First Unitarian Church of Des Moines
Board of Trustees Minutes
Thursday, November 21, 2019
6:00 p.m.

In attendance:
Board Members: Bill Brauch, Sara Jensen, Gene McCracken, Sue Huber, Mike Lauer, Heidi Mannetter, Patty Notch, Katherine Vance, Scott Clair, Rev. Amy Shaw
Staff: Charles Lewis
Timekeeper: Mike Lauer
Process Observer: Scott Clair

The meeting was called to order at 6:00 PM by Board President Sue Huber. Heidi Mannetter moved adoption of the agenda. After second, the agenda was adopted by voice vote, including the consent agenda approving the October Board Meeting Minutes. Board members and Charles Lewis did a check in.

Executive Report and Administrative Items
Rev. Shaw submitted a written Executive Report. It is posted on the church website. They responded to a few questions from Board members.

Financials and Dashboard
Director of Finance and Administration Charles Lewis submitted a written financial report. It is posted on the church website. He responded to questions.

Discussion Items

1. Update on Accessibility concerns at First Unitarian. Charles Lewis reported someone is coming tomorrow to do an updated assessment for installation of a hearing loop in the Auditorium and Channing Hall. Rev. Amy explained a hearing loop enhances hearing for those with hearing aids. They also reported that it appears our church will receive an additional $15,000 gift to enhance accessibility. Charles reported that a new assessment will soon be done of the sound system in the auditorium to get a handle on costs. Charles also reported the church will double the extent of each snow and ice removal this upcoming winter given problems last year and that doing so will result in doubling the cost from $250 to $500 each time. Also discussed was the possibility of new signage in the east lot informing drivers that it is the church’s lot and that additional accessible parking is available in the south lot.

2. New payment vendor—Update on vendors. Charles Lewis, responding to questions at the October Board meeting, provided a document with cost and other information on other possible providers. Charles responded to questions and Rev. Amy discussed possible benefits of offering an app to church members to provide information to them and receive donations from them. Board members and Charles discussed the benefits and downsides of the alternatives, including that adding a multifaceted app may require adding staff. Rev. Amy reported that the church is still gathering information to
decide whether changing to a new vendor would be cost-effective. They also reported they were bringing this issue to the Board to see if there were any strong objections to any of the various options.

3. Proposal for Shower Fund. Mike Lauer reported that the shower, and the washer and dryer are installed downstairs. He reported that the spending is done on this, resulting in a residual amount of money in the Sanctuary Shower Fund. He suggested that the remaining funds could assist with immigrant legal assistance. He said (with information from Charles) the balance is about $10,000. Mike moved that the funds be donated to the Drake Legal Clinic to support the new effort there to establish legal assistance for immigration. The motion was seconded and passed via voice vote.

4. Governance Committee Report

a. Scott Clair moved on behalf of the Committee that the church “Executive Session Policy” (attached) already in existence be included in Article III, as Policy H. The motion was seconded and passed via voice vote.

b. Recommendations to Executive Limitations. Rev. Amy noted that the Board minutes should, at some point annually, include in meeting minutes any “positions of record” that were adopted by the church in the prior 12 months, given the reference in the Monitoring requirements for Article II, Policy G, section 5 that the Executive will provide annual documentation stating our “positions of record.” They also noted that the first time this is done the Board meeting Minutes should reference all such “positions of record” that are in existence, or that there are none if that is the case. Scott Clair moved that these Minutes include a statement that the Board is not presently aware of any existing positions of record adopted by this church. The motion was seconded and passed via voice vote. Scott Clair then moved to adopt the changes he presented to the Board as to Article II of the church policies, Policies G-J. The motion was seconded and passed via voice vote. The changes passed are reflected in a document attached to these Minutes.

5. Policy for Church Use/Affiliation Groups. A proposed revised version of the policy was distributed to Board members on paper. Discussion followed. The key changes are that costs for 501(c)(3) organizations for use of our church have been eliminated, consistent with our church goals. The revised policy does not require Board action. It is attached to these Minutes.

