

**First Unitarian Church of Des Moines**  
Board of Trustees Minutes  
Thursday, October 7, 2021

In attendance (all via Zoom):

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

Several church members also were in attendance.

Timekeeper: Fern Stewart; Process Observer: Patty Notch

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 30, 2021 minutes were approved as submitted.

Personal check-ins were made.

### **Executive and Administrative Items**

Rev. Amy reported the job descriptions were complete and forwarded to Charlie Lewis. The final working hours combination would be solidified depending upon the skills and talents of the applicant/employee. The job descriptions will be added to the church's website.

### **Homecoming Sunday, October 17 Service and Forum**

The Ad-Hoc Technology Committee discussed the technical strategies planned for the first in the building service and forum on October 17. Various strategies were reviewed and the Committee plans a test run on October 16th to assure as many potential issues be addressed prior to going live. Board members were requested to confirm whether they would be attending via Zoom or in-person.

### **Lift Update**

Al Powers provided an overview of the lift project which included Fire Code designations, as well as City and State requirements. He noted the doors were to be full size glass on the lower levels with the top level a half door at a minimum of 42", power operated for accessibility and with lockable disconnect. The requirements require additional refinishing and electrical work beyond the original bid, but within the budget. Estimated completion date would be January 1, 2022. A big thanks to Al for all the time and energy placed in getting this done.

### **Lens of the Future - Policy Document Update**

Al Powers reported on two tweaks to the document approved at the September 30, 2021 Board meeting. The first to make language consistent using indoor church-

sponsored events. The second to recognize the intent of collecting information assumed the reporting of illness which was not addressed.

It was moved by Andrea LeMeuse, seconded by Patty Notch to approve the changes to the policy document to include church-sponsored and reporting of illness after attending an indoor meeting at the church. Adopted via voicemail vote.

### **Kitchen Committee Plans and Process**

Ann Mowrey presented the three plans for the design of the kitchen update. The fixed costs applicable to all plans included installation of a grease trap, asbestos removal, exhaust hood removal and new exhaust. All the plans included replacement of the dishwasher, stove (induction for safety and energy) and refrigerator.

Plan A was a basic update with little change to the existing floor plan. It included polished concrete floor, cabinets, counters, fresh paint and permanent island. Plans B and C provided changes in the floor plan, including a coffee station in the gathering area, hand washing sink and an opening of the northeast wall for a dirty dish/clean up area, as well as double wall ovens.

It was noted this was the first look at the plans and the forum scheduled on October 17th would include the architect and designer presenting the plans to the congregation, via Zoom and in-person. The committee would be in attendance and available to questions, comments and feedback at the forum.

The process for the kitchen remodel included additional informational meetings, review and comments from the Financial Oversight Committee, Contracting/Capital Improvements, Endowment and other church committees. This was the first look and decisions by the Board would not be held until the month of November. Consensus with members would be a priority.

The Board thanked the Committee for their work and looked forward to the next steps.

LeeAnn Bach closed the meeting with a quote from Fred Rogers, "Often when you think you're at the end of something, you are at the beginning of something else."

Meeting was adjourned at 7:30 p.m., submitted by Fern Stewart, Secretary