

**Minutes**  
**First Unitarian Church of Des Moines**  
**Annual Congregational Meeting - May 31, 2020**

The 2020 Annual Congressional Meeting of First Unitarian Church of Des Moines opened at 11:32 A.M. It was conducted entirely virtually, via Zoom, in light of the Covid-19 pandemic.

**Welcome and Chalice Lighting-** Sue Huber, President of the Board of Trustees

**Call to Order-** Barb Royal, Moderator

**Year in Review-** Rev. Amy Petrie Shaw, Senior Minister

Rev. Shaw reported on their first year as Senior Minister of our church. They joked that their next book will be entitled, “From Polar Vortex to Pandemic.” Rev. Shaw thanked the Board for its work this past year. They also credited church members’ work on social justice issues and in supporting each other. Rev. Shaw also noted the changes brought about by having to do our services and other church activities digitally. They noted it was a learning and growing year, a year with weird bumps. Rev. Shaw thanked all for their patience.

**Unsung UU Award-** Patty Notch, BOT Vice President

Patty Notch announced that the Unsung UU Award was presented to Carolyn Spencer in recognition of her many years quietly, in the background, organizing and leading the church’s effort to send cards and notes to church members needing comfort or congratulations.

Next (surprise award): Patty Notch also announced a special award to Barb Royal recognizing her 20 years of service to the church in leading the Fabulous Fun Food Fair. Barb received a personalized bread board as a symbol of thanks.

**General Assembly Delegates-** Sue Huber

Sue Huber announced that our delegates for the 2020 virtual UUGA include: Andrea LeMeuse, Pam Backstrom, Ann Mowry, Al Powers and Sue Huber, and that four more slots are available. During the meeting Holly Herbert, Linda Lemons, Deidre Fudge, Susan Jellinger, Terry Meek, and Gene McCracken all expressed interest. The matter will go to the Board to decide the church’s final delegation.

**Quorum Call-** Barb Royal, Moderator

Barb Royal announced that:

Total church membership is 454 as of 5/19/20.

Quorum is 15% of total membership, or 68.1 members. Round up to 69 for quorum.

136 members were present by the Internet or telephone on May 31, 2020 for the annual meeting.

Therefore, a quorum was established.

**Overview of Procedures-** Al Powers, Parliamentarian

Al Powers described the voting procedures.

### **Minutes of the 2019 Annual Meeting- Barb Royal**

Elaine Imlau moved approval of the minutes. The motion was seconded. The motion passed by a vote of 104-0. The minutes were approved.

**Faith in Action Partners-** Katie Allen, Social Justice Counselor and Outgoing Faith in Action Team member, and Katherine Vance, new Faith in Action Team Member

Kate Allen talked about all that has been done with the Faith in Action partnership program. She introduced Katherine Vance. Katherine noted that the outgoing team members will receive a gift (a book) from the incoming team. Katherine introduced the method of voting for the two FIA partners to be chosen for the upcoming church year. Nominees included: 1) Planned Parenthood of the Heartland. 2) Habitat for Humanity. 3) Central Iowa Shelter and Service. (Jack Hackett spoke in support.) 4) Central Iowa Immigrant Community Support Fund. (David Witke spoke in support.) 5) One Iowa (Doug Aupperle spoke in support.)

Voters were asked to vote for all of the nominees with whom they would be comfortable as 2020-21 FIA partners, with the two receiving the most votes being selected. Those selected were: Planned Parenthood of the Heartland and Central Iowa Immigrant Community Support Fund.

### **Annual Elections- Barb Royal and Sue Huber**

Election of Board of Trustees: The Board nominations were introduced by Sue Huber. They were Greg Nichols, Fern Stewart, and Andrea LeMeuse

No additional nominations were received during the meeting.

The slate was approved by a vote of 105-1. The nominees were elected.

Approval of Endowment Committee:

Lynn George and Nicky Keller were nominated by Margaret Schultz on behalf of the Committee. She asked that anyone else interested e-mail the Committee. She moved acceptance of the slate of two nominees.

The slate was approved by a vote of 110-0. The nominees were elected.

