

First Unitarian Church of Des Moines

Documentation for Annual Meeting

June 2022

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Annual Congregational Meeting Agenda – 2022

- 1. Meeting convened by Moderator Bill Brauch
- 2. Opening words/chalice lighting
- 3. Overview of agenda and procedures
- 4. Announcement of 2022 Unsung UU award
- 5. Recognition of retiring board members
- 6. UUA General Assembly delegates
- 7. Presidents Report
- 8. Financial Report
- 9. Approval of Minutes
- 10. Proposed Bylaws Amendments
- 11. Ministerial Search update
- 12. Board of Trustees to fill terms beginning July 1
- 13. Endowment Committee member to fill term beginning July 1
- 14. Proposed Budget for church year beginning July 1, 2022
- 15. Select Faith in Action Partners for 2022-23 church year
- 16. Closing words/extinguish chalice
- 17. Adjournment of annual meeting



UUA General Assembly 2022

General Assembly (GA) is the annual meeting of our Unitarian Universalist Association (UUA). Participants worship, witness, learn, connect, and make policy for the Association through democratic process. Anyone may attend; congregations must <u>certify</u> annually to have voting delegates

Multi-Platform General Assembly

General Assembly is the annual gathering of Unitarian Universalists, where we conduct business of the Association, explore the theological underpinnings of our faith, and lean fully into our mission and principles. That remains true even when we cannot gather physically. In 2021, GA had more than 4,000 registered attendees participate from remote locations around the world. Although we give up the face-to-face interaction and hugs that are prevalent when we meet inperson, we retain our dedication to community and make our experience more accessible and more environmentally sustainable.

In 2022, we will have the option of meeting online or in-person! For those who enjoyed the convenience and accessibility of remote participation, General Assembly will continue to offer virtual attendance with robust programming and enhanced delegate discussion tools. For those who have been missing the physical experience, GA 2022 will also feature face-to-face interactions, hanging banners, a browsable exhibit hall, meals with friends old and new, local site attractions, and more! **Join us June 22 - 26, 2022 online or in-person in Portland, Oregon**.

All GA attendees and exhibitors are required to provide proof of Covid-19 Vaccination for inperson attendance at General Assembly. In addition, masking is required and physically distanced seating options will be reserved in our meeting spaces. Currently, free Covid-19 testing is available Monday to Saturday from 8 am - 3 pm, by appointment or walk-in, at a testing site in front of the Oregon Convention Center. Appointments may be <u>scheduled online</u>.

Financial Summary

The First Unitarian Church of Des Moines

Current fiscal year projected financial status

The current 2021-22 budget predicted a shortfall of \$62,929. Based on the performance of the current year so far, it appears that we will not experience this shortfall.

Charitable receipts, including pledge income, is over 100% in this fiscal year. Other receipts, especially our fundraisers, have been at least as successful as last year. We should exceed our budgeted revenues by the end of the fiscal year.

Overall, expenses are lower than were expected. Final fiscal year expenses should be either at or just below budget.

Annual Congregational Minutes – June 2021

First Unitarian Church of Des Moines Sunday, June 6, 2021

The meeting was called to order by Moderator Barb Royal. She recognized Fern Stewart, Board Secretary, Al Powers, Timekeeper and Parliamentarian. She thanked Bill Brauch and Mike Lauer for their assistance in monitoring the chat rooms and related vote tallying. She noted Patty Notch was available to assist with technical issues.

Rev. Amy Petri Shaw gave a review of the year which included announcing the reopening of the church office in person effective June 15, 2021. They highlighted the formation of the Lens of the Future Team, recovery efforts from the derecho damage, and the many methods Zoom was employed to reach out to the youth as well as the adults for various programs.

Al Powers representing the Lens of the Future Committee reviewed the current status and regulations. He encouraged members to check the website regarding changes to levels as the numbers continue to decline rapidly. He explained procedures continued to be revived.

