

**First Unitarian Church of Des Moines**  
Board of Trustees Minutes  
Thursday, April 7, 2022

In attendance (all via Zoom):

Board Members: LeeAnn Back, Reba Eagles, Chelsea Hayes, Andrea LeMeuse, Crystal Loving, Greg Nichols, Fern Stewart

Staff: Rev. Amy Petrie Shaw, Alice Stewart

Several church members also were in attendance.

Timekeeper: Reba Eagles; Process Observer: Chelsea Hayes

The meeting was called to order at 6:10 p.m. by Board President Greg Nichols. The chalice was presented and a reflection was provided. Personal check-ins were made. Minutes from March 3 and 17, 2022 were approved as presented.

**Executive and Administrative Items**

Rev. Amy Petrie Shaw introduced Alice Stewart our new Director of Finance. They explained Alice would be meeting with various committees within the church and reviewing the current practices with Charles Lewis. Rev. Amy requested assistance in assuring the building's east and west doors were locked after events in the church. Rev. Amy also noted the staff kitchenette was up and running in preparation of the kitchen closing. Iowa Lakes UU Fellowship will be joining our services via Zoom thanks to Linda Lemons' work with IUUWAN. Small group ministries will be forming in the near future and hosts are needed. Chalice groups will be introduced by May 1. Widening the Circle has completed and notes will be provided to the Board. Regional GA has six slots and is scheduled for April 30th, from 9:00 to noon, all virtual. The UUA will be remote and in person June 22-26 in Portland, Oregon. A Good Friday evening service will be offered the evening of April 15th.

Board members thanked Walter Pearson for the Adult RE survey which had over 150 responses. He recognized Linda Lemons' work to link us up with Iowa Lakes UU Fellowship. He also thanked all the individuals that worked on the Trans Festival held last week which drew over 500 people. It was a huge success and very well attended.

**New Business:**

Kitchen Committee: Discussion with the architect has resulted in using independent contractors for various projects. The grease intercept, asbestos removal, floor finish

and cabinets would benefit from this contract style. A general contractor would be necessary to coordinate the electrical and plumbing portions. Kitchen Committee members will be available to respond to questions from the congregation. Removal of the defunct dishwasher will begin in the near future. The cabinets, stove, refrigerators and other items will be available to members via a silent auction on Saturday, April 30th at the Food Fair event. The dishes have been packed and are ready for distribution to refugees. Closure of the kitchen is scheduled for May 23.

It was explained several locations have been identified for the grease interceptor and more information will be available after meeting with city officials. Once the cabinets and all appliances have been removed from the kitchen, the removal of the asbestos will begin, and thereafter the floor finishes. Orders will need to be submitted for cabinets and appliances soon as delays should be expected.

The Board supported the use of independent contractors for the project recognizing the individuals involved in the management.

Lift Project: The lift is expected to be delivered April 18th with installation to begin later that week.

Governance Committee: The forums were successful in gathering information, however the Committee will hold additional electronic format to expand the responses. The responses were diverse however a common thread was the RE program and who we are in the community. All included looking forward after the pandemic. A report will be provided to the Board at the May meeting.

Nominations Committee: We have two of the three Board of Trustees spots with Kevin Boeckholt and Sally Merritt. We are both reaching out to individuals for the third spot. The Financial Oversight Committee is planning on making a recommendation. The Governance Committee proposed new members are Crystal Loving and Bruce Martin. The Endowment Committee proposed new member is Larry Bredeson. The Stewardship spot will be confirmed later this evening. The Nomination Committee is also being considered but not confirmed.

Discussion regarding the annual meeting was held and it was determined the meeting would be in-person and via Zoom. Barb Royal offered her notes on the process.

Accessibility Committee: ADA improvements continue to be made. The power source for the assisted west door opener has been identified and ordered. A meeting is scheduled with Al Powers and Doug Wells to test Griffin Hall's noise levels, It was

pointed out the glass and doors reflect the most sound. Following the testing a preliminary design will be provided with the most effective methods of sound dampening for the space. Among other items under consideration are Braille signs, Ipad voice over, new headphones, larger televisions and hearing aid technology.

Other Items: A team of members has been clearing closets and assembling items to be donated, kept or recycled. A notice will be in the Intercom for members and committees to check out the items and determine whether to keep or move along.

**Announcements:**

Board meetings for remainder of the year:

- Thursdays April 21, May 5, May 19
- June 23 (joint meeting for current and new board members)
- NO MEETINGS June 2 and June 16

UUA Mid America Regional Assembly - Saturday April 30 in morning

Post Pandemic Party and Food Fair Auction - Saturday April 30 evening

All Church Event - Saturday May 22 - Raccoon River Park in West Des Moines

Annual Congregational Business Meeting - Sunday, June 5

LeeAnn Back provided the closing and the chalice was extinguished.

Meeting was adjourned at 7:36 p.m., submitted by Fern Stewart, Secretary