

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

**Thursday November 18, 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.*

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**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 and Administrative reports—For discussion, no motion needed** **6:20**

**Executive Report by Rev. Shaw—including staffing updates/introductions**

**Dashboards and Financial Report by DFA Lewis**

**Board Questions**

**Budget Monitoring Reports**

**Other Monitoring Reports**

<b>Committee, team and task force reports</b>	<b>6:40</b>
<b>a. Human Resources—Reba Eagles</b>	
<b>b. Kitchen Planning—Ann Mowery</b>	
<b>c. Others, if requested</b>	
<b>New Business—if any items presented</b>	<b>7:25</b>
<b>From the Congregation—if submissions received</b>	<b>7:30</b>
<b>Announcements—next board meetings--Thursday, Dec. 2 and Thursday Dec. 16</b>	<b>7:35</b>
<b>Closing words/extinguish chalice—LeeAnn Back</b>	<b>7:40</b>
<b>Adjournment</b>	<b>7:45</b>