

March 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 March 11, 2009. President Alicia Biggers called the meeting to order at 7:18 PM.

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

Excused: Trey Greene

Opening Thoughts: Rev. Drew Johnston

I. Consent Agenda:

A. Officer Reports:

1. Alicia Biggers, President. Written Report. (Attached)
2. Sharlene Gage, Treasurer. Income & Expense Statement for Feb. '09; Balance Sheet for Feb. '09. (Attached)
3. Alma King, Secretary Minutes of February 2009 Meeting. (Attached)
 - a. Personnel Policy (Alicia) needs to have section 1B removed.

MOTION: Dave Lingholm moved that the consent agenda be adopted. Seconded by Sharlene Gage with the change in Personnel Policy. **PASSED**

B. Committee/Program Reports

1. Written Report submitted by the Social Justice Committee. (Attached)

II. Minister Report: Rev. Drew Johnston

1. Our Planning Process is on track and we are where we need to be in the process.
2. Vespers is going really well.
3. There is a need for a solution for building access issues. Ideas?

III. Unfinished Business

A. Portfolio Round Table

1. With reference to "Portfolio List for Church Year 2008-2009" handout (Attached) discussion followed. Changes: (1) Fundraising Portfolio will be Sharlene, Dan, Alicia as part of Funding/Canvass (2) Worship—Alicia-- will be titled Worship/Music. (3) Portfolio Management --Alma & Trey-- to be removed for now as it has never been defined. (4) Dave Lingholm will assist with the Outreach/Publicity Portfolio. (5) Communications— Add Alicia.

2. Sharlene—Finance: (1) Shared example of budget inputs from committees (Worship, as example. Handout—Attached.) This will aid in development of yearly budget. (2) Investigate alternative supplier for natural gas. Recommendation for next month.
3. Alma—Membership. (1) New member breakfast, 9:30, March 29. (2) Planning for SOUL Singers fundraiser on June 5 is underway. (3) May 16 Tiger game event planning has begun. (4) Ideas explored for outreach to LGBT community. (5) Proposal for reusable general sign to advertise Easter breakfast. It can be paid for from funds from Chalice Lighter Funds. Board approved the use of the remaining Chalice Lighter grant funds to be used to purchase a reusable sign. Membership will use it first for the Easter Breakfast.
4. Linda—By-laws. First draft is done. It needs to be to Board before April meeting for review. Suggestion: Have review sessions for it for as is done for budget process for congregational input.
5. Bill—Building and Grounds. Bill will set up building walk through with insurance agent from Church Mutual for April. Alicia, Sharlene, Drew will assist.

B. Policy Centered Board/Revised Draft Policies

1. Copies of Approved Policies (Attached)
 - a. Finance
 - b. Governance—Documents
 - c. Worship
 - d. Membership
 - e. Record Keeping
 - f. Communications
 - g. Personnel Manual with revision—(online)
2. Published Policies will be available to congregation.
 - a. On 1st UU web page
 - b. In Church office
 - c. Posted on Board bulletin board.
3. **ACTION ITEM: Further policies to be written by April meeting—aligned with Portfolios when possible.**
 - a. **(1c.) Public Relations/Publicity—Trustee: Dessa**

b. (3a) Building maintenance; (3b.ii) Building access—alarms /codes; (3c.) Building use, (i.) Members; (ii.) Rental; (iii.) Special events; (iv.) Handicapped access. Trustee: Bill & Dessa to assist on (iv.)

c. (11a.) Use of alcohol on Church property. Trustee: Alma

d. (6) External Affiliations/Groups. (a.) Vendor policy; (i.) All holidays; (ii.) All events. Trustee: Dave

e. Social Media. Trustee: Dave

f. Fundraising. Trustees: Alicia, Dan W., Sharlene

g. (2a.i) Personnel Manual—Job descriptions. Rev. Drew and Alicia

4. Canvass 2009

a. Written Report. (Attached.)

b. Suggestion to use our version of “Money Back Guarantee” as part of our canvass as outlined in Indianapolis Star blog. (Attached)

MOTION: Dave moved that the Board approve “a safety net” concept based on the ideas from the blog article. PASSED

Alicia will work with Rev. Drew to outline the process and procedure for this “guarantee” which addresses the questions raised by the Board. This process/procedure sheet will be shared with the Board prior to going to the Canvass Team.

5. Appraiser –Silver/Insurance

a. Part of our heritage; need to know its value. Is it an asset?

b. Suggestions for appraisers at various prices.

c. Will consult with insurance agent on this during walk through for suggestions about value, coverage, appraisal of the silver.

IV. New Business

A. Allied Media—Crash Space Proposal

1. For July 16-19, 2009. (Attached.)

2. Last year’s problems: Poor support staffing from them. Donation for use of building took a long time to arrive.

3. Positive: Good P. R. for 1st UU.

4. Board will vote at April meeting.

B. UUA/Heartland Status

1. Delegates to 2009 Heartland meeting and General Assembly will not be able to vote because of the timing of 1st UU payments. Should not be a problem for 2010 meetings.
2. Information about the situation will be explained to congregation by newsletter article and in "How we lead " sessions.

C. April/May Trustee Welcome schedule to be completed. (Attached)

D. Set date for Annual Congregational Meeting. Will be May 31.

V. Announcements—

1. Planning Session on March 14, 2009 at 3:00 PM

Closing Words: Rev. Drew Johnston

Adjournment: 9:22 PM

Respectfully submitted,

Alma King, Board Secretary

Next Meeting: Wednesday, April 8, 2009 7:00PM Room 212

Attachments:

1. Agenda for March 11, 2009 Board of Trustees Meeting
2. President's Report—March 11, 2009
3. Treasurer's Reports—Income & Expense Statement, Feb. '09; Expense Statement, Feb. '09
4. Minutes for February '09
5. Social Justice Committee Report
6. (a) Portfolio List 2009-2010; (b) Updated Portfolio List as of 3/11/09
7. Treasurer's Sample: Committee Budget Development Document
8. (a) Policy Manual List prior to 3/11/09; (b) Updated Policy List as of 3/12/09
9. Final Policies for--
 - a. Finance
 - b. Worship
 - c. Record Keeping
 - d. Membership

- e. Governance—Documents
 - f. Communications
 - g. Personnel Manual—Online
10. Canvass Report and Indianapolis Star blog
 11. Silver Appraiser Information
 12. Allied Media Projects—(a) Crash Space Proposal & (b) Sign Up sheet
 13. Words of Welcome Schedule for April/May