6. Ministerial Review Committee (members and planning). Members are Heidi Mannetter (Chair), Scott Clair, and Sue Huber. Rev. Amy referenced a template that includes areas to review. As to timing, Rev. Amy suggested doing the review around May each year.

7. Mission and Vision Statement and Plan for Member Discussion. Sue Huber presented the revised Mission and Vision statements that were drafted at a recent Board working session. Discussion followed. The Board will set meetings with the Congregation in the near future to seek input on the draft mission and vision statements.
8. **Board Goals: How to monitor.** Sue Huber presented the proposed Board goals and asked how the Board might measure our success in meeting the goals. Discussion followed. The Board will continue to work on drafting the goals.

The meeting was adjourned at 7:59 p.m.    (Submitted by Bill Brauch, Secretary)
FIRST UNITARIAN CHURCH OF DES MOINES
GOVERNING POLICIES
Interpretations and Comments
on Article II, Executive Limitations
with Recommendations for Revision

and
Charles Lewis, Director of Finance & Administration

Revised July 12, 2019 to Include Board Policy Amendments
(Original Proposed Interpretations March 28, 2019)

May 16 and June 27, 2019 Amendments to Article II:

II.A.5. Added (05/16/19) (emergency preparation)
II.B.4. Revised (05/16/19) (removed preferential treatment for “key” employees)
   II.F. Adopted (05/16/19) (previously was a provisional policy)
II.H.7. Added (06/27/19) (duty to communicate with Board as a whole)
Article II, Executive Limitations—Policy G: Gifts (Proposed)

Gifts to the church are tax-deductible. The executive must not fail to acknowledge receipt of donated items but must not set fair market or appraisal values.

With respect to handling gifts made to the First Unitarian Church of Des Moines, the executive must not fail to adhere to the following guidelines:

For non-monetary gifts:

The executive must not fail to accept, reject or dispose of all gifts and donations but must not place any valuation on them. All gifts become the sole property of the church.

For monetary gifts:

The church welcomes monetary gifts, bequests, other financial instruments, and memorials so long as their use is not restricted by conditions that would conflict with standard church practices and policies. The executive must not fail to determine the disposition of such gifts.

The executive must not fail to dispose of any financial instruments and realize their cash value upon receipt from the donor.

However, the executive must not administer funds designated for the church’s Endowment. Monetary gifts, bequests and memorials given to the Endowment will be handled under separately set guidelines.

Interpretation. The Executive Team must acknowledge gifts and must not set fair market values or appraisal values. The Executive Team has the discretion to accept or reject an in-kind gift and, if a gift is accepted, to decide how to dispose of it. The Executive Team has the discretion to refuse a gift of money or a financial instrument if it is restricted in a way that would conflict with First Unitarian’s policies or practices. Upon receipt of a financial instrument, the Executive Team must immediately dispose of it in a way that allows the church to realize its cash value. The Endowment Committee has the responsibility and authority to administer gifts to the Endowment, although it is the Committee’s practice to communicate with and consult the Executive Team and at the Committee’s request the Executive Team, may manage or handle a gift or expenditure.

Monitoring. Along with the monthly financial report, the Executive Team must report to the Board gifts received since the prior report together with their disposition.
Article II, Executive Limitations—Policy G: Gifts (Original)
Adopted May 25, 2010

[Note: This policy is not written uniformly as a limitation (that is, it isn’t stated as a negative). Aside from the limitation to “not set fair market or appraisal values” and the positive requirement to acknowledge gifts, this policy is expressed as guidelines for which interpretations are not required. The Board might consider revising Policy G so that it is expressed in its entirety as a limitation.]

[1.] Gifts to the church are tax-deductible. The executive team will acknowledge receipt of donated items; however, the executive team will not set fair market or appraisal values.

