

# First Unitarian Church of Des Moines

Board of Trustees Minutes | Tuesday, March 19, 2024 at 6:00 PM  
Virtual Meeting via Zoom

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

**Staff:** Interim Minister Rev. Meredith Garmon and Tracy Aukes

The meeting was called to order at 6:02 p.m. by Board President Kevin Boekholdt.

**Timekeeper & Process Observer:** Crystal Loving

## **Public Comment:**

From Kathryn: Updates on pledges: We sent out 235 pledge cards and as of today, 110 have been completed. That's a 46.81% return rate so far. Total pledged: \$368,603.36

## **Interim Minister:**

How has Unitarian Universalism “saved” you? In other words, what about Unitarian Universalism are you grateful for?

## **Financial Report:**

Sally Boeckholt & Eileen Jackson (Financial Oversight Committee)

Review financial statements with the Board

1. 2024–2025 Budget Draft
2. Finances as of February 29, 2024
  - a. An audit of “Project-Restricted” (which is for projects, not operating money) needs to be done at some point before a bookkeeper is brought in
3. Budget Variances approved for 2023–2024

Overall, we are in good shape and there aren't any big events/expenses coming in between now and June 30.

Hiring a bookkeeper: Aiming to hire April 1; there are a few applicants.

**Director of Religious Education:** Birch's last day is May 12. Rev. Garmon is looking to move Faith into a 30-hour-week assistant for Birch's last month in May (period of training as

well); to transition into the DRE position on May 14 with the same 40-hour schedule and role as Birch. All of Faith's soon-to-be prior roles will be absorbed by Tracy.

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## **New Business**

### **Budget:**

Overall we have a base first draft budget that is realistic based on our needs today.

For our search, we will need to reach the midpoint of salary + housing combined for the church of our kind, as recommended by the UUA. We also need to elevate the administrator's compensation to the level of a director's compensation, since that is the description of the role Rev. Garmon wants to move Tracy into.

Kevin's goal is to present this to the congregation alongside an aspirational budget which enhances some of the initiatives and line items the church is more interested in growing and updating.

Professional development for Faith was advocated for by Sally Boeckholt.

UUA recommends that we pay life and long-term disability insurance in-full

The Board will regroup to discuss and revise the budget.

### **Ministerial Search:**

Going well! Thank you to the Board members for the phone calls.

### **Right Relations:**

We'll set up a scheduled time to meet and discuss next steps.

### **Architect Letter:**

We'll send another letter to the architect with a deadline and timing. Tracy will share a draft letter with Kevin with a deadline by the next Board meeting.

### **Other New Business:**

Annual meeting

Post or make packets available by May 15 if the annual meeting is June 2nd (two weeks in advance).

Natalie motion to make annual meeting June 2nd; Heidi second. Unanimous decision in favor.

### **Upcoming meetings:**

**Monday, April 1** — BoT finish up all phone calls

**Tuesday, April 2 at 6:00 PM** — Budget revisions to prep for the forum on April 7. Ministerial search data.

**Sunday, April 7** — Forum on the budget led by BoT, shared with Stewardship

**Tuesday, April 16 at 6:00 PM** — Formal Board meeting, to go into executive session.

**Sunday, May 5 at 11:00 AM** — Forum on the budget from the Board

**Tuesday, May 7 at 6:00 PM** — Finalize packet (ministerial search committee members, budget approval, BoT nominees, bylaw amendments, etc.)

**Tuesday, May 21 at 6:00 PM** — Zoom-only listening session on the budget and/or packet (if prepared by then). Use regular Board meeting zoom link.

**Thursday, May 30 at 6:00 PM** — Rescheduled Board meeting to plan the annual meeting

**Sunday, June 2 at 11:00 AM** — ANNUAL MEETING

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## **Announcements**

Next Meeting: Tuesday, April 16th 6:00 PM

Coffee with the Board: Sunday, April 7rd 8:30 AM

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Meeting was adjourned at 8:02 PM by Kevin Boeckholdt.

Submitted by Kathryn Sutton, Secretary