

## **First Unitarian Church of Des Moines**

Board of Trustees Minutes

Thursday, October 21, 2021

In attendance (all via Zoom):

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

Several church members also were in attendance.

Timekeeper: Andrea LeMeuse; Process Observer: Scott Emison Clair

The meeting was called to order at 6:05 p.m. by Board President Greg Nichols. The chalice was presented and a reflection was provided. Personal check-ins were made.

### **Executive and Administrative Items**

Rev. Amy recognized the Tech Committee for their efforts in coordinating the first in-person service and forum. They noted the few issues were quickly addressed and all in all it was not too shabby. There were 76 in-person and 30 on-line. Concern was made regarding children in attendance, it is expected to increase once vaccines are available for them.

Charlie Lewis reviewed the financials stating we are where we expected to be. He noted an increase in giving and credited the Year-Round Stewardship program as proving effective, although getting individuals to attend can be tough. The Membership Committee was active on Sunday with four new inquiries.

### **Committee, Teams and Task Force Reports**

**Human Resources** - Rev. Amy Petrie Shaw stated several applicants had applied for the front desk position with a recommendation of hiring Hannah Notch. For clarification, Patty Notch recused herself from the front desk applicant process. It was noted that Hannah had the skill base and media skills, as well as availability on Sundays and holidays. For the Communication Director position, a gentleman had been interviewed and offered the position, and we await his response. Rev. Amy thanked the HR Committee for filtering the numerous applicants to the select few that met the criteria and she had the opportunity to interview.

**Financial Oversight Committee** - Barb Royal reported the committee had met and reviewed the first quarter financials with a recommendation that a multi-month balance sheet be included in the Board packets to better track month-to-month changes. She stated several items will be reviewed by the committee including more detail regarding the sound system expenses. It was announced Eileen Jackson had volunteered to do the monthly bank reconcillations.

Changes to the Financial Oversight Committee charter were requested to better meet the membership requirements. Changes included from five to seven members appointed by the Board of Trustees, no more than three current Board members may serve at one time and that Board Members shall not out-number non-Board

Members. It was moved by Scott Emison Clair, seconded by Andrea LeMeuse to approve changes to the Financial Oversight Committee charter membership as presented. Adopted via voicemail vote.

**Kitchen Committee** - Ann Mowrey reported Sunday's Forum on the Kitchen Update presented three concepts which went well, with an attendance of 70 in-person and 16 on-line. A Zoom version of the forum will be available online in the near future. Several Zoom/in-person meetings have been scheduled. The topics include: information from the original forum; costs and financing; walk through existing kitchen; and special features. All the meetings are posted on the church's website along with the handout from the forum. She stated she had met with the Financial Oversight Committee and would meet again with them at a later date. Also scheduled was a meeting with the Endowment Committee in November. She provided a timeline which included the collection of as many opinions between now and mid-November as possible. The collected information will most likely result in an amalgamation of plans A, B, and C to be presented to the Board at the November 18 meeting. The Kitchen Committee will reconvene to draw up a final budget and plan to bring to the December Board meeting for a vote to proceed or not. The congregational vote would be scheduled for early January. If approved, the construction timeline would be flexible to allow for the best pricing.

**Governance** - Bill Brauch requested two items for the Board to consider allowing the Committee to research. One, creation of a church covenant which would outline what we aspire to, how we treat each other in covenant, what we hold ourselves to and what being a member requires. And, two, researching alternatives to the expiring End Statements. The Board voiced no concern in the Committee pursuing information on the two items.

### **New Business**

**Lift Project** - Al Powers provided a brief history of the project explaining it could not be refurbished, one vendor could replace the existing lift. It was estimated to cost a total of \$60,000 to \$61,000 due to additional carpentry, finish and electrical work. Charlie confirmed it was right at what had been approved by the Board, and that any additional costs beyond the \$60,000 approved from the Endowment fund would be covered either by the ADA funds or capital improvement funds.

It was moved by Scott Emison Clair, seconded by Andrea LeMeuse to approve the purchase of the lift project. Adopted via voicemail vote.

Al explained the order would be placed next week, delivered mid-January and installed by mid February. Many thanks to Al Powers for getting this done!

There was no additional new business items.

LeeAnn Back provided a beautiful closing and extinguished the chalice.

Meeting was adjourned at 7:10 p.m., submitted by Fern Stewart, Secretary