[2.] With respect to handling gifts made to First Unitarian Church of Des Moines, the executive team will adhere to the following guidelines:

[a.] For non-monetary gifts:
The executive team reserves the right of acceptance, rejection, and disposition of all gifts and donations and does not place any valuation on any such donations. All gifts become the sole property of the church.

[b.] For monetary gifts:
The church also welcomes monetary gifts, bequests, other financial instruments, or memorials, as long as their use is not restricted by conditions which would conflict with the standard practices and policies of the church. The executive team determines the disposition of all such gifts.

The executive team will dispose of any financial instruments and realize their cash value upon receipt from the donor.

The executive team may not administer funds designated for the Endowment. Monetary gifts, bequests, and memorials given to the church’s Endowment will be handled under guidelines set out separately.

Interpretation. The Executive Team must acknowledge gifts and must not set fair market values or appraisal values. The Executive Team has the discretion to accept or reject an in-kind gift and, if a gift is accepted, to decide how to dispose of it. The Executive Team has the discretion to refuse a gift of money or a financial instrument if it is restricted in a way that would conflict with First Unitarian’s policies or practices. Upon receipt of a financial instrument, the Executive Team must immediately dispose of it in a way that allows the church to realize its cash value. The Endowment Committee has the responsibility and authority to administer gifts to the Endowment, although it is the Committee’s practice to communicate with and consult the Executive Team and at the Committee’s request the Executive Team, may manage or handle a gift or expenditure.

Monitoring. Along with the monthly financial report, the Executive Team must report to the Board gifts received since the prior report together with their disposition.
Article II, Executive Limitations—Policy H: Communication and Counsel to the Board (Proposed)

Adopted Aug. 9, 2018; Amended June 27, 2019

With respect to providing information and counsel to the board, the Executive Team may not cause or allow the board to be uninformed or misinformed. Accordingly, the Executive Team may not:

1. Fail to inform the board in a timely manner of relevant trends, public policy initiatives, public events of the organization, and material external and internal changes, particularly changes in the assumptions upon which any board policy has previously been established.

   **Interpretation.** The Executive Team must keep the Board informed of material changes, internally or externally, that may alter the assumptions upon which policy and budgeting are based.

**Definitions.**

- **Relevant trends** mean but not limited too a pattern of discernable change over time in membership, Sunday attendance (adult and children/youth), and pledge or other revenues.

- **Public policy initiatives, public events of the organization, and material external and internal changes** means major events or demographic shifts in church activities, Unitarian Universalism, or the wider community that may be interpreted as potentially having physical, psychosocial, or economic impact on First Unitarian.

- **Internal changes** means changes in the state of the building, grounds, or human resources (both staff and membership) that may affect the ability of the church to fulfill its mission or comply with Board policies.

**Monitoring.** The Executive Team must track the identified variables and report to the Board both the emergence or status of trends in membership, Sunday attendance, and/or pledge receipts. The currently specified monitoring frequency for these variables is quarterly (although, as a practical matter, dashboards are reported monthly). In the event the Board identifies and incorporates in its minutes that it found itself uninformed or misinformed by at least 2 members, the Executive Team must report at least quarterly the corrective actions that followed each recorded issue or incident and/or changes that arose therefrom. The absence of minuted instances is indicative of compliance, and if this is the case the Executive Team will report quarterly “no issues or incidents” to confirm compliance.

2. Fail to submit the monitoring data required by the board policy IV.C. (“Monitoring Senior Minister Performance”) in a timely, accurate, and understandable fashion, directly addressing provisions of the board policies.

   **Interpretation.** The Executive Team is responsible for submitting reports according to the Board monitoring schedule in Policy IV.C. In making these reports, the Executive Team must follow the submitted interpretations, address thoroughly and directly each provision in the policy, and seek always to provide reports that are comprehensible to the average person. The Executive Team must base monitoring data on the best assessment, qualitative or quantitative, that is reasonably possible.

