

August 12, 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 Memorial Hall on August 12, 2009. President Dan Wiest called the meeting to order at 7:10 PM.

Members In Attendance: Dan Wiest, Alma King, Sharlene Gage, Bill McKnight, Alicia Biggers, Dan Rebb, Marilyn Mitchell, Dessa Cosma, Rev. Drew Johnston, Rev. Lynda Smith.

Opening Thoughts: Board Members; Rev. Drew Johnston

I. Consent Agenda:

A. Officer Reports:

1. Dan Wiest, President. August Written Report. (Attached)
2. Sharlene Gage, Treasurer. Income & Expense Statement for June '09; Balance Sheet for June'09. Income & Expense Statement for July '09; Balance Sheet for July '09. (Attached)
3. Alma King, Secretary. Minutes of June '09 2009 Meeting. (Attached)

MOTION: Alicia Biggers moved that the consent agenda be adopted.
Seconded by Dessa Cosma. **PASSED**

B. Committee/Program Reports

None

II. Ministers' Reports: Rev. Drew Johnston

- A. New office staff, Katie and Jenn, are off to a good start.
- B. Rev. Lynda will have the title of Pastoral Minister. Her duties will include supervising religious education for youth and adults.
- C. State of the Canvass: Information Sheet shared that shows positive results for amounts pledged based on first 24 pledges received. This indicates the process works, but there is a breakdown in the management. Some changes need to be made that would include working with Jenn and Toni Tront, who has volunteered to assist with canvass process. **Action Item: One Board member needed to assist Jenn, Toni and Drew. Dan Rebb volunteered to assist!!**

Rev. Lynda Smith's Report:

- A. Church Clean Up: Saturday, Aug. 15; 9 am to 2 pm.
- B. Katie, who has been hired to help with publicity, is working on an RE brochure with Lynda.

- C. Staring in Sept. Katie will do Sunday morning childcare along with Carmen Mendoza King.
- D. Lynda would like to do some type of survey of congregation to get an idea of what might be of interest to them for adult RE. The Board would need to know what the survey would look like ahead of time. **Action: Dan Rebb and Bill McKnight volunteered to review survey form.**
- E. There is a need for an RE Committee.

III. Ongoing Business

A. Portfolio Round Table

1. Building and Grounds—Bill Mc Knight. (1) Air conditioning is installed for 2nd floor of house use. Now there is a need to cover up the black piping that snakes through the second floor because it is unattractive. Ideas? (2) Serious water leak in small room on north side of 2nd floor that will require extensive roof repair—not just a patch. Bill has contacted Tom Monsell, an architect familiar with the building, and will ask others for a reference for reroofing contractor.

2. Finance—Sharlene. No changes.

3. Dessa—Communications; Outreach (1) Will have event planning form for congregation members to use when wishing to plan an event for the church ready for Sept.. (2) Outreach events. Pride went well for our efforts in June. We will have a table at Dally in the Alley, Sept.12. Dessa will meet with Katie to share ideas for outreach. **Action Item: Dessa, Dan W, Alicia will look into ways for the church to be involved in Dally.**

4. Alicia—By Laws/Governance; Worship; Social Justice; Personnel. (1) The Worship committee will have a retreat on Aug. 22. (2) Social Justice has planned some forums. (3) Personnel—working on updates of job descriptions in the personnel manual to reflect the current staffing of the office. Should have draft by Sept. (4) Allied Media use of Pullman as crash space in July went well, but we haven't been paid yet.

5. Alma—Membership. (1) Banner Plans. Committee realized more research needed so Katie will be contacted for assistance. (2) Committee is compiling a Visitor's Packet which should be ready for Sept. (3) Community Service Project Form. First draft is done and will be ready for Sept. meeting approval. Then, procedure for educating the congregation needs to be developed. (4) Watch Newsletter and Order of Service for social events.

6. Marilyn—Bylaws; Personnel-contracts.

7. Dan Rebb—Canvass

B. Policy Centered Board/Revised Draft Policies

1. ACTION ITEMS: 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**

IV. New Business

A. Board Opening. The Nominating Committee has been notified that there is an opening due to the resignation of Trustee Dave Lingholm. Skill with project management, fundraising, development, event planning would be desirable.

B. Proposal/ Event Review

- 1. Pullman Hall Task Force—Dessa. Renovation plan submitted along with Work Plan, Mission Statement, estimated operations cost for Art House cinema for Art House Cinema, and estimated income for Art House Cinema. Discussion followed. Conclusion: There is not money available as requested for the renovation projects at this time. Possibilities could be to look to other sources for materials, get other estimates for work desired, and volunteers do more renovation work themselves.
MOTION: Moved by Dan W, seconded by Alicia, that up to \$500 can be used by the PHTF to begin basic clean up on Aug. 12. **PASSED**

V. New Action Item Review--

ACTION: Send a list of 4 Portfolios you could be interested in working on to Dan W.

VI. Announcements—

- 1. Leonard will be back this Sunday to help with potluck cleanup (3rd Sunday)
- 2. Dally is on Saturday, Sept. 12.

Closing Words: Board Members; Rev. Drew Johnston

Adjournment: 9:46 PM

Respectfully submitted,

Alma King, Board Secretary

Next Meeting: Wednesday, September 9, 2009 7:00PM Memorial Hall

Attachments:

1. Agenda for August 12, 2009 Board of Trustees Meeting
2. President's Report—August, 2009
3. Treasurer's Reports—Income & Expense Statement, June'09; Balance Sheet, June '09; Income & Expense Statement, July '09; Balance Sheet, July '09
4. Minutes for June'09
5. 2009 Canvass Analysis (Aug)--Rev. Drew
6. Portfolio List '09-'10; Management suggestions
7. Pullman Hall Task Force Information (4)