

**First Unitarian Church of Des Moines
Tentative Agenda: Board of Trustees Meeting**

**Thursday December 2, 2021
Zoom meeting
6:00 p.m.**

Board of Trustees 2020-2021 Covenant

Let us remember that we are doing the work of the congregation.

Every voice should be heard. Every member is valued. Be prepared. Read materials. Respect others' time.

Listen carefully. Disagree respectfully/agree to disagree.

Seek out and share all perspectives even when it seems like all are in agreement.

Have a clear purpose and objective for each agenda item.

Each of us is responsible for action items delegated to us.

Respect when a decision has been made, we speak with one voice as a Board.

Everyone has responsibility to own and live the covenant.

Convene Meeting, attendance taken—Greg Nichols, Fern Stewart 6:00

Chalice Lighting, Reflection on the covenant—LeeAnn Back 6:02

*As we approach our agenda let us remember that we are doing the work of the congregation.
When we do the work of this congregation, we touch lives. When we touch lives, we change the world.
May the chalice flame we kindle remind us throughout our meeting of our ministry and our mission.*

Timekeeper & Process Observer appointments, adopt agenda, approve minutes* 6:04

Personal check-ins—board members and staff 6:06

Executive Updates—Rev. Shaw 6:20

Presidents Report—including any new committee or congregational requests received prior to meeting—(including Lens recommended edits to policy/procedure document) 6:30

Report from Human Resources Committee—policies, procedures, job descriptions and other matters for board review/discussion/or approval **6:45**

Executive session to discuss mid-year personnel reviews—NO ACTION ITEMS WILL BE CONSIDERED BY THE BOARD AT CONCLUSION OF EXECUTIVE SESSION TONIGHT
7:10

Announcements—next board meetings--Thursday Dec. 16, Thursday Jan. 6 **7:50**

Closing words/extinguish chalice—LeeAnn Back **7:55**

Adjournment **8:00**