**Monitoring.** The Board’s monitoring schedule is the measure for validating the timely submission of reports. At the frequency specified by the Board monitoring schedule, the Executive Team may ask Board members to confirm that they found all reports (a) thorough (based on the Interpretations) and (b)
comprehensible, and to incorporate that response in the minutes. A 7/9 positive response is considered compliance.

3. Fail to gather staff, members, and external points of view, issues, and options as needed for fully informed board choices.

**Interpretation.** The information provided for Board decisionmaking will be based upon or include opinions and points of view of staff and members, along with outside-the-church perspectives in formulating recommendations for Board action. Particularly when views differing from the Executive Team’s recommendation are relevant to the Board decision being made, the Executive will offer justification in support of the appropriateness of the Executive’s preferred point of view. The Executive Team will seek to develop a culture of consultation within the church so that both Executive and Board decisions benefit from a broad base of information and perspectives.

**Monitoring.** At the frequency required by the Board’s monitoring schedule, the Executive Team must summarize those instances when the Board noted in its minutes that at least two members found themselves to be inadequately informed prior to making particular decisions. The Executive Team must report the corrective actions that followed each incident and/or changes that arose therefrom. If no complaints were recorded by the Board, a “no issues” report is considered compliance.

4. Fail to recommend changes in board policies which they believe are needed.

**Interpretation.** If the Executive Team is in agreement that an aspect of the Governing Policies should be revised, the Executive Team must recommend a change in the Policies once they have reached agreement. If the members of the Executive Team agree on the need for change, but cannot agree on a specific recommendation, they must convey that information to the Board. It is understood that the Board has the responsibility and authority to monitor and revise the Governing Policies, but in recommending revisions that come to the Executive Team’s notice, the Executive Team is fulfilling its role as partner to the Board.

**Monitoring.** At the frequency required by the Board’s monitoring schedule, the Executive Team must document any policy changes recommended to the Board since the last such report. If no policy changes have been recommended, a “no issues” report shall constitute compliance.

5. Fail to limit public statements about the official position of the congregation or board on controversial social, political, and/or congregational issues to what the congregation or board has formally and explicitly adopted as positions of record. Nothing in this policy shall be construed to infringe upon the fundamental principle of freedom of the pulpit.

**Interpretation.** This policy seeks to clarify the role of the Senior Minister (in particular) in ministry in the public square. On controversial public policy issues, when making statements on behalf of the church, this policy restricts the Senior Minister to positions the congregation or the Board has formally adopted as positions of record. In making statements not adopted by the congregation or Board, the Senior Minister must do everything possible to make it clear that they speak as an individual rather than as Senior Minister of the First Unitarian Church. This policy does not restrict the Senior Minister from taking positions on controversial issues, most especially when speaking from the pulpit but also in other settings. According to the **UU Ministers Association ethical guidelines** (Section II.C):

“The history and expectation of the Unitarian Universalist movement is that ministers are free to speak the truth as they understand it. The longstanding tradition of freedom of the pulpit extends to ministers in all professional settings. This freedom applies to both spoken and written public
statements. The minister does not, however, necessarily speak for either the institution or its members.

**Monitoring.** There is not a scheduled monitoring report for this policy. The Senior Minister is expected to self-report if aware that a public statement oversteps the limits of this policy. Assuming goodwill and professional integrity on the part of the Senior Minister, as a practical matter monitoring is complaint-based—if someone complains about the Senior Minister’s public statement, it will become an issue covered by another policy (see Article III, Governance Process, Policy F. Board and Executive Team Complaint and Inquiry Process). Separately the Executive will provide annual documentation stating our policies of record.

6. **Fail to prepare, implement, and share with the board, within three months of individual senior minister evaluation, an annual professional development plan that responds to the evaluation in its entirety.**

**Interpretation.** This policy is clearly stated and does not warrant interpretation.

**Monitoring.** The Senior Minister must submit annually, within three months of the Board’s evaluation of the Senior Minister, a professional development plan responsive to that evaluation.