Vice Chairperson Greg Nichols and Board Chairperson Patty Notch offered special recognition and thanks to the Communications Team for the creation of the new website. The Lens of the Future Team for their weekly meetings monitoring all the Covid shifts including constant updates and recommendations. The Stewardship Team which hosted the very successful FAFUMAF, the first art/music event held virtually due to the pandemic. The Immigration Justice Team who provided a series of activities including one particular individual which gave a face to immigration justice. Also recognized was the Knock and Drop Team as they assisted in the access to food. The Retooling for New Realities program offered by the UUA led us through critical thinking and our new normal. The Food Fair committee responded well to the pandemic offering some great offerings. Greg Nichols gave a special recognition to Chairperson Patty Notch for hosting nearly fifty meetings, a modern day record.

Sue Huber was awarded the UUnsung award for her many contributions to the church including just in the last 18 months leading the Board in the ministerial search, serving on the Immigration and Justice Team, the Nominating Committee and Kitchen Planning Committee.

Patty Notch announced GA would be held virtually again this year and we have seven out of nine delegates. She encouraged members to consider participating this year.

Al Powers reviewed the parliamentary procedures as well as steps for addressing questions, comments and voting. Quorum Call - 79 voting members present. Quorum declared.

Minutes were approved as presented.

Endowment Committee Bylaws Amendment: Deidre Fudge reviewed the proposed changes which included reduction of membership from seven to five due to current use of UUA for investment decisions and the desire to extend REACH grant applications throughout the year. On behalf of the First Unitarian Endowment Committee, Deidre Fudge moved to accept the proposed by-laws amendment effective July 1, 2021. There was no discussion. Adopted via voicemail vote. 100% approval.

Annual Elections: Patty Notch announced the three nominees for the Board of Trustees:Reba Eagles, LeeAnn Back and Chelsea Hayes. She asked for nominations from the floor,none were received, the nominees were elected by acclamation. The nominees for The Endowment Committee included Marilyn Lantz for a three year term, Daren Jensen for a three year term, and Dawn Connet for a one year term. There were no nominations from the floor, elected by acclamation.

Faith in Action Partners: Three nominees were presented for two openings which included Knock and Drop, Just Voices and US Committee for Refugees and Immigrants/Des Moines. No discussion. Knock and Drop and Just Voices adopted via voicemail vote.

Endowment Distribution: Review was given regarding distribution of funds which included the current Endowment Fund value of over \$800,000 and the perimeters for distribution. The first to be considered was \$60,000 for replacement of the current obsolete lift. A bid had been received that would fall within the amount allotted. It was moved by Greg Nichols, Be it resolved that the Congregation approve transfer of \$60,000 from the endowment fund to a restricted operating fund to be used for replacement of the lift system at the church. Discussion was held regarding how potential overage costs would be covered and it was explained additional funds were available from ADA funds. Vote as presented. Adopted via voicemail vote.

The second to be considered was the long deferred kitchen facility update. It was moved by Greg Nichols, Be it resolved that the Congregation approve transfer \$40,000 from the endowment fund to a restricted operating fund to be used for planning services associated withpotential church kitchen improvements as approved by the appointed kitchen planning committee and the Board, and the remaining balance to be held in the restricted account for future use in kitchen-related improvements subject to prior approval of a specific plan for the kitchen improvements being submitted to and approved by the Board and the Congregation. Ann Mowrey, on behalf of the Kitchen Committee, reviewed the age and need for improvements and explained they had met with various groups within the church to discuss needs. It was expected that a professional designer would be required. The intent was to have three options to present to the congregation

by October 1, 2021. A congregational vote would be required to proceed with the final kitchen improvement project. Discussion was held. Vote as presented. Adopted via voicemail vote.

Stewardship Committee: Liz Bredesen reviewed the current stewardship process. She thanked members for their continued support noting that 78% had pledged, reaching almost 95 percent. She noted the success of the first FAFUMAF event which raised over \$2,500 along with \$2,000 from the on-line store.

The upcoming year-round Stewardship program was explained and a communication to all members with their specific month are scheduled to be sent out shortly. The program will help with the planning and budgeting needs of the church as well as helping members get to know each other as well as helping with communication.

Annual Budget: Patty Notch explained the Executive Team had presented the budget to the Board, to the Financial Oversight Committee for review and comment, as well as three budget forums were held. It was moved by Patty Notch to approve the Budget as presented. Discussion included reopening of the church and related costs. It was noted that steps had been taken to update the band width to allow for in-person/Zoom meetings. Vote as presented. Adopted via voicemail vote.

