

First Unitarian Church of Des Moines

Board of Trustees Minutes - DRAFT

Thursday, August 20, 2020

6:00 p.m.

In attendance (all via Zoom):

Board Members: Sue Huber, Mike Lauer, Patty Notch, Heidi Mannerter, Sarah Jensen, Andrea LeMeuse, Greg Nichols, Fern Stewart, Rev. Amy Shaw

Staff: Charles Lewis, Director of Finance and Administration

Timekeeper: Heidi Mannerter

Process Observer: Sue Huber

(Several church members also participated.)

The meeting was called to order at 6:00 p.m. by Board President Patty Notch. Check ins were made. Mike Lauer moved adoption of the agenda, including the consent agenda approving the July Board Meeting Minutes as published on the church website. The motion was seconded and adopted via voice mail vote. The chalice was presented and a reflection was provided.

Executive and Administrative Items

Rev. Shaw asked if there were any questions, concerns or thoughts.

Financials and Dashboard

Charles Lewis submitted a written financial report. It is posted on the church website.

Discussion/Decision Items

1. Installation of Banner on Front Lawn

Board supported the purchase of a larger banner/sign for the church front lawn announcing we are open on line with appropriate links.

2. Purchase of Zoom Pro Account for Church Use

Board supported the purchase of two additional Zoom accounts for 100 people or less at a cost of \$19 per month for each. The two accounts would allow for additional meetings and could be reserved similar to the use of meeting rooms.

3. Board Committee Reports

Governance Committee: No report, meeting on Saturday

Connections – liason to Communications Committee – as website develops.

Financial Oversight – The expense and revenue projections are in balance and the committee was confident that they were conservative projections. Also noted were potential areas of change due to current limitations which included cleaning services, snow removal, staffing levels and use of volunteers. The committee also talked about the two different reserve funds established to meet unplanned contingencies and the how and at what level to sustain them. The Capital Maintenance Reserve currently \$17,654 ideally closer to \$75,000, and the Operational Reserve currently \$15,249, of which \$11,000 will be used to pay for the removal of tree damage. The committee will schedule future meetings nine days prior to the Board of Trustees meetings.

Lens of the Future – Al Powers stated they were evaluating a long range comprehensive plan for the various stages and the criteria to determine to more or lower levels. He he also reported under the building use would be limited to lower level only bathroom. Debra Rodgers reported the survey had a great response with 197 respondents with a wide range of age groups. She stated each question took approximately an hour and a half to collect the data and hoped to offer a mini class on research analysis to provide a timely summary. The Board thanked the committee for the work they had provided, recognizing the time and effort that had been put into the project.

The Board also discussed the various meetings that were being held by church members and how to make people aware of the what was being offered. Ideas included Facebook and the Intercom as well as drawing better attention to the various meetings on the website.

4. Leadership Committee

Rev. Amy Shaw emailed a list of potential individuals to serve on the Leadership Committee to the Board of Trustees. She described the committee's mission would be to know who was leading, who they are training and what tools they need. The committee would assess all ministries of the church and ask how they can help. The terms would be a three year staggered term. She also encouraged members to partake in the upcoming Midwest Leadership School which will be digital this year. Ideally she would like to see the church have 3 adults and 3 youths participate.

5. Financial Oversight of Committees to receive/disburse funds through church

Charlie reviewed the process for ISM and AFC stating we were the bookkeepers and when he was authorized he cut the check. He stated it was not a burden and that communication was good.

6. Job Descriptions of UCDSM Staff

Rev. Amy Shaw reviewed the Director of Finance and Administration, Communications Coordinator, Membership Coordinator and Director of Religious Education job descriptions. She also reviewed the changes in staffing since her arrival and expectations of current positions. She explained the DRE would be providing a list of all the kids ages 0-18 in the congregation. She explained on Sunday mornings a half hour of children's chapel would be held along with scheduled Wednesday night activities. Barb Royal volunteered to pull data from the database to identify the youth of the church.

The Membership Coordinator position will need to be recreated due to the overlap in previous position with responsibilities shared or twined with second minister. This will take place later this year.

The Director of Finance and Administration as well as the Communications Coordinator have taken on additional responsibilities and in the case of the CC extended to 30 hours a week. Jane has reduced her hours to 8 from 16 per week.

Emphasis was made that volunteers are needed from within the church to help with membership and religious education. We as a church need to re-energize as well as reaffirm our support of staff.

7. Board Consideration of 2020-2021 Budget

it was moved by Greg Nickols, seconded by Sue Huber to set a Special Meeting for the purpose of adopting the 2020-2021 Budget, on Sunday, September 27, 2020 at 11:30 a.m. Motion was adopted via voice vote.

Al Powers accepted the role of parliamentarian for the meeting.

It was moved by Greg Nichols, seconded by Heidi Manner to provide the required notice for the Special Meeting to the congregation. Motion was adopted via voice vote.

The Board reviewed the proposed budget, the oversight committee questions included and opted to forward the budget as presented. Scheduled informational meetings will be made across the calendar to receive feedback from the congregation.

The meeting was adjourned at 8:40 p.m. (Submitted by Fern Stewart, Secretary)