(Section H. 7 is being considered separately.)
Article II, Executive Limitations—Policy H: Communication and Counsel to the Board
(Original)

Adopted Aug. 9, 2018; Amended June 27, 2019

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Internal changes means changes in the state of the building, grounds, or human resources (both staff and membership) that may affect the ability of the church to fulfill its mission or comply with Board policies.

Monitoring. The Executive Team must track the identified variables and report to the Board both the emergence or status of trends in membership, Sunday attendance, and/or pledge receipts. The currently specified monitoring frequency for these variables is quarterly (although, as a practical matter, dashboards are reported monthly). In the event the Board identifies and incorporates in its minutes that it found itself uninformed or misinformed, the Executive Team must report at least quarterly the corrective actions that followed each recorded issue or incident and/or changes that arose therefrom. The absence of minuted instances is indicative of compliance, and if this is the case the Executive Team will report quarterly “no issues or incidents” to confirm compliance.

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comprehensible, and to incorporate that response in the minutes. A 7/9 positive response is considered compliance.

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Interpretation. The information provided for Board decisionmaking will be based upon or include opinions and points of view of staff and members, along with outside-the-church perspectives in formulating recommendations for Board action. Particularly when views differing from the Executive Team’s recommendation are relevant to the Board decision being made, the Executive will offer justification in support of the appropriateness of the Executive’s preferred point of view. The Executive Team will seek to develop a culture of consultation within the church so that both Executive and Board decisions benefit from a broad base of information and perspectives.

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4. Fail to recommend changes in board policies which they believe are needed.

Interpretation. If the Executive Team is in agreement that an aspect of the Governing Policies should be revised, the Executive Team must recommend a change in the Policies once they have reached agreement. If the members of the Executive Team agree on the need for change, but cannot agree on a specific recommendation, they must convey that information to the Board. It is understood that the Board has the responsibility and authority to monitor and revise the Governing Policies, but in recommending revisions that come to the Executive Team’s notice, the Executive Team is fulfilling its role as partner to the Board.

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statements. The minister does not, however, necessarily speak for either the institution or its members.

**Monitoring.** There is not a scheduled monitoring report for this policy. The Senior Minister is expected to self-report if aware that a public statement oversteps the limits of this policy. Assuming goodwill and professional integrity on the part of the Senior Minister, as a practical matter monitoring is complaint-based—if someone complains about the Senior Minister’s public statement, it will become an issue covered by another policy (see Article III, Governance Process, Policy F, Board and Executive Team Complaint and Inquiry Process).

6. **Fail to prepare, implement, and share with the board, within three months of individual senior minister evaluation, an annual professional development plan that responds to the evaluation in its entirety.**

**Interpretation.** This policy is clearly stated and does not warrant interpretation.

**Monitoring.** The Senior Minister must submit annually, within three months of the Board’s evaluation of the Senior Minister, a professional development plan responsive to that evaluation.

(Section H. 7 is being considered separately.)
Article II, Executive Limitations—Policy I: Fundraising (Proposed)

Adopted May 25, 2010

The Executive Team shall not fail to:

1) Establish guidelines consistent with the above policies
2) Review all proposed fundraisers and fundraising activities proposed by church groups for any purpose, by any means, and at any location.
3) Approve, in a timely manner, proposed fundraisers and fundraising activities that are consistent with the above policies

The purpose of the review is:
- to ensure that our fundraising activities are consistent with our not-for-profit status;
- to avoid overburdening the congregation with requests for money;
- to ensure that the resources of the church are focused on the established Ends for the Church and consistent with the approved church budget.

Interpretation. This policy is not written in the form of a limitation, that is, a proscription within which any reasonable interpretation by the Executive Team is acceptable to the Board. Instead this policy provides for specific Executive Team behavior, actions, and outcomes; interpretation by the Executive Team is thus not appropriate.

The Executive Team warrants acceptance of responsibility under this policy and notes that an Operating Policy on Fundraising is required by Article II, Policy J, Operating Policies. The Executive Team will ensure that it is in existence, communicated to staff and volunteers, and followed consistently.

