

Minutes

Board of Trustees: March 16, 2022, Virtual Meeting

First Unitarian Church of Pittsburgh

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

Board Members Absent: Sam Hens-Greco (2022); Julie Downs (2022)

Ex Officio Members: Rev. Kate Walker, Minister

Others: Kurt Summersgill, Recording Secretary

Visitors:

1. **Call to Order (7:02) (Heather)**
2. **Opening Words (Rob)** The National Anthem of Ukraine
3. **Welcoming Guests (Heather)**
4. **Announcements (Lee)**
 - a. The next regularly scheduled Board meeting will be on Wednesday, April 20, 2022, at 7:00 p.m.
 - b. May dates
 - i. May 15, 3:0pm Rev. Kate installation
 - ii. May 18, Board Meeting, 7:00 p.m.
 - iii. May 22, Annual Congregational Meeting, consider multi-platform. 12:00-2:00 p.m.
5. **Consent Agenda (Heather) (Documents)**
 - a. February 16, 2022 Board meeting minutes. Motion to approve as amended, by Heather, seconded by Bob. Approved unanimously.
 - b. Minister's Report
 - c. LRED Report
 - d. Minutes of March Finance Committee meeting
 - e. Safety and Security Committee Report
 - f. Stewardship Committee update
 - g. Report back from UUA 2023 General Assembly local organizing committee meeting (Document)
6. **Ratification of e-mail votes (Heather)**
 - a. March 3. Motion to approve VIM questions for cottage meetings. Heather moved to ratify. Kyle seconded. Motion carried unanimously.
7. **Discuss Trustee job description (Kyle). (Document)** Kyle sent an email to the Board regarding the creation of a job description about what it means to be on the Board of Trustees. The motivation is that, while there are descriptions of the Board and its responsibilities in our Bylaws and our Governance Manual, we don't have a document that is accessible to potential Trustees that summarizes the expectations and roles of serving on the Board. This document would be useful to the nominating committee when

recruiting nominees for the Board. Some wordsmithing was proposed. The wording will be voted on at the next meeting.

8. **End-of-Year Investment Report (Kyle) (Document)**
 - a. Our investments are doing well. Total value of all investments and endowments is \$3.4 million, which is a \$200,000 increase from the value over the last year. The important thing to remember is that different funds have different restrictions.
 - b. The Investment Committee monitors this.
9. **Vote: Annual Endowment withdrawal (Kyle) (Document)** The total to withdraw is \$40,659.86, distributed to several accounts, which is done based on a formula, that can change from year to year. The largest item is \$29,042.76, for the general operating expenses, which is almost exactly what was budgeted; \$650 goes to a reserve fund used for repairing and maintaining musical instruments, which can include piano tuning, but typically for larger expenses; \$2,100 used for office equipment; \$220 to landscape reserve; \$6,000 to unexpected repairs, particularly related to building and grounds; approximately \$2,000 for miscellaneous expenses. Motion to approve by Kyle. Second by Kate Snow. Motion carried unanimously.
10. **Vote: Approval of the Charter for the Committee on Shared Ministry (with minor modifications) with appointment of the following members: Mary Denison, Chair; Michael Safran, David Doorley, Jim Reitz, Sue Oerkvitz (Rev. Kate) (Document)** The purpose of the Committee is to provide advice and counsel to the Minister, the Board of Trustees, and the congregation so as to strengthen the quality of shared ministry within the congregation. For this purpose, “ministry” is defined as the spiritual and emotional health of the community in holding to its vision.
 - a. Moved by Kyle. Second by Heather. Motion carried unanimously.
 - b. A sixth person has been approached for membership on the committee.
11. **Vote: Changes to the COVID reopening policy (Rev. Kate) (Document)**
 - a. There are three major changes. We do not have the capability of contact tracing, so notification will be via Breeze or through contact information provided by visitors, and that will be sufficient. Rentals will be exempt from the restriction on eating and drinking. Congregants will be allowed to sing, as long as they are masked. The common sense reminder that if one is sick, to please join us from home will also be added.
 - b. Moved by Kyle. Second by Rob. Motion carried unanimously.
12. **Draft 2021-2022 Board Goals Document (Rob) (document)** Much discussion ensued as to how this is to be developed and monitored. The document that was presented was basically a template, which is why goals were included that have already been completed. The discussion segued into a conversation about the church’s strategic plan, which has basically been on hold the last couple years during the interim ministry. The Board Goals Document would be created annually at the Board retreat in the fall.
13. **Kate Snow Vacation (Kate) (document)** She will be out April 2 - May 4 or 5. She is preparing for the Annual Congregational Meeting. For the April Board meeting, Kyle can review the minutes of the Recording Secretary.
14. **Appreciations and Aspirations**
15. **Adjourn (Heather) (8.44)**

Respectfully submitted,

Kurt Summersgill, Recording Secretary

Approved by the Board: April 20, 2022

Kate Snow, Secretary