

First Unitarian Church of Des Moines
Board of Trustees Minutes - DRAFT
Thursday, February 18, 2021
6:03 p.m.

In attendance (all via Zoom):

Board Members: Sue Huber, Mike Lauer, Patty Notch, Heidi Mannetter, Sarah Jensen, Andrea LeMeuse, Greg Nichols, Fern Stewart

Staff: Charles Lewis, Director of Finance and Administration

Timekeeper: Heidi Mannetter

Process Observer: Sue Huber

(Several church members also participated.)

The meeting was called to order at 6:03 p.m. by Board President Patty Notch. The chalice was presented and a reflection was provided. Check ins were made. Mike Lauer, moved adoption of the agenda, and approval of the January Board Meeting Minutes and adopted via voice mail vote.

Executive and Administrative Items

Rev. Amy Shaw was on vacation, there were no comments regarding the Executive Report.

Financials and Dashboard

There were no comments.

Discussion/Decision Items

1. Board Committee Reports

Financial Oversight Committee – Barb Royal reported they had not met this month. A meeting was scheduled for February 25 for the preliminary review of the budget.

Governance Committee – Gene McCracken and Mike Lauer reviewed the one page summary that was designed for the website Governance cover page. Various links were included in the proposed summary to which Barb Royal responded they may not be necessary as there was a sidebar of links already designed into the new website page. It was moved by Mike Lauer, seconded by Sue Huber to adopt the web page document for inclusion in the website. Adopted via voice mail vote.

Nominating Committee – Sue Huber reported three applications had been received for the board positions, applications were being sought for the Endowment Committee and Financial Oversight Committee. She requested the item be placed on the April agenda.

Ministerial Review Committee – No report.

Lens of the Future – Al Powers reviewed the addition of the vaccine update as well as an update to the document reflecting the changes in finding data on COVID website. It was moved by Mike Lauer, seconded by Sarah Jensen to approve the additions to the Lens of the Future document. Adopted via voice mail vote. The Board thanked the members of the Lens of the Future Committee for their continued work to update and manage the church's COVID procedures.

2. Miscellaneous Updates

Endowment Committee – The Board considered the use of endowment funds for capital improvements. It was moved by Greg Nichols, seconded by Andrea LeMeuse to request approval from the Endowment Committee to use endowment funds in the amount necessary not to exceed \$60,000, subject to subsequent Congregational approval, for replacement of the lift system at the church. Adopted via voice mail vote.

The Board discussed whether \$60,000 would be sufficient for the replacement. Charles Lewis responded the original estimate from two years ago was for \$55,000. He expected the endowment amount would cover the costs as well as potential ancillary electrical. He confirmed if the amount exceeded the allotted amount, funds could be drawn from the ADA or capital improvements accounts to make up the difference.

It was moved by Greg Nichols, seconded by Andrea LeMeuse to request approval from the Endowment Committee to use endowment funds in the amount necessary not to exceed \$40,000, subject to subsequent Congregational approval, for kitchen improvements at the church.

And, no later than their regularly scheduled March 2021 meeting, create a planning committee of up to nine members to make specific recommendations for kitchen improvement plans, after solicitation of the Congregation for interest in committee service, and with consideration for broad representation of relevant stakeholders and relevant expertise of members selected. Adopted via voice mail vote.

Discussion included the possibility of additional funding required, the scope of the project as well as the desire to form a committee similar to Lens of the Future and have them formulate costs and possible plans.

Kitchen Committee - The Board discussed the need to have the committee seated by March 18, 2021 Board meeting. Solicitations will be included in the Intercom, as well as on the Church's website and FaceBook page. The Board encouraged inclusion and input from several church groups including Wednesday night programming, Family Promise, staff, Hospitality, Unity Circle, Vegan Potluck, Memorial Reception, youth overnights, Progressive Voices and CUUPS. Efforts to reach all stakeholders would be made. The Board thanked Gene McCracken for his research and continued service on the committee.

Budget Forums – Discussion was held regarding the length of annual meetings and possible inclusion of time limits, encouragement of attendance at budget roundtables, and increased efforts at maintaining transparency and involvement. It was determined to include the FAQ's from budget roundtables in the annual meeting packet as well as posting in Intercom and on website.

Spring Retreat – The Board's spring retreat will be held on a Sunday afternoon in March exact date as yet to be determined.

GA Delegates – It was requested to move this to the April agenda to allow Nominating Committee to complete their process. The Board agreed as both the GA and Mid-American meetings will be on line and travel arrangements would not be necessary. Possible inclusion of a GA participant in a future service was discussed.

3. From the Congregation – No items.

4. On the Horizon

Budget Forums – Next month we will review the draft budget.

Membership definitions/requirements – Tabled. This is a larger, long term discussion that will require consideration of what membership will look like with the inclusion of virtual members.

Discussion also included the potential changes in administrative by-laws and the steps necessary for it to appear on the Annual meeting agenda.

March 11 – Communications Team will provide a first viewing of proposed new website.

It was moved by Andrea LeMeuse, seconded by Mike Lauer to adjourn.

The meeting was adjourned at 7:32 p.m. (Submitted by Fern Stewart, Secretary)