Monitoring. The Executive Team must certify annually that a Fundraising Policy is in place and is in use to review and approve all fundraising activities. If there are instances of noncompliance, the certification must state them and offer justification and plans for remediation.
Article II, Executive Limitations—Policy I: Fundraising (original)

Adopted May 25, 2010

The Executive Team will establish guidelines for reviewing fundraisers and fundraising activities proposed by church groups for any purpose, by any means, and at any location. All fundraising activities conducted by any groups at or within First Unitarian Church of Des Moines must be reviewed and approved under this policy.

The purpose of the review is
• to ensure that our fundraising activities are consistent with our not-for-profit status;
• to avoid overburdening the congregation with requests for money;
• to ensure that the resources of the church are focused on the established Ends for the Church and consistent with the approved church budget.

Interpretation. This policy is not written in the form of a limitation, that is, a proscription within which any reasonable interpretation by the Executive Team is acceptable to the Board. Instead this policy provides for specific Executive Team behavior, actions, and outcomes; interpretation by the Executive Team is thus not appropriate.

The Executive Team warrants acceptance of responsibility under this policy and notes that an Operating Policy on Fundraising is required by Article II, Policy J, Operating Policies. The Executive Team will ensure that it is in existence, communicated to staff and volunteers, and followed consistently.

Monitoring. The Executive Team must certify annually that a Fundraising Policy is in place and is in use to review and approve all fundraising activities. If there are instances of noncompliance, the certification must state them and offer justification and plans for remediation.
Article II, Executive Limitations—Policy J: Operating Policies (proposed)

Adopted May 25, 2010

Policy J: Operating Policies

The Executive Team shall not refrain from maintaining an Operating Policies Manual, which must be readily available to all staff and volunteers and which must include, but will not be limited to:

- Building Use/Rental
- Fundraising
- Personnel
- Responsible Behavior
- Safety
- Access to Church Records

Staff and congregational leaders whose work is in these operating areas are to be trained at least annually on the existence and contents of these policies. The Executive Team must report annually on the existence of the mandatory Operating Policies and where they may be found.

Interpretation. The Executive Team must maintain up-to-date Operating Policies covering at a minimum the five specified categories. The Operating Policies must be readily available to all staff and volunteers. Staff and congregational leaders whose work is in these operating areas are be trained at least annually on the existence and contents of these policies. The term “manual” means any compilation of Operating Policies, including the availability of Operating Policies in electronic form in a single location on the church website.

Monitoring. The Executive Team must report annually on the existence of the mandatory Operating Policies and where they may be found. In a survey administered annually to staff, Board members, Ministry Team leaders, and other relevant lay leaders, respondents shall be asked to specify (a) their awareness of and familiarity with the contents of the policies relevant to their job or volunteer responsibilities and (b) the approximate date when they most recently received updates or training. An 80% affirmative response is considered compliance.
Article II, Executive Limitations—Policy J: Operating Policies (original)

Adopted May 25, 2010

The Executive Team shall not refrain from maintaining an Operating Policies Manual, which must include, but will not be limited to:

- Building Use/Rental
- Fundraising
- Personnel
- Responsible Behavior
- Safety
- Access to church records

(Last bullet was added as part of the Access to Church records update approved at the September 2019 Board Meeting).

Interpretation. The Executive Team must maintain up-to-date Operating Policies covering at a minimum the five specified categories. The Operating Policies must be readily available to all staff and volunteers. Staff and congregational leaders whose work is in these operating areas are be trained at least annually on the existence and contents of these policies. The term “manual” means any compilation of Operating Policies, including the availability of Operating Policies in electronic form in a single location on the church website.