Greg Nichols recognized outgoing Board members: Sue Huber, Mike Lauer and Heidi Mannetter.

New Business: none

Closing words were provided from Patty Notch, meeting adjourned at 1:45 p.m.

Annual Congregational Minutes – January 2022

First Unitarian Church of Des Moines Sunday, January 30, 2022

The meeting was called to order by Moderator Bill Brauch He recognized Fern Stewart, Board Secretary, Al Powers, Timekeeper and Parliamentarian. He thanked Scott Emison Clair and Emily Petty for their assistance in monitoring the chat rooms and related vote tallying. He noted Patty Notch was available to assist with technical issues. Rev. Amy Petri Shaw thanked members for being present after the Zoom bomb of the Sunday Service. She explained the security steps that had been put in place to address the situation.

Greg Nichols read from the Covenant adopted by the Board of Trustees to remind members every voice should be heard, every member is valued, we need to listen carefully, disagree respectfully and agree to disagree if necessary. Everyone owns the covenant with one another.

Bill Brauch reviewed the parliamentary procedures as well as steps for addressing questions, comments and voting. Quorum Call - 96 voting members present. Quorum declared.

Greg Nichols thanked Ann Mowrey and the Kitchen Committee for their efforts and responsiveness during this project. The charge was to identify what was needed and desired for a kitchen improvement project and to plan for something we could afford without indebtedness. He noted pleasant surprise at the presentation of what was needed as well as meeting the financial goal set by the Board of Trustees. He stated the motions he will make today were made and adopted by the Board of Trustees at the December 16, 2021 meeting. He explained the first motion was approval to proceed with the project The second motion was a vote to provide for backup funds from the Endowment Fund to complete the project. There was no discussion. Adopted via voicemail vote. 100% approval.

Ann Mowrey, Chair of the Kitchen Committee, announced the amount had been raised for the match, and the goal of \$400,000 had been met. She noted the \$400,000 included possible overrun costs. She stated it was not anticipated that the Endowment money would be necessary however it was prudent to include it as any Endowment expenditure requires a congregational vote. She stated a construction oversight committee had been formed.

Greg Nichols, on behalf of the Board of Trustees, motioned to seek congregational

support for proceeding with "kitchen improvement option D," subject to such revisions as may be necessary if costs exceed available designated resources as directed by the board on December 16, 2021.

Discussion included church priorities and mission, refrigeration and the 15% contingency included in the \$400,000. It was noted this was not a capital improvement and that the funds raised were held in a restricted fund designated for the kitchen project. Additional questions were received regarding what would happen to extra money if the project was completed under the allotted \$400,000. The Board would be responsible for disbursement of the restricted fund and discussion with the congregation would be held. In response to questions, the kitchen was designed for dropping in and social connections, making it a more volunteer friendly environment. The replacement of the dishwasher required additional improvements to bring the kitchen within code.

It was clarified that \$400,000 in pledges had been raised without touching the Endowment Fund for the kitchen project, not all has been paid but will by June 30, 2022. In the Spring of 2021, the congregation voted to approve \$40,000 from the Endowment Fund for the kitchen and those funds are not included in the \$400,000. Vote as presented. The vote requires 50% plus one to pass, 87 yes, 2 no. Adopted via voicemail vote.

Greg Nichols, on behalf of the Board of Trustees, motioned to approve the transfer of up to an additional \$90,000, if and when needed, from the endowment fund to the restricted general operating fund established for the kitchen project.

Greg Nichols reviewed the process to transfer Endowment funds, which included approval of the Endowment Committee, approval of the Board of Trustees and approval by congregational vote. Since December when this motion was brought forward, additional fundraising was done. If approved today, this transfer of funds is conditional and may not be necessary.

Deidre Fudge responded to questions regarding the Endowment Fund stating to date the fund is \$817,629.26. She stated in December the \$90,000 was the amount projected by the kitchen committee to meet their funding goals. The thought was they did not want the project to come up short by \$20,000-30,000 and have to come back to the congregation for another vote. The current estimate for the project is \$375,000 including the 15% contingency. In response to the changes in the fund, she stated the \$100,000 in 2021 for the lift and kitchen project was the first withdrawal of principal from the account. She noted the market had been kind and those funds had almost been made up this year. She confirmed at this time there were no additional requests for

funding from the Endowment Fund. She clarified 2% is drawn from the principal for REACH grants.

