

**First Unitarian Church of Des Moines**  
Board of Trustees Minutes  
Thursday, January 20, 2022

In attendance (all via Zoom):

Board Members: LeeAnn Back, Scott Emison Clair, Reba Eagles, Chelsea Hayes, Andrea LeMeuse, Crystal Loving, Greg Nichols, Patty Notch, Fern Stewart,

Staff: Rev. Amy Petrie Shaw, Charlie Lewis

Several church members also were in attendance.

Timekeeper: Scott Emison Clair,; 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 minutes for December 16, 2021 and January 6, 2022 were approved as presented. Personal check-ins were made.

### **Executive and Administrative Items**

Rev. Amy reported efforts were being made to address communication with the congregation. Social media accounts for the church include Facebook, Instagram, Twitter as well as the website and app. Discussion included the need to communicate via US Postal service for congregational meetings and other events to be sure to reach everyone. They indicated there was a drive to move to more electronic communications.

Charlie reported we were better than normal and end of the year contributions to the church had been better this December than last year. He indicated that we would most likely not need to draw down the reserves as much as had been expected. Budget roundtables were scheduled for Sunday at 11:30 and Thursday at 6:00 to review the operating budget.

He also reviewed the non-operating budget balance sheet restricted funds. He encouraged the expenditure of the ADA funds for items identified in 2019. The restricted funds for the kitchen project were reviewed as well as encouragement to review the fundraising progress on the website.

**Financial Oversight Committee** - Barb Royal stated the quarterly review was complete and things were in line, with minor discrepancies which Charlie was addressing. She stated they would continue to recommend additional reports regarding cash flow, capitalization and depreciation of equipment. She reported as of Friday, she will no longer be handling deposits, entering and tracking pledges, helping kitchen committee track payments and pledges which will now be handled by staff. She has resigned from the Financial Oversight Committee effective January 19th. The Board thanked Barb for all her service for carrying on during this time and filling the gaps so well.

It was moved by Scott Emison Clair, seconded by Patty Notch to appoint Margaret Schultz to the Financial Oversight Committee. Approved via voicemail.

## **New Business**

### **January 30 Congregations Meeting -**

Barb Royal confirmed the meeting would be held via Zoom. She stated a review of the kitchen remodel would be provided prior to the congregational vote. She also pointed out members would need to vote from home during the Zoom meeting. Membership roles were in the process of being updated and quorum would be determined when that was completed. Meeting roles were identified for tech help (Patty), review of the screens for voting members (Patty), chat quorum and second person votes (Scott and Emily). Chat comments on the items (Barb), voting two polls yes, no (Amy). The first will require fifty percent plus one, and the second requires three-fourths of votes submitted. Emily reviewed the various notification status. Barb will send a script to all who are actively involved in the process.

**Governance Committee** - Bill Brauch presented a potential replacement of the termed out Ends Statements. He explained the committee recommends adoption of the Hotchkiss AVM (Annual Visions of Ministry) process which involves a set of 1-3 Open Questions about the Church's future and an Annual Vision of Ministry of 1-3 goals for the upcoming year. The process provides a new vision each year. Open questions are localized, specific versions of basic questions, who we are, what we do, what we want to be and are future oriented. The questions are asked of members in order to inform future Board decisions especially in development of the AVM. He outlined how the AVM process might commence at First UU which included discussion of Open Questions at the February meeting, adoption of Open Question(s) in March along with scheduling 2-3 meetings with church members for input. Staff input would also be requested. Late March through April meetings would be held with the Congregation for input on the Open Questions facilitated by Board members and notes taken. At the June annual meeting a segment would be devoted to presentation of the input from the congregation, explaining the Board would take the input into consideration in developing Annual Vision of Ministry at its annual retreat in the summer. At the retreat, the Board would develop the Annual Vision of ministry for that church year and could set Open Questions to be considered throughout the year to provide input for AVN 2023-24.

Discussion also included executive limitations and the oversight by various committees that review reports related to their area. Also discussed was the need to get full representation to contribute to the process, rather than the same individuals.

It was explained the Ends Statements were not used to measure but rather to demonstrate how church activities aligned with them. The Committee recommends replacement of Ends as a frame of reference. They also provided a review of references to the Ends Statements in church documents.

The Board thanked the Governance Committee for their work and recommendations

and desire to reflect and discuss the topic at the next Board meeting.

**Human Resources** - Reba Eagles reported the Power Church evaluation received some good suggestions. She stated they were beginning to implement some of the recommendations. They will be able to use Power Church as an evaluation tool as to how it is being used by staff. She explained they will use the Power Church consultant in the future to use the program even better. She stated they would be posting a Director of Finance position and were currently tweaking the job descriptions. She explained they would have a consultant to be sure they were identifying what was needed.

Rev. Amy explained she would be reviewing the job description with Charlie and then back to HR. It would be posted in several places including the church. The goal is to have Charlie work with the person. They further explained the Power Church consultant strongly recommended having very clear cut and limited changes in the system. Therefore, use of Power Church will be for the staff only. Rev. Amy reviewed the changes within the office regarding the handling of deposits, church membership maintenance in the Power Church. They also explained a Google doc had been created to track membership changes. Membership and Stewardship groups will keep a running track of requests of staff to update the membership which will be checked monthly until the process runs smoothly. This will assist Membership and Stewardship in a more timely manner.

**Remote Only Church** - It was moved by Chelsea Hayes, seconded by Crystal Loving to extend the digital church to end on February 7, at which time the Board will review.

LeeAnn Back provided the humorous closing and the chalice was extinguished.

Meeting was adjourned at 7:29 p.m., submitted by Fern Stewart, Secretary