

# First Unitarian Church of Des Moines

Board of Trustees Minutes | Thursday, November 16, 2023 at 6:00 PM  
Stonewall Conference Room | Virtual Access via Zoom

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**Board Members:** LeeAnn Back, Kevin Boeckholt, Jeremy Guenther, Crystal Loving, Kathryn Sutton and Natalie Mason, Heidi Lackmann, Walter Pearson

**Staff:** Interim Minister Rev. Meredith Garmon and Alice Stewart

The meeting was called to order at 6:05 p.m. by Board President Kevin Boekholdt.

**Timekeeper & Process Observer:** LeAnn Back

**Checkin:** How are you doing?

**Public Comment:**

Inquiry about janitorial service. It's the executive's power to adopt the changes to the budget, so that is in process and is on the current agenda.

Inquiry about architectural fee dispute. Circumstances were reviewed and Alice will send a certified letter.

**Interim Minister's Report:**

Invitation to a conversation about trust, building trust.

**Executive Report:**

1. Submitted in the board documents. Overall October was a strong month.
2. Inquiry about software & licensing, we should be on track to being in-budget if variances are accepted

Draft budget

1. Budget includes guesses for expense requests, that may change
2. Most significant change is \$10,000 for the capital maintenance reserve (increase from \$3,000)
3. Staffing — allocations described
  - a. There are 4–5 options for staffing, Alice selected one and plugged it in
  - b. Potentially some staff may change to contractors
4. Assume our revenues won't increase
5. Budget will be presented to leaders throughout December
6. Next steps is to reach out to stakeholders who have outstanding budget pieces

- a. Alice will send list of outstanding groups to the Board to support gathering budgets from stakeholders
  - b. Then present the primary draft of the budget to the congregation in January
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## **New Business**

### Stewardship — Adrian Stamper & Kathryn Sutton

1. Have created an outline for a drive this spring
2. Stewardship approach has transitioned over the past few years (e.g. year-round) we are now pursuing an annual pledge drive
3. Overarching theme is celebration, what we have. Why we show up, why we belong, why we're members, etc.
4. Timeline
  - a. Large donor kickoff in January
  - b. Public relations campaign January thru February for the "big event", when our messaging is sent out
  - c. Big event: Saturday evening dinner in March

### Storage — Al Powers

1. The Building Team has been considering options for a storage area for supplies and equipment that are used outdoors on a regular basis
2. The Team recommends building a closet in Mary Safford (behind the AV area) with an outdoor access door.
3. Estimate from a contractor is \$15k
4. We have a grant approved from the Endowment committee to pay half the cost.
5. Donors are willing to pay the other half
6. Seeking approval from the Board.
7. Attempt to finish this fall.
8. Motion for approval by Jeremy, second by Walt. Unanimous approval.

### Elliott Nassif Sponsorship — Elliott Nassif

1. Finishing first semester of seminary
2. Asking for congregational sponsorship, which affirms Elliott's commitment to Unitarian Universalism
3. Motion by Natalie Mason, Seconded by Kathryn Sutton. Unanimous approval.

### Other new business

1. Birch will be leaving the congregation in May

2. 2–3 Board members to work with Meredith to investigate hiring options
  - a. Kathryn, Walt, Heidi volunteer

Tuesday, December 19 at 6:00 PM is the next board meeting.  
Coffee with the Board, Sunday, December 3 at 8:30 AM

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Meeting was adjourned at 8:06 PM by Kevin Boeckholdt.

Submitted by Kathryn Sutton, Secretary