In response to questions regarding the Endowment funds, the additional funds would be drawn down for the amount needed and no more. A summation was provided of \$40,000 from the Endowment in 2021, \$400,000 in pledges, and this additional \$90,000 contingency. The success of the fundraising committee has left us in a good position, however with the construction market as uncertain as it is, having the resources available should it be necessary, is prudent. In response to the possibility of spending all the allotted funds, it was noted that it would require full Board approval and discussion and debate of alternatives. Regarding disbursement of excess funds once the project is complete, it would be determined at that time by a shared discussion and process with the congregation. The construction subcommittee will deal directly with the architect and construction company to review change orders and progress payments. They will review, provide a recommendation to the Kitchen Committee, who would then make a recommendation to the Board. The Board would approve any change orders.

Vote as presented. The vote requires two thirds to pass, 79 yes, 9 no. Adopted via voicemail vote.

Closing words were provided from Greg Nichols, meeting adjourned at 1:02 p.m.

Proposed Bylaws Amendments 2022

Recommended by the Governance Committee

Amend the Bylaws of the First Unitarian Church of Des Moines as follows:

- 1. Delete all references to "active" members, as follows:
- a. Art. III, Sect. 1, paragraph c: strike "an active member" and replace with "a member".
- b. Art. III, Sect. 3: strike "active".
- c. Art. IV, Sect. 1: strike "active".
- d. Art. IV, Sect. 2, paragraph b: strike "active".
- e. Art. IV, Sect. 3, paragraph b: strike "active".
- f. Art. IV, Sect. 4: strike "active".
- g. Art. IV, Sect. 5: strike "active".
- h. Art. V, Sect. 1: strike "active" and insert "church" in lieu thereof.
- i. Art. V, Sect. 2: strike "active".
- j. Art. V, Sect. 3: strike "active".
- k. Art. VII, Sect. 1: strike "active".
- 1. Art. VIII, Sect. 1: strike "active".
- m. Art. VIII. Sect. 2: strike "active".
- n. Art. IX, Sect. 2, paragraph a: strike "active" and insert "church" in lieu thereof.
- o. Art. IX, Sect. 2, paragraph c: strike "active" and insert "church" in lieu thereof.
- p. Art. XI: strike "active".
- 2. Amend Art. IV, Sect. 3, paragraph a, as follows:
- "Identifies where the proposed action fits with the church's Ends Statements then-current goals of the church as determined by the Board of Trustees with membership input."
- 3. Amend Art. VIII, Sect. 4, paragraph a, as follows:
- "The Senior Minister reports to the Board of Trustees regarding progress toward the overall achievement of Ends then-current goals of the church as determined by the Board of Trustees with membership input and shall:"
- 4. Insert NEW ARTICLE XV, as follows:
- "ARTICLE XV. Notice

Any communication required herein to be mailed to members may be completed by U.S. Postal or electronic means."

BoT Nominees 2022

Sally A. Merritt

Why do you want to be on the 1st Unitarian Board? What qualities do you feel you contribute to leadership at First Unitarian?

"I have been a committed Unitarian Universalist for approximately 20 years. Now that I am retired, I enjoy giving back to the community. I am an excellent communicator, tolerant of opposing viewpoints, and good at listening and bringing people with divergent viewpoints together. My experience at the two Unitarian churches in Chicago should prove to be very valuable."

Kevin Boeckholt

"I grew up in First Unitarian, although I have just recently become a member. I currently co-lead our high school youth program, YRUU. I attended Iowa State University and studied economics and accounting. While in college I served on the board and finance committee at United Way of Story County. After graduation I moved back to Des Moines and earned my CPA license."

Crystal Loving

Crystal Loving (she/her/hers) officially joined the church in early 2020 after several years of off/on again attendance. She was raised in Des Moines and has always lived in DSM, with the exception of a few years in the DC Area during post-graduate training. She is married to Kurt and they have two children, Naoma (13) and Benton (9).

Endowment Committee Nominee 2022-2023

Larry Bredeson

To be added at a later date.

