

April 8, 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 April 8, 2009. President Alicia Biggers called the meeting to order at 7:10 PM.

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

Absent: Trey Greene

Opening Thoughts: Rev. Drew Johnston

I. Consent Agenda:

A. Officer Reports:

1. Alicia Biggers, President. April Written Report. (Attached)
2. Sharlene Gage, Treasurer. Income & Expense Statement for March '09; Balance Sheet for March '09. (Attached)
3. Alma King, Secretary. Minutes of March 2009 Meeting. (Attached)

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

B. Committee/Program Reports

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

II. Minister Report: Rev. Drew Johnston

A. Building Issues.

1. Security. How to be secure and yet allow access for those coming to events. Keypad access by ramp door is one idea.
2. Plumbing—Part of basement floor will be dug up to fix leak from kitchen.
3. Alarm reprogramming underway and with new alarm company and some malfunctions need to be resolved.
4. Rental—Space on 2nd floor of Church House will be rented out to the Sugar Law firm as of May 1. Approx. 1, 000 sq. ft. to be rented at \$12 per sq. ft. Carpeting and painting will need to be done.
5. Use of Pullman Hall—Planning is taking place for its use as alternative movie house or a performance space. A “task list” has been developed to deal with issues like technology, licensing and publicity. A goal is to make it sustainable and not dependent on one person.

B. Staffing

1. Thursday hours (9am to 1pm) will be added for Office. Linda Kernohan will be leaving as of June 1. A draft of office procedures and an office job description has been completed. Notice will go in Newsletter to inform congregation.
2. Joe's hours will stay the same.
3. A Life Span Learning Committee needs to be established to assist Rev. Athena Kolbe. Consistent programming needs to be developed for Sunday mornings. Suggestions for a task force or committee to be established with assistance from the Nominating Committee. The following motion was made by Dave Lingholm and seconded by Dan Wiest:

MOTION: Create a task force to address Life Span Learning including a committee charge and contacting the Nominating Committee for up to 4 people to be part of it. **PASSED**

This will be assigned to Dessa's Portfolio. Committee members will be Sharlene, Rev. Drew, Dessa, Rev. Athena. Alicia will inform Dessa of the action.

4. Rev. Lynda Smith, assistant minister has a 1 year contract nearing end. Hopes are that it can be renewed.

C. Programming

1. Another series of Homiletics is planned.
2. Evensong will meet for a 9th session.
3. TG 101 is planned for April 18, 1 to 4 pm.
4. Suggestions for programs can be give to Rev. Drew.

III. **Unfinished Business**

A. Portfolio Round Table

1. Worship—Alicia: (1) They are working on their budget needs. (2) Question to Board as to whether Board members want to serve as welcoming trustees for summer services. Board's reply to Committee is that we need to know more specifically what they want us to do as to our level of involvement (lay leader; welcoming trustee).

2. Membership—Alma: Committee requests direction from Board for procedure for former members who have returned and wish to renew membership. Discussion followed. Suggested procedure: (1) Returning member will resign the membership book. A reaffirmation. (2) This

information will be sent to the Canvass Committee to be sure they are included in the Canvass process.

3. Building & Grounds—Bill: (1) In process of comparing prices for carpeting for areas on 2nd floor to be rented. (2) Insurance tour still needs to be scheduled. (3) Narthex doors review.

4. Communications/Outreach —Dessa. Refer to handout “Filling a Few Holes . . .” (1) Communications Hub Proposal and Template drafts. Needs more definition. Suggestion: Template could be more of a checklist and could be combined with proposed Fundraising Policy checklist. (2) Community Service Working Group. Needs more discussion. Alicia will follow up with Dessa.

5. Social Media—Dave. “Infotech and AV”. Met with individuals interested in use of technology as part of the communication issue. Many ideas shared. Board would like following questions answered from group (1) Do they want to reorganize as a committee? (2) If so, what roll do they propose to play? Hardware? Communications? (3) If they want to be a committee, they must have a charge from the Board.

B. Policy Centered Board/Revised Draft Policies

1. Fundraising policy. Discussion. Some wording added to Policy. Procedures need some refining.

MOTION: Dave moved and Dan seconded that the policy with additional language be accepted. **PASSED**

2. Alcohol Policy. Discussion. More research needs to be done.

3. ACTION ITEM: Policies to be completed—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. (2a.i) **Personnel Manual—Job descriptions. Rev. Drew and Alicia**

C. Canvass 2009

1. Canvass Pledge—Money Back guarantee (Attached) Introduced in March. Moved by Sharlene and seconded by Bill.

MOTION: To accept wording of the money back guarantee. **PASSED**

D. Allied Media Crash Space Request for July 16-19, 2009

1. Discussed in March (PROPOSAL as March '09 attachment)

MOTION: Dan moved the proposal be accepted. Seconded by Dave.

PASSED: 6 YES; 1 NO

IV. New Business

A. 2009-2010 FY Budget Review timeline/update—Sharlene. See attachment.

B. By-law revisions/review timeline. (1) Trustees need to review and send any changes to Linda. (2) At April 25 Board Planning meeting, half an hour will be devoted to reviewing by-law changes. (3) Times for Congregation members to review changes before the annual meeting will be established.

C. Rental Update Sugar Law—See Minister's Report.

D. Trustee Welcome for Summer—See Portfolio Report/Worship

V. Announcements—

1. Planning Session on April 25, 3 to 5 PM. Also, By-law revision review.
2. How We Lead/Where are we going? Session, April 26, 12:45 PM
3. Congregational Meeting, May 31

Closing Words: Rev. Drew Johnston

Adjournment: 9:52 PM

Respectfully submitted,

Alma King, Board Secretary

Next Meeting: Wednesday, May 13, 2009 7:00PM Room 212

Attachments:

1. Agenda for April 8, 2009 Board of Trustees Meeting
2. President's Report—April 8, 2009
3. Treasurer's Reports—Income & Expense Statement, March '09; Expense Statement, March '09
4. Minutes for March '09
5. Social Justice Committee Report
6. Draft—Fundraising Policy
7. Draft—Alcohol Policy for Church Sponsored Events
8. Draft—Communications Hub/Community Service Working Group
9. Draft—Template for submitting event to Communications Hub
10. 2009 Canvass Year Pledge—Money Back Guarantee
11. 2009-10 FY Budget Review timeline and review schedule
12. Draft of By-laws revision.