

Report of Motions Passed June, 2021-May, 2022

June, 2021

- 1) The email vote of June 5, to authorize Scott Smith to sign an agreement with Pittsburgh Water and Sewer Authority to replace the church-owned portion of the water line on Morewood should it be deemed to be a lead line was moved by Scott Smith, seconded by Kyle Gracey, and ratified unanimously.
- 2) Kyle Gracey moved to appoint Ebe Emmons as a General Assembly delegate. Julie Downs seconded. Motion carried unanimously.

July, 2021

- 1) The Board met in Executive session for the first fifteen minutes and elected three officers unanimously: Heather Masterson, President; Kyle Gracey, Treasurer; and Kate Snow, Secretary. (Lee Carnes was subsequently voted unanimously via email into the position of Vice President.)
- 2) A motion to approve the first three phases of reopening the church as presented and recommended by the Reopening Implementation Working Group were passed unanimously:
 1. Phase 1—Recommendation: approve meeting informally away from the church.
 2. Phase 2—Recommendation: approve meeting in the church building with only vaccinated people under these conditions: 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 meetings in all rooms, including the Undercroft Gallery and the Sanctuary.
 3. Phase 3—Mixed vaccinated/unvaccinated, including groups, meetings, and rentals. Recommendation: approve with the following conditions: 1) All will be asked to wear a mask, supplies of which will be made available for those without; sanitizer will also be available; contact tracing and social distancing of 3' will apply. 2) A threshold will be set based on the local community infection rate. Proposed threshold will be that we can open for meetings in small rooms at 50% capacity when the level of cases below 25 per day in Allegheny County has been sustained for two weeks. With 7 cases or below per day for two weeks we can make available all small rooms at 100% capacity. The Sanctuary and Undercroft require 7 cases or below per day for two weeks to be used at 50% capacity.

August, 2021

- 1) The email vote of July 24 to elect Lee Carnes as Vice President of the Board of Trustees was ratified unanimously.

September, 2021

- 1) Motion made by Kyle Gracey to amend the current Personnel Policy of First Unitarian Church of Pittsburgh in order to grant paid parental leave. Seconded by Kate Snow and passed unanimously.
- 2) Rob Schwartz moved to accept Rev. Stephanie Gannon's request to be named an Affiliate Minister with First Unitarian Church of Pittsburgh. Motion was seconded by Bob Mitchell. Carried unanimously.
- 3) Kyle Gracey moved to amend the reopening policy for Phase 2 (the current phase) to state that masks are required when inside the church (replacing current language that they are "strongly encouraged"). Seconded by Lee Carnes and passed unanimously.

October, 2021

- 1) The vote on changes to 2021 Budget was presented by Kyle Gracey. The budget has been adjusted now that we have accurate information about the cost of the Minister's health insurance premium. There was also an adjustment for a higher rate of on-line giving, with a subsequent increase in total Breeze transaction fees. Agreement for changes moved by Kyle; seconded by Kate Snow. Motion carried unanimously.
- 2) The Reimagining Fundraising Task Force report was presented by Heather Masterson. The Task Force has completed their review and made recommendations to approve a proposed charter for a Stewardship Committee and to assign the duties of the annual pledge drive and planned giving to the new committee, as outlined in the charter. The motion to accept the proposed charter was made by Heather, seconded by Kyle; Motion carried unanimously.
- 3) The draft Charter for the Marketing and Communications Team was presented by Rob Schwartz. The current two members (Nancy Latimer and Mark Whitaker) are willing to continue on. At least one more person is needed for the team. Rob will be willing to serve as the Board liaison. Motion to approve the draft charter as written was made by Rob, second by Kyle. Motion carried unanimously.

November, 2021

- 1) Ratification of e-mail vote regarding food for indoor gatherings. (Each person participating in any gathering within First Unitarian Church at which food will be available will conform to the following requirements: 1. Be fully vaccinated; 2. Masked at all times except when actually eating or drinking; 3. Maintain social distance whenever possible, with tables at least ten feet apart. All people at a table should remain at that table, not circulating to other tables; 4. Acknowledgment and acceptance of own risk.) Moved by Heather Masterson, seconded by Kyle Gracey. Motion carried unanimously.

- 2) The Board supports the recommendation presented at the October Board meeting by the Building and Grounds Committee to purchase solar panels. The motion is for the Board to proceed with investigating funding, getting congregational input/buy-in, and applying for the loan. Motion by Bob Mitchell. Seconded by Kyle Gracey. Motion carried unanimously.

