

# Minutes

**Board of Trustees: February 15, 2023**

**First Unitarian Church of Pittsburgh**

**Board Members Attending:** Rob Schwartz, President (2024); Amy DeChicchis (2024); Kate Snow, Secretary (2023); Raeann Olander (2025); Nicholas Izzo (2025); Heather Masterson (2023); Bob Mitchell (2024); Kyle Gracey, Treasurer (2023); Christine Milcarek (2025)

**Absent Members:**

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

**Others:** Kurt Summersgill, Recording Secretary

**Visitors:** Peggy Parsons, Sue Oerkvitz; Ann van Cott

1. **Call to Order (Rob) (7:00)**
2. **Opening Words (Raeann)** “Won’t you celebrate with me” by Lucille Clifton.
3. **Welcoming Guests (Rob)**
4. **Announcements (Raeann)**
  - a. The next regularly-scheduled Board meeting will be on Wednesday, March 15, 2023
  - b. Opening Words for March: Rob
  - c. Committee Reports due in March: Building, COSM (Committee on Shared Ministry), Safety.
5. **Consent Agenda (Rob) (Documents)**
  - a. January 18, 2023 Board meeting minutes. Motion to approve by Kate. Second by Raeann. Approved unanimously. (9)
  - b. Minister’s Report (see document).
  - c. LRED Report (see document).
  - d. Board 2022-2023 Priorities (review)
  - e. Minutes of February Finance Committee Meeting
  - f. Environmental Justice Initiative report.
    - i. Kyle: 1<sup>st</sup>: It looks like it is still heavily skewed toward education rather than action, which is not in accordance with what the Congregation approved. 2<sup>nd</sup>: There does not seem to be a focus on environmental justice. I am not seeing that people of color are benefitting from what we have accomplished so far. There are four months left in the one-year project.
    - ii. Bob: This was envisioned as a 1-2-year project. Their primary focus is on establishing long-term relationships, specifically, Valley Clean Air Now (VCAN), which is a minority-led organization. It just takes a while. Kyle: The Congregation approved one year, not two.
6. **VOTE:** Approve the January 21 e-mail vote of the date and time of the annual meeting May 21, 2023 12:45pm and the Board retreat, Sat, Jun 10. Motion by Rob. Second by Nick. Motion carried unanimously.
7. **Annual Investment report (Kyle) (document)** Investments did reasonably well. There was some loss on the investments.

8. **VOTE.** Annual Investment withdrawal (Kyle) (document) Total that can be drawn down is 3.5% of the three-year rolling average value of the Endowment: \$39,957.19 (split among several categories).

Motion by Kyle; second by Heather. Motion carried unanimously.

9. **VOTE: Bylaws change re: consecutive terms (Raeann) (8:03)**

### **Section 2: Eligibility**

Individuals who have been Members of the Congregation for at least two (2) consecutive years are eligible to be elected to the Board of Trustees. Any Trustee who has served a full or partial three-year term is eligible to serve a second consecutive term if nominated by the Nominating Committee and re-elected at the Annual Meeting by the Congregation. No Trustee who has served for two consecutive terms (full or partial) 24 or more consecutive months is eligible for re-election until after an interval of one (1) year.

### **Section 3: Size and Term**

The Board of Trustees consists of nine (9) elected Members plus ex-officio members as specified in Section 5 of this Article. Elected Members serve three-year terms, with three (3) ~~new~~ Members being elected each year. ~~to replace three (3) who complete their terms.~~

- a. The timeline rationale for a special congregational meeting was so that it could apply to the new incoming board members.
  - b. Motion to accept the language proposed and to send to a special congregational meeting. Motion by Raeann. Seconded by Kate. In favor 7, opposed 1, abstain 1. Motion passes.
  - c. Motion to call a special congregational meeting (March 26). Motion by Raeann. Second by Chris. Motioned in favor 7, 2 abstain. Motion carried.
10. **Summary of information about air quality and Board Questions (Ann, Peggy, Sue, Bob) (Document)**
    - a. Peggy: Should we replace the MERV 8 filters with the more efficient MERV 13 filter units by SecureAire? They conclude that the SecureAire filters will perform much better throughout the entire year. The Taskforce recommends upgrading the filters to MERV 13. There is now a standard recommendation from ASHRAE (The American Society of Heating, Refrigerating and Air-Conditioning Engineers) that all filters be MERV 13. That standard was not in place when the HVAC was installed in 2016.
    - b. Bob: The cost is in the range of \$18-24,000.
    - c. Kyle: Finances: 1) If we do this installation, we need exact pricing. Do we need to upgrade the fans in the sanctuary (\$6000)? 2) It probably won't be necessary to draw from investments.
    - d. Nick: Will bring up the fan issue with the Building and Grounds Committee. He thinks it might be something farther in the future.
    - e. Rev Kate is fully behind this.
    - f. Kyle: We should test the effectiveness of the system after it is installed. Bob: That is the plan.
    - g. Rob: We need a firm estimate of cost, and what the timing is. Bob: They are meeting with reps from the company tomorrow, so they aim to nail down a time and number.

11. **Discuss whether to send air quality survey (Rob). Tabled.**

12. **Review of grievance procedure for Personnel Committee (Amy) (document)**
  - a. The Personnel Committee needs some guidance on what their role should be in the grievance process. As currently written it goes first to the immediate supervisor, then to the Minister, if the minister is not the immediate supervisor, then to the Personnel Committee who sends it to the Board if they cannot come to a satisfactory resolution of the grievance. Kyle reads this as that they have the authority to resolve an issue. If they can't, they can come to the Board. However, the Personnel Committee believes their role should be strictly advising the Board, not working to resolve the issue. There is a sense that the Personnel Committee does not want that responsibility. Kyle recommends that the policy be rewritten to clarify. What would the committee propose on how grievances could be eventually resolved? Amy will take this back to the Committee.
13. **Vote on draft COSM charter change (Bob, Rev. Kate, Kyle) (8:47)**
  - a. We looked at this last month. The only change is to address Rob's comments.
  - b. Motion to adopt new charter wording by Kyle, seconded by Bob. Motion carried unanimously.
14. **General Assembly update (Chris)**
  - a. Reduced registration cost, must register by the end of February.
  - b. Reduced registration as a volunteer, apply by end of March.
  - c. Home hospitality, let her know by mid-March.
  - d. GA choir, you have to register soon, and pay an additional fee.
15. **Officer elections for 2023-2024 and June Board Meeting (Rob)**
  - a. The June 21 Board meeting overlaps with GA first night. There is a proposal to move the meeting to June 14<sup>th</sup>. Rob will follow up on that.
  - b. The Board meets in July to elect new officers. The intention is Raeann will be president next year. Nick has agreed to serve as secretary next year.
16. **Appreciations and Aspirations (All).**
17. **Adjourn (Rob) (9:03)**

Respectfully submitted,

Kurt Summersgill, Recording Secretary

Approved by the Board: March 15, 2023

Kate Snow, Secretary