### **Financial Report, Resolution and Budget- Sue Huber**

Sue Huber introduced the Financial Report, Resolution and proposed first quarter budget. She described the great work done by the Stewardship Committee. She further described that given putting together a budget with so many members still having not pledged for the year, likely due to the pandemic, would be extremely difficult, the Board decided, instead to issue a Financial Report and Resolution for consideration at the annual meeting. She noted that 66 past pledging units still have not returned pledges, leaving us \$63,000 short of what we expected to raise via the stewardship campaign. She noted that the Board hosted member meetings about this earlier in May and, due to comments, decided to also offer a first quarter budget (attached to the Resolution). Sue moved to adopt the Board's Resolution and budget included in the member packet for this meeting. Sue read the Resolution, as follows:

“By October 1, 2020, a special meeting of the congregation will be held to review a budget to extend beyond September 30, 2020. Prior to that meeting congregational input will be solicited. Member feedback will guide budget development as it has in the recent

past. Until that time, First Unitarian will operate pursuant to the attached 1st quarter budget.”

The motion was seconded. (The full text of the materials submitted with the Resolution, including the proposed first quarter budget incorporated in the Resolution follow at the end of these Minutes.)

*Comments and discussion from congregation:* Walter Pearson asked for salary details as they were presented as a single item, and whether the salaries included any increase in salary or benefits. Rev. Shaw responded that Devin McClurken and Lyra Halsten will not receive any salary increases and that for other staff a 2% cost of living increase was included in the budget for salaries. Rev. Shaw noted that Rev. Shaw has declined a cost of living increase. A member asked how many staff members we have, full time and part time. Rev. Shaw noted that there are 9 staff members. In response to a member question Charles Lewis, Director of Finance and Administration, noted that the church obtained a federal PPP loan of \$84,600, and that the church will be applying for forgiveness of the loan in June, 2020. In response to another member question, Charles Lewis responded that the total cost of the COLA increases for the quarter will be approximately \$1750.00. He also noted that 22 of the 66 households that have not renewed their pledges have fallen behind on their current year pledges as well. In response to another question, he noted that 12 of the 66 non-renewed pledges are currently on hardship waiver. In response to another question, Lewis noted that the church is planning to increase its UUA contribution to \$10,000 from the current year’s \$7,000 pledge, with the asked amount being \$44,000.

Harvey Harrison moved to amend the budget to eliminate any salary or benefit increases in the proposed first quarter budget. The motion was seconded. He requested that Barb Royal read his second planned amendment to put this first motion in context. She did so. Discussion ensued about the pending motion. The vote on the motion was 27 in favor and 85 against. So the motion failed.

Harvey Harrison made a second motion to amend the Board Resolution included in the main motion. The motion was seconded. The text of this motion was as follows:

I move to amend the proposed budget by adding to it, the following requirement that the Board of Trustees, immediately, form a committee and charge them with the following:

To review the current levels of staffing and present findings and recommendations regarding staffing levels for the church to the Board before September 1, 2020.

To review the current levels of membership and present findings and recommendations to the Board before September 1, 2020.

To review the 3 month budget, and present findings and recommendations to the Board to assist in the creation of a budget for the balance of the fiscal year - before September 1, 2020.

Bill Brauch moved to amend Harrison's proposed amendment by striking the word "budget" in the first line and inserting the words "Board's Resolution" in lieu thereof. The motion was seconded and passed with a substantial majority in favor. Discussion on the amended motion to amend ensued. The final vote on the amended motion was a tie vote of 50 - 50 and, therefore, Harrison's second motion failed.

Thereafter, the vote was taken on the Board's Resolution. The final vote was 95 in favor and 8 against. The motion to adopt the Board's Resolution passed.

Harvey Harrison moved that the Board immediately review the current closing of the church for the purpose of creating a plan for the re-opening of the church, as soon as possible - including possible uses of the church facilities during the pandemic. The motion was seconded. Discussion followed. Greg Nichols moved to amend the motion by striking it and inserting, in lieu thereof, the following: "I move that the Board appoint a committee to include both Board and non-Board members to make recommendations for alternative plans to reopen activities and to make periodic reports to the Board throughout the summer." Nichols' amendment was seconded. Discussion ensued. It passed by a vote of 76-7. The amended motion then passed by a vote of 82 - 23.

**Recognition of Retiring BOT members-** Patty Notch, BOT Vice President, thanked Katherine Vance, Gene McCracken, and Bill Brauch for their service to the church.