December, 2021

- 1) The recommendation of the Reopening Implementation Working Group to allow in-person services was presented by Kyle Gracey:

In-person worship services are permitted, at the Minister's discretion, provided that all of the safety precautions are followed:

1. All attendees must:
 - Provide proof of full vaccination, either upon each entry to the church, or by electing to have their vaccination status stored by the church;
 - Booster shots and/or 3rd doses are strongly encouraged, but not required to satisfy full vaccination status
 - Provide information for contact tracing, either verified by name through Breeze or upon entry into the church; and
 - Wear masks that fully cover both mouth and nose.
2. Church seating must support social distancing. The front pews are reserved for participants in the service.
3. The church's HVAC/ventilation system must be on during church services in the sanctuary.
4. Singing by congregants will not be allowed until explicitly approved by the Board of Trustees.

This proposal was moved by Kyle Gracey and seconded by Kate Snow. The motion was carried with eight votes for approval and one abstention.

- 2) The proposed 2022 budget, which was presented to the Congregation on December 5, was presented by Kyle Gracey, who moved for approval. Kate Snow seconded, and it passed unanimously.

3) A revision to the Investment Committee Charter was presented by Kyle Gracey. The committee has been doing this already, but these make it explicit in the Charter that 1) funds are invested with an understanding that the investment horizon for an institution is indeterminate, in contrast to a personal investment horizon, which is limited; 2) funds are invested in accord with Unitarian Universalist social values; and 3) avoid market timing. Kyle Gracey moved to adopt amendments to the Investment Committee Charter. Second by Lee Carnes. Motion to adopt carried unanimously.

4) Authorizations related to Parnassus and Fidelity investment funds were presented by Kyle Gracey. The Investment Committee needs authority to open a new investment account, in order to sell some of the portfolio and invest in others. Motion by Kyle to

adopt the 4 documents was seconded by Bob Mitchell and the motion carried unanimously.

5) Rev. Kate presented a proposal that she and the Board send a letter joining with other churches to put public pressure on the police regarding the death of Jim Rogers. Heather Masterson moved for Rev. Kate to draft and send a letter, modeled on the proposed draft, signed by her and the Board of Trustees. Seconded by Kate Snow. The motion carried unanimously.

January, 2022

- 1) Revise current Personnel Manual language on page 6, "The Board has sole authority to hire Church staff members," to "The Minister takes the lead in the selection, hiring, supervision, and discharge of all paid staff," in order to bring it in line with the Governance Manual Section 2, page 6. Motion by Kate Snow, second by Kyle Gracey. Motion carried unanimously.
- 2) Appointment of new members to Marketing and Communications Committee (Mark Whittaker, Nancy Latimer, Michael Safran and Maria Lauro) and Stewardship Committee (Ebe Emmons, Jean Schmidt, Jennifer Layman, Scott Smith, Lynn Porterfield, Ward Kelsey, Al Schwartz, Maria Lauro, Eleanor Mayfield). This fills out these committees. Motion by Heather Masterson, second by Sam Hens-Greco. Motion carried unanimously.
- 3) Approve the "Solar Installation Agreement" provided by Envinity, using the "Cash Purchase with Envinity internal Financing" option; authorize up to \$100,000 for the project; and authorize the Treasurer, in consultation with the Finance and Investment Committees, to select the most appropriate sources of funding for the project. The Stewardship Committee will be asked to create a capital campaign to defray the cost of the project. Motion by Kyle Gracey, second by Sam Hens-Greco. Motion carried unanimously.
- 4) Minor change to bylaws to Bylaws to address members who return to the church after losing membership. Article 3 Section 4, add to end of paragraph 2: "If a Member is taken to have voluntarily resigned for failure to provide a financial contribution of record during a previous year, but then makes a financial contribution of record during a subsequent year, the Member is not required to re-sign the Membership Register to regain membership." Motion by Kyle Gracey, second by Kate Snow. Motion carried unanimously. (This Bylaw change will need to be approved by the congregation at the annual meeting.)
- 5) Revised language for church activities:

All church activities that do not involve congregational singing or serving food are authorized, at the Minister's discretion, provided all of the following safety precautions are followed:

1. All attendees must:

- Provide proof of full vaccination, including booster shots or 3rd doses as soon as eligible, either
 - upon each entry to the church, or
 - by electing to have their vaccination status stored by the church;
 - Provide information for contact tracing, either verified by name through Breeze or upon entry into the church; and
 - Wear masks that fully cover both mouth and nose.
2. Seating at all events must support social distancing. During church services the front pews are reserved for participants in the service.
3. The church's HVAC/ventilation system must be on during church services in the sanctuary.

The following activities are not permitted until explicitly approved by the Board of Trustees:

- Any congregational singing, and
- The presence or serving of food or beverages at any gatherings held in the church.

This policy supersedes any and all **conflicting** prior Board-approved policies relating to church activities during the Covid-19 pandemic.

Motion by Kyle Gracey, second by Rob Schwartz. Eight approved, one absent.

