

Minutes
Board of Trustees: June 12, 2024
First Unitarian Church of Pittsburgh

Board Members Attending: Raeann Olander, President (2025); Brian Junker, Vice-President (2026); Kyle Gracey, Treasurer (2026); Nicholas Izzo, Secretary (2025); Rob Schwartz, (2024); Bob Mitchell (2024); Jean Schmidt (2026); Amy DeChicchis (2024), Christine Milcarek (2025)

Absent Members: Amy delayed, Christine Milcarek & Bob Sullivan are missing

Ex Officio Member: Rev. Kate Walker, Minister

Others: Arthur Notaro, Recording Secretary

Visitors: none noted

Call to Order (Raeann) (7:00) (Zoom)

1. **Opening Words (Raeann)** Moment of Silence
2. **Welcoming Guests (Raeann)** none noted
3. **Announcements (Brian)**
 - a. Next Board meeting: Wed., July 17, 2024
 - b. July Opening Words: Raeann
 - c. Committee reports due in July: Finance, Personnel, VIM
4. **Consent Agenda (Raeann) (Documents)**
 - a. Draft minutes from May board meeting. Motion to accept (with edits) by Brian seconded. Motion carries with 6 in favor.
 - b. Minister's Report. (Document)
 - c. Committee reports:
 - i. COSM - short report, not much to report on
 - ii. Finance - no time to prepare as committee met earlier today
 - iii. Safety – Update on items for possible inclusion in grant and/or capital campaign. Kyle sees some low hanging fruit related to a couple projects
 - d. Board Priorities update
Brian created first draft of 2025 list, please add your name where intended, lets add it to the new agenda for July
5. **Approve new members to Personnel Committee (Rev Kate)**

Rev Kate Called for a motion to appoint Katherine Hens-Greco and Jan Carlino to the personnel committee. Motion made by _____, 6 voted in favor, none opposed. motion passes
6. **Final COSM Assessment**
 - Jean, Richard and Rev Kate will be the key people to implement a response to the report
 - Sue said its up to the board to make recommendations for action

- Brian notes there are 2 pages that summarize the data collections
- Nick notes board should review the report and compile recommendations
- Brian notes it could be just the conclusion pages that are presented to congregation.
- Brian volunteers to take a pass to determine what the potential solutions could be
- Kyle noted it would be helpful to have a table of contents. Nick can create TOC after Brian takes a pass
- Jean - thanks Jim Reitz and Sue Oerkvitz for the report, and looks forward to diving into the report with Rev Kate and Richard, don't want to amplify results from a single person!
- Kyle – thinks that unlike ministers assessment, we can make full report available to the congregation.
- Brian – will have an offline discussion with Rev Kate
- Richard - need more teachers, esp ones who can handle students with disabilities the report could use an abstract or executive summary? He can help write an abstract
- Sue - at what point would summary of COSM from committee occur? Likely in August, per Rev Kate.
- Jim - summary and conclusion differences - completed 4 different interviews, summaries relate to these, surveys are a separate item.
- Raeann thanks the COSM committee for their diligent work
- Richard, Kyle, Jean and Rev Kate will take on the summary and abstract of full report for the board.
- Rev Kate - good to make list of actionable items later in the fall
- **ACTIONS**
 - Brian will have an offline discussion with Rev Kate and make a pass at summarizing action items. Will work with Jim and Jean on this. Targeting August board meeting. This will become part of the report.
 - Richard will write an abstract for report
 - Nick will create TOC for report

7. **Shaping the Leading Edge, a Community of Communities (Jean)**

The idea is to transform ourselves by shifting to a multicultural paradigm,

There are 9 people in the Shaping the Leading Edge group, including 2 young adults

Will meet quarterly, led by Paula Cole Jones

Kyle - why is this a discussion item vs a consent item?

Jean - just wanted to review the process,

Kate- this is a process, and a large overall effort

Kyle - what are the intended resultant improvements of the process? TBD?

\$1500 cost for the year

8. **Auction results - directions on what to use it for (Jean, Kyle)**

Heather Masterson reported about \$20,000 proceeds from the Auction

Kyle - Funds originally designated for capital expenses, Kyle reports that documents (Capital Priorities 2024) in the folder provide guidance, some of which could settle the air filter debt project as a first priority before new projects

The debt comes from extra electrical expenses for completing the project. Kyle reports 7k from auction will go into the ventilation line item, leaving 13k money from the auction

Martin put forth an updated capital list of projects at the building and grounds meeting

Nick reviewed a visible project would serve the congregation well as having made progress

Brian reports hearing assist system could use updates

Kate suggests discussing with solar panel donor about continuing donations

If part of the money retired the filter debt, rest could fix security issue of garden lobby doors

Raeann - could we help Heather understand how to communicate this to the congregation?

