

**February 11, 2009**

**Minutes—First Unitarian-Universalist Church of Detroit**

**Board of Trustees**

**Call to Order:** A regular meeting of the Board of Trustees was held in Room 212 on February 11, 2009. President Alicia Biggers called the meeting to order at 7:11 PM.

**Members In Attendance:** Alicia Biggers, Dan Wiest, Alma King, Sharlene Gage, Linda Darga, Bill McKnight, Dave Lingholm, Trey Greene, Dessa Cosma, Rev. Drew Johnston.

**Guest:** Dan Rebb

**Opening Thoughts:** Rev. Drew Johnston

**I. Consent Agenda:**

A. Officer Reports:

1. Alicia Biggers, President. Written Report. (Attached) Additional information: Jim Harvey is working on resolution of the IRS status. There should be a positive resolution of the issue.
2. Sharlene Gage, Treasurer (Income & Expense Statement for Jan. '09; Balance Sheet for Jan. 09. Attached)
  - a. Bill McKnight will check Church insurance policy to find out if the organ is covered separately or not.
3. Alma King, Secretary Minutes of January 2009 Meeting. (Attached)
  - a. Correction: Name of Dave Vaillancourt corrected from Dale.

**MOTION:** Dave Lingholm moved that the consent agenda be adopted. Seconded by Dan Wiest. **PASSED**

B. Committee/Program Reports

1. Written Report submitted by Membership Committee. (Attached)

**II. Minister Report: Rev. Drew Johnston**

1. Valuation Process including group discussion on Feb. 5 is complete which included the thoughts of 12 people. This is an important tool to aid Alicia in her contract talks with Rev. Drew. Also, valuable to suggest how to work together better and how Rev. Drew can allocate his time. Group indicated fundraising was an important concern.
2. Strong reminder not to indulge in negative thinking and be aware of gossip. Don't start it; don't spread it!
3. Passed out Obligations of Membership printed statement.

### III. Unfinished Business

#### A. Portfolio Round Table

1. Alicia—Worship: Committee will present sanctuary layout plan to make areas more accessible; change in way chalice lighting is done; Board providing welcoming trustee seems to work well; Thanks from Sharon Mills for doing Jan. coffee hour; policy to be presented.
2. Alma—Membership: Please read written report submitted; working on policy, procedures.
3. Sharlene—Finance: Paying bills; working on various policy drafts; will begin working on next year's budget with Dan W.
4. Trey—No Report
5. Dave—Canvass: First training this week; rolling canvass so each canvasser will canvass one member a month.
6. Linda—By-laws: Need to be done by May's Annual Meeting. Will need to be posted in April so congregation can review. Aiming for draft to be done in 3 weeks.
7. Bill—Building and Grounds and Trust: No specific report, but Bill would like to talk with Drew about the subject of building manager.
8. Dan—Finance: Will begin work on next year's budget; also working on write up of church history.
9. Dessa—Community Awareness/Promotion/Education (Adult)

Suggestion from Dave for next meeting: Have a mid-year check on where we stand with Portfolios. Is the portfolio taken, the right fit for the Trustee in charge if it?

#### B. Policy Centered Board/Revised Draft Policies

1. Status of Policies presented for approval at meeting--
  - a. Finance: **PASSED** (Sharlene)
  - b. Governance—Documents: **PASSED** (Dessa)
  - c. Worship—Passed with amendments amended. (Alicia)
  - d. Church Board Trustee: **Tabled until March.** (Dessa)
  - e. Membership: **PASSED** (Alma)

- f. Record Keeping: **PASSED** (Dessa)
- g. Communications: **PASSED** (Dave)
- h. Personnel Manual: **PASSED (8 YES, 1 NO) Revisions to be brought back next month.**

2. Further policies to be developed: security; use of alcohol at Church events, other board policies.

#### **IV. New Business**

A. Removal and disposal of church pews (See attached proposal)

1. From Worship Committee

2. **ACTION: Proposal PASSED with stipulation that (1) Pews removed be saved for possible future use in the building in some form and (2) Is financial assistance needed for physical labor to help with removal?**

#### **V. Other**

A. Suggestion from Dave for Old Business for March. Discuss hiring appraiser for our silver items found in the vault.

#### **V. Announcements—**

- 1. Planning Session on Feb. 21 at 3:00 PM
- 2. Canvass Training, Feb. 12.

Closing Words: Rev. Drew Johnston

Adjournment: 9:17 PM

Respectfully submitted,

Alma King, Board Secretary

**Next Meeting: Wednesday, March 11, 2009 7:00PM Room 212**

#### **Attachments:**

- 1. Agenda for February 11, 2009
- 2. Treasurer's Report (Jan. '09 Income & Expense Statement; Balance Sheet for Jan.'09)

- 3. Minutes for Jan. 14, 2009 Meeting**
- 4. President's Report for February 2009**
- 5. Report from Membership Committee**
- 6. Policy Draft: Finance**
- 7. Policy Draft: Governance Documents**
- 8. Policy Draft: Worship**
- 9. Policy Draft: Board Trustee**
- 10. Policy Draft: Membership**
- 11. Policy Draft: Record Keeping**
- 12. Policy Draft: Communications**
- 13. Proposal: Pew Removal Plan**
- 14. Obligations of Membership handout**
- 15. Online: Draft of Personnel Policy**