

**First Unitarian Church of Des Moines**  
Board of Trustees Minutes  
Thursday, September 30, 2021

In attendance (all via Zoom):

Board Members: LeeAnn Back, Scott Emison Clair, Reba Eagles, Chelsea Hayes, Sara Jensen, Andrea LeMeuse, Greg Nichols, Patty Notch, Fern Stewart, Rev. Amy Petrie Shaw

Staff: Charles Lewis, Director of Finance and Administration

Several church members also were in attendance.

Timekeeper: Fern Stewart; Process Observer: Greg Nichols

The meeting was called to order at 6:02 p.m. by Board President Greg Nichols. The chalice was presented and a reflection was provided. The September 9th and 23rd minutes were approved as submitted.

### **Executive and Administrative Items**

Charles Lewis reported progress was being made on the lift issue. A meeting was scheduled Monday with the selected vendor.

Rev. Amy reported the HR Committee has primary job descriptions for open positions. They were working on the distribution of allotted personnel hours within the positions to best serve the church.

### **Ad-Hoc Technology Committee Formation**

Megan Klee and Bill Paxton are chairing the Ad-Hoc Technology Committee, which will provide a formal charter to the Board later in the year. They will serve to work on inventory of technologies and on-board training for volunteer tech support until positions have been filled. They are currently working on the live October 17th church and forum. Comment was made whether this should be under the Board but rather to the minister due to day-to-day nature.

### **Consideration of Draft Policies for In-Person Meetings/Events**

The recommendation from the Lens Committee at the September 19th Board meeting was reviewed by two Board Members and Rev. Amy and provided for approval. It was moved by Scott Emison Clair, seconded by Patty Notch to put the draft on the floor for discussion.

Discussion included clarification of registration practices, masking, allowing consumption of food and drink, physical distancing, air purification systems and singing by the choir. The Lens Committee will forward recommended changes in current

policies or procedures to the Board for consideration. The policy would be effective October 15, 2021. Communication to the congregation would be made via all social media, the Intercom as well as email.

All Board members approved the recommended changes, and were singularly addressed to identify any additional comments and changes. Rev. Amy thanked the Board for their in-depth discussion and review of these items to allow us to go forward together.

The motion was made to approve this document with changes made this evening. Adopted via voicemail vote.

**Announcements** - Next meeting on October 7, 2021 will include a status report provided by Ann Mowrey from the Kitchen Committee.

Closing moment and extinguishing the chalice provided by LeeAnn Back.

The meeting was adjourned at 7:23 p.m. (Submitted by Fern Stewart, Secretary)