Monitoring. The Executive Team must report annually on the existence of the mandatory Operating Policies and where they may be found. In a survey administered annually to staff, Board members, Ministry Team leaders, and other relevant lay leaders, respondents shall be asked to specify (a) their awareness of and familiarity with the contents of the policies relevant to their job or volunteer responsibilities and (b) the approximate date when they most recently received updates or training. An 80% affirmative response is considered compliance.
BOARD OF TRUSTEES
FIRST UNITARIAN CHURCH OF DES MOINES
EXECUTIVE SESSION POLICY

POLICY:

The Board of Trustees of First Unitarian Church may enter into Executive Session only in accordance with the following guidelines:

1. To enter into Executive Session
   a. a quorum must be present;
   b. a motion to enter the Executive Session must state the reason(s) for the session;
   c. the motion must be moved, seconded and approved by a simple majority vote of those present.

2. The reason(s) stated in the motion are the only issue(s) to be discussed during the Executive Session.

3. Board members and others whom the board invites as needed for the purpose of the session are the only persons entitled to attend the Executive Session.

4. No votes or binding decisions will be made in a Executive Session, unless the nature of the issue is such that it must remain confidential until fully resolved.

5. Minutes of the Executive Session:
   a. If the session was an informal discussion, the general substance of the session should be noted.
   b. If the session contributes to a board decision about a difficult or important issue (legal, personnel, etc.,) minutes should be taken.
   c. Any minutes taken are to be shared only with participants in the meeting.
   d. Such minutes and any other confidential documents should be clearly marked as such and maintained by the Board Chair or Executive as applicable.

6. Minutes of the open Board Meeting of which the Executive Session is a part will reflect
   a. the details of the motion and vote to enter into the Executive Session;
   b. the time the Board began and ended the Executive Session;
   c. any report out of the Executive Session;
   d. decisions to be made as a result of the Executive Session discussion will be formalized in the open Board Meeting with a motion that is properly made, seconded, and voted upon. (See item 4 above for exceptions.)

7. “Executive Sessions” may be held to manage the following
   a. selection of the Unsung UU of First Unitarian Church;
   b. selection of members to fill Board or Committee vacancies;
c. Human Resources issues, including evaluations, compensation, and disciplinary issues;
d. legal Issues;
e. any other issue that arises requiring confidential discussion by the Board of Trustees.

APPROVAL OF THE POLICY:

This Policy requires the approval of the majority of the Board of Trustees. Date approved to be appended to the Policy.

APPROVED: February 23, 2015 by the Board of Trustees

NOTA BENE: This policy includes an addendum providing background information relating to “Executive Sessions”.
ADDENDUM TO BOARD OF TRUSTEES POLICY on
EXECUTIVE SESSIONS

BACKGROUND:

OVERVIEW OF EXECUTIVE SESSIONS: 1 “Executive sessions are useful tools for protecting and advancing the best interests of an organization. Such sessions provide a venue for handling issues that are best discussed in private, for fostering robust discourse, and strengthening trust and communication. Distinguished by their purpose and participants, executive sessions serve three core functions: (1) they assure confidentiality, (2) they create a mechanism for board independence and oversight, (3) they enhance relationships among board members and with the chief executive.

Such sessions provide the necessary forum for Board members to speak openly about topics that warrant special treatment. Such sessions are exclusive to Board members. The chief executive or special advisors may be invited to join for part or all of the session.

While such sessions seem contrary to the expected openness and transparency of the Board, these sessions provide the necessary effective mechanism to deal with/manage certain kinds of issues, provided that they are called for the right reasons and handled appropriately.”

ROBERTS RULES OF ORDER and EXECUTIVE SESSIONS: Roberts Rules of Order allow for Executive Sessions. The rules are discussed on page 95 lines 15-35 and page 96 lines 1-18 of Roberts Rules of Order Newly Revised 11th Edition. The rules state that such sessions may entered into when required by rule, custom, or upon the adoption of a motion to do so. Such a motion is a question of privilege and is therefore adopted by majority vote.

Roberts Rules state that only members of the body, special invitees, and such employees or staff that are determined to be necessary are allowed to remain.

Minutes of such sessions are to be considered for approval only in an Executive Session if the minutes include the details of the “debate” and not just the action taken.

