goals and objectives (Rob) (7:51)**
  - a. Discuss creation of an annual document regarding the Board’s goals and objectives. This is also part of a long-range planning document, e.g., Year 1 do this, Year 2 do this, etc. The Board retreat would be a good time to organize this more formally. Kyle: He would like this to be folded into the Congregation Strategic Plan, which is coming to an end and a new one needs to be written. Next steps: Rob will move forward with this, initially. Bob: In the past VIM has generated the Strategic Plan and presented it to the Board for approval. Heather will help, as well.
10. **VOTE: Allocation of funds for Installation Ceremony (May 15) (Kyle) (document)**
  - a. Allocate \$5,000 from reserve funds to cover expenses related to Rev. Kate's installation ceremony, and authorize the Treasurer to select the most appropriate reserve fund. Motion by Kyle. Second by Lee. Motion carries unanimously.
11. **VOTE: Approving funding for a new dishwasher (Kyle) (document)**
  - a. Approve the dishwasher replacement project contained in the quote dated 1/28/2022 provided by Martin Schmidt, allocate \$14,271 from capital-restricted accounts to fund the project, and authorize the Treasurer to select the most appropriate capital-restricted account. Motion by Kyle. Second by Kate. Motion carries unanimously.
12. **Discuss updated pledge and giving trends (Kyle) (documents)**
  - a. Our total pledge giving was slightly down from last year (about \$11,000). Pledging vs payments was above 99%, which is really good. Pledging for 2022 was up (which included automatic roll-overs) to just a little over \$420,000.

Number of donors and pledging units continue to decrease. The average giving per donor is increasing (now about \$2,400, which is skewed by the level given by the top giving quartile).

**13. Discuss First Unitarian public voice policy (Rev. Kate)**

- a. There is Freedom of the Pulpit, consistent with UU values and principles. She is looking for input on speaking for the church. Guidance is not entirely clear in all situations. Kyle: There is language in the Governance Manual, but that may not be completely clear in all situations. If she has concerns, she could pass it by the Board before proceeding. She is still getting a feel for how the congregation stands on issues. Julie: Maybe we should create a catalogue of statements or positions, so Rev. Kate has something to look to for guidance. Rev. Kate: There is something powerful about having a congregation vote on a public advocacy statement. She may get together a working group from within the Congregation to look at this issue, and then come back to the Board with any changes.

**14. Startup workshops best practices (Heather, Rev. Kate) (document, e-mail/ Sharepoint)** We need to present some of the ideas to the congregation by highlighting best practices in the newsletter. Board members please go through the document and highlight what they think is important.

**15. Appreciations and Aspirations**

**16. Adjourn (Heather) (8:54)**

Respectfully submitted,

Kurt Summersgill, Recording Secretary

Approved by the Board: March 16, 2022

Kate Snow, Secretary