Proposed Budget 2022-2023

Notes, parate cument	2022-23 Proposed Budget REVENUE	2021-22 Budget	Proposed Budget	
	CHARITABLE CONTRIBUTIONS	_		
1	Canvass Result	\$526,701	\$498,999	
2	Uncollectable Pledges	(\$26,335)	(\$19,960)	
	Pledge Income	\$500,366	\$479,039	
	Previous Year's Pledges	\$10,000	\$10,000	
3	Offering	\$27,000	\$25,000	1
	Memorials/bequests	\$300	\$300	
	Non-pledge Gifts	\$5,000	\$5,000	
4	Fundraiser	\$15,000	\$15,000	
	NON-CHARITABLE CONTRIBUTIONS			
	Bank Int./Dividend Inc.	\$1,000	\$500	
	Rental Income	\$500	\$1,000	
	Noble Fund	\$500	\$850	
	Misc Inc	\$250	\$250	
	Coffee Income	\$500	\$750	
5	Additional Revenue Needed**	\$62,929	\$9,281	
	TOTAL REVENUE	\$623,345	\$546,970	TOTAL
	Total Revenues over (under) Expenses EXPENSES	\$0	\$0	
	INTEREST & INSURANCE	\$31,181	\$31,531	SUBTOTAL
	Mortgage Payments	\$16,781	\$16,781	JODIOTAL
	Insurance	\$14,400	\$14,750	1
	UTILITIES	\$22,057	\$22,600	SUBTOTAL
6	Electricity / Gas	\$11,457	\$12,000	
	Water & Sewage	\$3,600	\$3,600	1
	Telephone / Internet	\$7,000	\$7,000	
	CONTRACTED SERVICES	\$48,740	\$14,800	SUBTOTAL
7	Cleaning Services	\$30,600	\$0	
8	Waste Connections	\$3,840	\$3,000	
	Kabel Business Services (Payroll)	\$3,000	\$3,000	
	Security	\$700	\$700	1
	Pest Control	\$600	\$600	1
9	Snow Rem / Lawn Care	\$10,000	\$7,500	
	BUILDINGS & GROUNDS	\$17,600	\$14,000	SUBTOTAL
	Building Maintenance	\$8,500	\$8,500	
	Grounds Council	\$3,100	\$3,000	
10	Maintenance Supplies	\$3,000	\$2,500	1
	Capital Maintenance Reserve	\$3,000	\$0	

	OFFICE OPERATIONS	\$26,750	\$25,000	SUBTOTAL
	Office Supplies	\$2,000	\$1,500	
l1	Equipment / Maintenance	\$9,000	\$7,000	
	Paper & Printing Exp.	\$2,000	\$1,500	
12	Postage	\$2,000	\$1,750	
13	Bank Fees	\$6,000	\$7,500	
	Technology	\$4,000	\$4,000	
	Miscellaneous Expense	\$750	\$750	
	Communications	\$1,000	\$1,000	
14	COMPENSATION & BENEFITS	\$413,457	\$379,678	SUBTOTAL
	MUSIC DEPARTMENT	\$2,500	\$2,900	SUBTOTAL
	Guest Musician Pmts.	\$500	\$750	
	Accompanist - substitutes	\$500	\$250	=
	Choir Sheet Music	\$500	\$1,000	
	Bell choir	\$500	\$400	
	Piano Supplies & Maintenance	\$500	\$500	
	DENOMINATIONAL SUPPORT	\$12,000	\$15,000	SUBTOTAL
.5	UUA Program Fund support	\$12,000	\$15,000	
	SOCIAL JUSTICE	\$27,000	\$25,000	SUBTOTAL
	DMARC dues	\$671	\$546	
	Interfaith Alliance dues	\$447	\$364	
	AMOS dues	\$5,510	\$5,343	
	Family Promise	\$2,000	\$2,000	
	IUUWAN	\$0	\$364	
	FEDS	\$2,400	\$2,400	
	Other Internal Social Justice Programs	\$2,472	\$1,483	
	Social Justice Outreach (FIA)	\$13,500	\$12,500	
.6	FAITH FORMATION PROGRAMS	\$10,400	\$6,300	SUBTOTAL
	FF Consumables/food	\$2,000	\$1,000	
	FF Curriculum Materials	\$3,000	\$1,100	
	Coming of Age/OWL Program	\$1,000	\$1,500	
	FF Library	\$500	\$150	
	Adult FF expense	\$500	\$500	
	Wellspring	\$500	\$500	
	Soul Matters	\$400.00	\$300	
	FF Volunteer Training	\$0	\$250	
	Youth Leadership	\$2,500	\$1,000	
	COMMITTEES / SPEC INT	\$11,660	\$10,160	SUBTOTAL
	Religious Services Exp.	\$2,000	\$2,000	
	Caring Ministry/Pastoral Team Exp	\$100	\$100	
	Membership	\$1,500	\$500	
	Art Gallery committee	\$100	\$100	