**Extinguishing Chalice and Closing Words-** Sue Huber

Motion to adjourn the annual meeting was made by Margaret Schultz and seconded. Approved by unanimous voice vote. Meeting adjourned at 2:27 P.M. Though the meeting lasted nearly three hours, a quorum of members was present through to adjournment.

(Minutes submitted by Bill Brauch, Secretary of the Board of Trustees)

Full Text of the Board Resolution and 1<sup>st</sup> quarter budget are included in the pages which follow.

# **The Board of Trustees' Proposed Budget Resolution for the Annual Meeting**

## **Background**

As the Board started preparing for the annual meeting and the stewardship drive was winding down, the pandemic was ramping up. Everything was closing! Yes, closing was needed to help slow the spread of the virus; First Unitarian responded quickly. This pandemic is causing untold hardship and uncertainty, both health and economic. Unemployment claims are skyrocketing. That uncertainty continues for individuals and for organizations. People are worried about their paychecks; churches are concerned about their pledges. That is normal and to be expected.

How quickly will the economy come back? Will there be a 2nd wave? Many unknowns! While our expenditure stream in the short run is fairly stable, our revenue stream is cloudy. The results of the stewardship campaign were mixed. We had excellent pledges from a majority of the congregation! Thank you. However, we have not heard from over 20% of our households. Initially, these conditions led the Board to decide against proposing an annual budget at the annual meeting. However, with input from members, the Board realized that a limited budget needed to be presented at the annual meeting. The Board proposal for a path forward, that includes a limited budget for the first quarter (July-September), follows; we would ask the membership to support the path outlined in the following Resolution. This Resolution will be considered for adoption at the annual meeting May 31.

## **The Resolution**

By October 1, 2020, a special meeting of the congregation will be held to review a budget to extend beyond September 30, 2020. Prior to that meeting congregational input will be solicited. Member feedback will guide budget development as it has in the recent past.

Until that time, First Unitarian will operate pursuant to the attached 1<sup>st</sup> quarter budget.

## **Final Thoughts**

This is a one-time departure from the practice of having a full year budget for approval at the annual meeting. It is our expectation that these next several months can be used to clarify, in part, our new reality. Again, we ask your support of and commitment to this approach.

<b>Description</b>	<b>20-21 1st Qtr</b>
<b>REVENUE</b>	
<b>CHARITABLE CONTRIBUTIONS</b>	
Pre-Paid Pledges	19771
Pledge Income	115592
Previous Year's Pledges	10000
Offering	6000
Wake Now Our Vision	9000
<b>NON-CHARITABLE REVENUE</b>	
Bank Int./Dividend Inc.	350
Misc Inc	1500
<b>TOTAL REVENUE</b>	<b>162213</b>
<b>Total Revenues over (under) Expenses</b>	<b>23038</b>
<b>EXPENSES</b>	
<b>INTEREST &amp; INSURANCE</b>	
Mortgage Payments	2700
Insurance	3967
<b>UTILITIES</b>	
Electricity / Gas	3255
Water & Sewage	900
<b>CONTRACTED SERVICES</b>	
Cleaning Services	3000
Waste Connections	1245
Kabel Business Services (Payroll)	630
Security	100
Pest Control	133
Snow Rem / Lawn Care	900
<b>BUILDINGS &amp; GROUNDS</b>	
Building Maintenance	4000
Grounds Council	1500
Maintenance Supplies	750
<b>OFFICE OPERATIONS</b>	
Office Supplies	500
Telephone / Internet	1200
Equipment / Maintenance	2000
Paper & Printing Exp.	500
Postage	500
Bank Fees	1000
Technology	730
Communications	450
<b>COMPENSATION &amp; BENEFITS</b>	<b>99005</b>

<b>SOCIAL JUSTICE</b>	
DMARC dues	665
Interfaith Alliance dues	443
AMOS dues	1352
Social Justice Outreach (FIA)	3000
<b>FAITH FORMATION PROGRAMS</b>	<b>3000</b>
<b>COMMITTEES / SPEC INT</b>	
Membership	250
Community Building	500
Board of Trustees	1000
<b>TOTAL EXPENSES</b>	<b>139175</b>
<b>Total Revenues over (under) Expenses</b>	<b>23038</b>