February, 2022

- 1) Ratification of January 25 email vote. 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 pro/cons for education of board members and parishioners.
 - Develop schematic drawings so preferred contractor can install NPBI

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

- 2) Approval of proposed charter of Safety and Security Committee document. Rob Schwartz moved and Bob Mitchell seconded. Motion carried unanimously.
- 3) Allocation of \$5,000 from reserve funds to cover expenses related to Rev. Kate's installation ceremony, and authorization to the Treasurer to select the most appropriate reserve(s). Motion by Kyle Gracey. Second by Lee Carnes. Motion carried unanimously.

- 4) Funding approved for dishwasher replacement project contained in the quote dated 1/28/2022 provided by Martin Schmidt. \$14,271 to be allocated from capital-restricted accounts to fund the project, and the Treasurer is authorized to select the most appropriate capital-restricted account(s). Motion by Kyle Gracey. Second by Kate Snow. Motion carried unanimously.

March, 2022

- 1) Ratification of March 3 email vote: Motion to approve VIM questions for cottage meetings. Heather Masterson moved to ratify. Kyle Gracey seconded. Motion carried unanimously.
 - What environmental and/or racial justice actions on the part of First Unitarian are you aware of?
 - Which of these justice-directed actions do you value most and why?
 - Recalling the adage, “Think globally, act locally,” envision a more socially equitable and environmentally sustainable region. In order to move closer to that vision, what are up to 3 critical components of your vision?
 - What actions that address both racial and environmental justice could you see First Unitarian Church, as a community capable of passion, action, and learning, taking to reach your vision?
- 2) Vote on annual endowment withdrawal: The total to withdraw is \$40,659.86, distributed to several accounts, which is done based on a formula. The largest item is \$29,042.76, for the general operating expenses, which is almost exactly what was budgeted. Motion to approve by Kyle Gracey and seconded by Kate Snow. Motion carried unanimously.
- 3) Approval of the Charter for the Committee on Shared Ministry presented by Reverend Kate (with minor modifications) with appointment of the following members: Mary Denison, Chair; Michael Safran, David Doorley, Jim Reitz, Sue Oerkvitz. The purpose of the Committee is to provide advice and counsel to the Minister, the Board of Trustees (“BOT”), 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. Kyle Gracey moved that the Charter as modified and the appointments be approved, which was seconded by Heather Masterson, and carried unanimously.
- 4) Changes to the COVID reopening policy include: We do not have the capability of contact tracing, so notification will be via Breeze or through contact information provided by visitors. 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. The motion to approve was by Kyle Gracey and seconded by Rob Schwartz. It was approved unanimously.

April, 2022

- 1) Motion to present for vote at the Annual Congregational Meeting that the congregation of the First Unitarian Church of Pittsburgh commits to a year-long, church-wide focus on Environmental Justice and to take appropriate actions to address the issue. Moved by Kyle Gracey and seconded by Heather Masterson. Passed unanimously.
- 2) Vote on the proposed Bylaws change to clarify membership requirements:
“The Treasurer of the Board of Trustees will review the Membership Roll at least annually to ensure that it accurately reflects the church’s membership. To continue to be carried on the Membership Roll, a Member is required to have made a financial contribution of record (i.e., a contribution associated with the Member by name) to the church operating fund for during the previous fiscal year. The Board President and Minister have the authority to grant waivers of this requirement. Removal from the Membership Roll under this section is effective only upon completion of the membership termination process in section 4. “
Moved by Kyle Gracey, seconded by Bob Mitchell, and passed unanimously.
- 3) Ratification of e-mail vote: Motion to approve Board of Trustee Position description and send to the nominating committee. The motion to approve was made by Heather Masterson, seconded by Julie Downs, and carried unanimously.
- 4) Motion to appoint Gretchen Aiyanger to the Committee on Shared Ministry. It was moved by Heather Masterson and seconded by Bob Mitchell. The motion carried unanimously

May, 2022

At the April meeting the Board met in executive session and approved unanimously a motion for capital funds of \$1,514 to be used for planting a tree for Rev. Kate’s installation. This motion and vote were not included in the April Brief Report to keep the surprise.

Ratification of Email Vote (May 4): Approval of amendments to the Environmental Justice proposal. Moved by Heather Masterson, seconded by Bob Mitchell, and approved unanimously.

Kyle Gracey moved to allocate \$4,000 to a Lifespan Religious Education Director Sabbatical Reserve, with the funds coming from net operating income, which was seconded by Kate Snow, and received unanimous approval.

There was a vote to increase the Director of Vocal Music budget from \$5,272.74 to \$10,714, i.e., back to the pre-Covid level. The increase will come from excess net income. If not enough excess net income remains at the end of the year, the balance of

funds will come from the Goldsmith Concert Funds Dividends. The motion was made by Kyle Gracey, seconded by Kate Snow, and approved unanimously.

The motion directing the Investment Committee to invest the \$50,000 bequest from the Estate of Phyllis Genszler to create the Genszler Memorial Fund and used for expenses as determined from time-to-time by the Board was made by Kyle Gracey and seconded by Rob Schwartz. It passed unanimously.