	CUUPS	\$460	\$460	
	Nursery Expense	\$1,000	\$500	
	Stewardship Drive Expense	\$2,500	\$2,000	
	Coffee/Kitchen Expense	\$1,000	\$1,000	
17	Community Building	\$1,500	\$2,500	
	Board of Trustees	\$1,500	\$1,000	
	TOTAL OPERATIONAL EXPENSES	\$623,345	\$546,970	TOTAL
	Total Revenues over (under) Expenses	\$0	\$0	

Faith in Action Partners Nominees 2022-2023

Hawthorn Hill

Hawthorn Hill's mission is to establish and operate housing programs for homeless families with children that help them obtain permanent housing and to provides services to help families achieve economic self-sufficiency.

Hawthorn Hill fulfills its mission through two programs:

- 1. New Directions Shelter: Provides free, temporary, emergency shelter and services for homeless families with children.
- 2. The Home Connection: Provides permanent supportive housing for homeless families with children with an emphasis on helping the families attain financial independence, In 2020, Hawthorn Hill served 259 individuals: 99 adults and 160 children.

Hawthorn Hill respects the inherent worth and dignity of all people, and sees housing as a basic need deserved by all.

Champion: Sally Boeckholt

Just Voices

Our Values:

Our values guide our work. Our work is about justice. Our work is about truth. Our work is about equity. We operate with these core values:

- Police are our partners, not our enemies. The police have an incredibly hard job and provide protection, safety, and security in an unpredictable and divided country. Their jobs are risky and often thankless. We appreciate and respect them.
- Black people should be treated equally by law enforcement. The legacy of America, her original sin of slavery, has led us to a boiling point of disparity in policing Black people today. In America, Black skin color means you're more likely to be stopped, ticketed, jailed, and you'll experience longer sentences and heavier penalties than the white majority.
- Skin color is not reasonable suspicion.
- Everyone has bias and bias is everywhere. But implicit bias are the thoughts and feelings that we are unaware of or mistaken about their nature. We have a bias when, rather than being neutral, we have a preference for (or aversion to) a person or group of people. But when police, or otherwise well-meaning citizens, act on their implicit bias, or aren't aware of their implicit bias, the results for communities of color are disastrous.

• Denial is not productive. James Baldwin, award-winning author, once said, "Not everything that is faced can be changed, but nothing can be changed until it is faced."

We have the stories. We have the data. Racial profiling happens in Des Moines, IA, far too often and it is causing emotional and financial trauma to Black and Brown people. Let's face it so we can fix it.

The punishment should fit the crime. We get it. It's complicated.

Champion: Harvey Harrison

Al Exito

Al Exito's mission is to accelerate Latinx youth's academic achievement and leadership capacity through transformative opportunities for youth, and their families, to fully participate and thrive in Iowa's communities. Vision – Al Exito's vision is to advance Iowa's prosperity through Latinx excellence.

Al Exito has had a long term relationship with First Unitarian Church of Des Moines. The first Mary E Campos scholarship luncheon was held in our building almost 5 years ago. It's been a while since they have been one of our Faith in Action partners.

Champion: Gene McCracken

AMOS Let's Talk

AMOS Let's Talk was formed to address the school to prison pipeline for students of color. Our mediation group was formed to address the fact that students of color in Des Moines and across the nation are disproportionately suspended and referred to Juvenile Justice System. Any student —regardless of race or other identity — who is suspended or expelled is more likely to have future negative involvement with the Criminal Justice system.

Our program is disrupting this pipeline by making restorative justice practice the norm in our schools. We empower students to fairly and peacefully resolve their conflicts with other students and steward a school culture built on respect, honesty, listening, truth and sharing.

Champion: Ellen Taylor