Brian - which items could be covered by grant?

Nick - grant from department of homeland security - church security system and garden lobby doors

Brian - suggest to communicate that we are reviewing what can be accomplished through proceeds

Nick - suggestions at top of page, replace Garden Lobby doors, Ellsworth Stairs, enhance and install hearing devices in sanctuary

Kyle - board did not make a decision, but it is not urgent, though we should communicate the information to the congregation

9. Vote bylaws changes (Rev Kate and Kyle)

- Kyle reviews eliminating a redundant section

- Nick agrees with striking the specific sections - are we missing where the nomination committee selects members?

- Nick - under eligibility, should we add that one cannot double up on membership on the nominating committee and be elected to the board

- Kyle moves to approve updates - approved by 7 (Appended to minutes)

10. Statement on SREC credits (Kyle)

- Claus provided a statement with suggested language

- Jim Pashek notes the language is confusing, making it sound like we aren't saving on electricity

- Richard believe the statement is too complicated, need first paragraph, maybe a little more

- Kyle will deliver comments from the board to Claus and work on a revision

- Separately, Richard requested to talk with Building and Grounds about the efficiency of the solar panels. Jim is the contact person.

11. Vote approve Lee Carnes to join Finance Committee (Kyle)

- Kyle moves that Lee Carnes be added to the Finance committee
- 7 vote to approve addition of Lee Carnes to Finance Committee (unanimous)

12. Suggestions for Future Business (All)

- a. Kyle mentions the board priorities list for the upcoming year

13. Appreciations and Aspirations (All)

- a. Amy appreciates the attendance of Richard and Jim at the board meetings
- b. Jean appreciates Amy and Rob participating
- c. Richard appreciates the work of the COSM committee
- d. Rob expressed his appreciation to the entire board for how well everyone works together, prior work
- e. Kyle - massive appreciation for departing board members, and for development of internal assessment architecture, as well as looking forward to next year
- f. Nick echoes thanks to outgoing members but also those completing their first year
- g. Brian - appreciates how actionable and proactive the board discussions are
- h. Rev Kate - appreciates outgoing President Raeann and Arthur for not worrying about meeting minutes
- i. Raeann - thank you to Bob, Rob and Amy for all their efforts over the past year. Thank you to Rev Kate for recognition at the last service for efforts to make the board more visible.

14. Adjourn (Raeann) (9:00)

Respectfully submitted,
Arthur Notaro, Recording Secretary

Approved by the Board: July 17, 2024
Nick Izzo, Secretary

Appendix

Approved changes to Bylaws of First Unitarian Church of Pittsburgh

Amendment 1

Amend Article V – Board of Trustees, Section 4 as shown below:

“Section 4: Election and Vacancies

Trustees are elected by ballot at the Annual Congregational Meeting.

(a) The Nominating Committee, described in Article VI, Section 31, will follow the procedure set forth in that section to make nominations for the Board of Trustees. Any other eligible Member of the Congregation may be nominated for the office of Trustee, provided that such nomination is (i) made in writing, (ii) signed by at least 10 Members of the Congregation, and (iii) filed with the Secretary of the Board at least 21 days before the Annual Congregational Meeting. No one may be nominated without their consent.”

Amendment 2

Amend Article VI – Nominating Committee, Section 1 as shown below:

“ARTICLE VI -- Nominating Committee

Section 1: Eligibility and Election

The Nominating Committee consists of nine (9) members elected for three (3) year terms, with three (3) new members elected each year at the Annual Congregational Meeting to replace three (3) who complete their terms. Individuals who have been Members of the Congregation for at least two (2) consecutive years are eligible to be elected to the Nominating Committee. No Nominating Committee member who has served for 24 or more consecutive months is eligible for re-election until after an interval of one (1) year.

~~The Nominating Committee will follow the procedure set forth in Article VI, Section 3, to make nominations for the Nominating Committee. No one may be nominated without their consent.~~

Section 2: Call for Nominations

Not less than 60 days before the Annual Congregational Meeting, the Nominating Committee will notify the Congregation by email or U.S. mail that it is requesting nominations to the Board of Trustees and the Nominating Committee. After receiving suggestions from Members of the Congregation, the Nominating Committee will prepare a list of nominees for new Trustees and Nominating Committee members. This list will be distributed to the Congregation by email or U.S. mail not less than 14 days before the Annual Congregational Meeting. Nominations for Trustee other than those made by the

Nominating Committee, if any, will be distributed at the same time. **No one may be nominated without their consent.**

Section 3: Vacancies

Vacancies occurring on the Nominating Committee after the Annual Congregational Meeting will be filled by the Board of Trustees.”