1 Section taken from Board Source: “Executive Session: How to Use Them Regularly and Wisely”
Building Use Policy
October 2, 2019

The building and grounds of The First Unitarian Church of Des Moines is first and foremost for the use by the Church for its programming. Space and time permitting, it is then available free of charge for use by its members, ministry teams, and church groups in support of church-related activities. The building is also available free of charge for activities by our Faith in Action partners and other non-profit groups with missions compatible to that of the Church. These groups may still be subject to a security deposit, building coordinator and/or sound technician fees and other charges as noted under rentals costs below. Final determination will be made by either the Senior Minister or the Director of Finance & Administration.

Additional Usage

1. Members may use the building at no charge for rites of passage events such as weddings, memorials, dedications, birthdays, anniversaries, graduations, retirements, etc.
2. Outside groups or non-profit groups with events that have a high usage overhead on the building (for example: an event that uses the ENTIRE building or an entire floor of the building) will be subject to the normal rental procedures below.

Groups leasing space in the church may not engage in partisan political activity, i.e. activity that supports one political party’s tenets to the exclusion of other options, or events that are designed exclusively for members of one political party or the other. Activities that provide an exchange of ideas, information or views on a particular political topic are welcomed, such as candidate debates, informational forums and other such activities. Activities must be consistent with the church’s Ends Statements.

Facility Coordinator – Rentals by affiliated organizations, non-church members and non-affiliated groups when a member of the church is not present during the event will require the services of a Facility Coordinator provided by the church. The cost of the Facility Coordinator will be stated in the Building Use Agreement. The Coordinator will:

1. Provide access to the building and secure the building at the conclusion of the event.
2. Assist in locating supplies and any other church property (tables, chairs, etc.) included in the rental agreement.
3. Assist in the use of AV and other equipment, if included in the rental agreement.
4. Ensure appropriate cleanup and removal of decorations, etc.

The Building Use Agreement must include the name and signature of the church member who will be present when a Facility Coordinator is not required.

Sound Technician – Depending upon the need for the use of sound equipment for an event in the auditorium, a sound technician may be required at the discretion of the Minister or DFA. If a sound technician is required, the church will provide the technician at the rate stated in the Building Use Agreement.

Audio-Video Equipment Usage – The church has various pieces of audio-video equipment for usage during your event. Please discuss your needs with the DFA.
**Alcohol Use** – If alcohol is to be served, only wine, beer and champagne may be served. NO alcoholic beverages will be sold on the premises at any time, either directly or indirectly, through voluntary contributions or otherwise. There will not be a container available for the deposit of coins or bills. The responsible party will ensure alcoholic beverages will not be sold to or served by anyone under the legal age on church premises. The responsible party will not allow an intoxicated person to drive a motor vehicle from church property. All Iowa laws and Des Moines city ordinances must be followed by the responsible party. A separate Alcohol Policy Agreement will be signed by the responsible party.

**General Provisions**

- Church events and activities will have priority. All other requests for building use are on a first come, first served basis.
- Individuals must be 18 years of age in order to sign the Building Use Agreement and 21 years of age to sign the Alcohol Policy Agreement.
- A certificate of insurance, naming The First Unitarian Church of Des Moines as an additional insured, may be required at the discretion of the DFA.
- Food and beverages are NOT allowed in the auditorium or the Mary Safford room.
- You, as the responsible party, must provide any food, beverages and paper products to be used for your event. This includes coffee, napkins, cups, plates and plastic ware. The church has two refrigerators in the kitchen. If you wish to use these, please inquire at the time of your reservation as to the availability.
- All terms and conditions as listed on the Building Use Agreement must be met.
- A deposit of $150 is required at the time the Building Use Agreement is signed. The deposit covers any damage to the facility, equipment and contents as well as guarantees the space reservation. Notification to the DFA of the cancellation of the space reservation less than 30 days prior to the rental will result in forfeiture of the deposit. The deposit will be returned to the responsible party if all provisions of this policy and the Building Use Agreement are complied with.