

DRAFT
First Unitarian Church of Des Moines
Board of Trustees Minutes
Thursday, July 14, 2022

In attendance and via Zoom:

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

Staff: Alice Stewart and Transitional Contract Minister Victoria Stafford

Several church members were also in attendance.

Timekeeper: Sally Merritt; Process Observer: Kevin Boeckholt

The meeting was called to order at 6:06 p.m. by Board President Reba Eagles. The chalice was presented and a reflection was provided. The minutes from the June 29, 2022 meeting were approved as presented.

President's Report and Announcements

Transitional Contract Minister Victoria Stafford thanked the Board and congregation for their imagination and sense of adventure as we enter this phase.

President Reba Eagles reviewed the events scheduled for the congregation to meet Rev. Stafford which included a 5:00 p.m. appetizer potluck on Saturday and an 11:00 a.m. Forum on Sunday.

Committee Reports:

Stewardship Team: Mike Merritt reviewed the figures from last year indicating a drop of \$39,000. He indicated there was a data problem with individuals who pledged through PushPay but had not completed a pledge card. Alice Stewart was addressing this data problem. He noted the monthly stewardship meetings would be reduced to a quarterly schedule with communication upfront and polite pressure to include not just money but service to the institution. He noted they were researching steps regarding individuals who do not respond to outreach as well as coordinating with the Congregational Life Team. Current members of the team include; Mike Merritt, Adrian Stamper, Greg Nichols and Margaret Shultz. Additional members are welcome to join the team.

Kitchen Committee - Ann Mowery reported three bids had been received from general contractors with the lowest bid of \$209,000 from Holcomb. The next step will be to have

the architect contact Holcomb, finalize a contract and apply for a building permit. It was noted that at this time all items purchased/ordered have been under the amount bid. The Waldinger Corporation is handling the grease interceptor and installation will begin once the unit is on site. The whole committee will meet on Sunday evening to review the upcoming steps going forward. It was clarified that rentals are only for members at this time.

Lift Project: Al Powers reported the lift installation will be finished by the end of the week. However, the general contractor will need to complete the finish work which has become a much larger project than anticipated. The state inspector will be required to allow operation of the lift, which will happen once the finish work is completed.

Governance Committee: Bill Brauch, requested the Board to appoint Gene McCracken to the team, which allows one more space to fill. He reviewed the goals of the team which included completion of the two open questions, editing policy language that refers to the Ends Statements, and taking a closer look at other policies for consistency in what we want to be as a church.

Discussion included the procedural steps for potential changes in by-laws or a congregational policy. The Governance Team supported a process in which a committee recommending a policy or by-law changes would present it to the Board, which in turn would refer it to the Governance Team for review.

There has been discussion regarding the current by-laws stating membership requires a financial contribution of record during the year. Recommendations have been made to strike that language replacing it with a member in good standing per the membership policy. The membership policy would reflect what membership is, the benefits and responsibilities of membership. It would include a pledge of record but not a defined amount but asking for a generous pledge. The goal would be to require commitment and be known to the bookkeeper. It would also require time and talent, not just treasure. The proposal will be presented to the Stewardship Committee for review and then to the Congregational Life Committee for review prior to Governance. The Stewardship Committee was thanked for the work on this proposed change.

Executive Reports:

Alice Stewart explained the executive report was thin due to lack of submitted reports, she requested committee heads to submit their reports. AMOS provided a thorough presentation. June attendance was thin which is normal. The financials in June were also thin. Year end results for cash contributions were higher ending with over 103% in charitable giving, fundraising \$2,000 more than anticipated and income exceeded

expenses by \$10,000. She explained how to compute the Faith in Action funds and offered to provide it via email after the meeting.

New Business:

Approval of Name Change for Membership Committee to Congregational Life - It was moved by Crystal Loving, seconded by Sally Merritt. Discussion included reasons for change which included caring not only for new members but for existing members along with activities. Motion approved.

Approval of Board Committee Charters - The charters were created because these committees are now Board committees. Discussion included how the members become part of the committees, it was clarified the Nominating Committee would be responsible for proposing members that the Board would appoint. Leadership Committee Charter - Changes were made to the Leadership Committee Charter which included removal in the Membership paragraph of: "nominated by the senior minister and ratified" and replaced with "appointed."

Communications Committee Charter - No changes to document, clarification was made regarding the role of the committee which did not include social media but served as a resource to assist board and staff in maintenance and updates of the website.

It was moved by Greg Nichols, seconded by Sally Merritt. Motion approved.

Congregational Life Committee Members - It was moved by Crystal Loving, seconded by Kevin Boeckholt to appoint Shelly Kaldenberg, Ellen Taylor, Dylan Cue, Barb Martin, Barb Royal and Marilyn Lantz to the Congregational Life Committee. Motion approved.

Governance Committee Appointment - It was moved by Crystal Loving, seconded by Sally Merritt to approve the appointment of Gene McCracken to the Governance Committee.

Facilities Council - Greg Nichols reviewed the need for a formation of an advisory committee which would track and assess the building, grounds and overall financial health of the facilities. Al Powers explained a number of years ago a group of 4-5 people worked with the administrator and took care of things, addressing questions, such as what needs painting, roof repairs, what we need to budget for regarding the facilities. That was lost and is now being regained after discussions with Alice and a new committee needs to be coordinated. Al Powers, Kevin Boeckholt, Greg Nichols

and LeeAnn Back will work together to come up with suggestions for a coordinated plan.

Mask Policy - After much discussion regarding Covid levels, it was determined the mask requirements currently in place will remain. Current mask wearing is required in the auditorium. The policy will be revisited at each board meeting.

Board Retreat Dates - The Board retreat will be split into two meetings, August 14 and September 25, 2022.

Announcements:

Next Board of Trustees meeting - Thursday, August 18, 2022

Greg Nichols provided the closing and the chalice was extinguished.

Meeting was adjourned at 8:09 p.m., submitted by Fern Stewart, Secretary