

September 9, 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 September 9, 2009. President Dan Wiest called the meeting to order at 7:09 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

I. Consent Agenda:

A. Officer Reports:

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

Action Item Review. Action items completed except for those involving policy writing. Marilyn will take responsibility for the External Affiliations policies. Alicia is completing work on the personnel manual.

B. Committee/Program Reports

Social Justice Committee Report (Attached)

MOTION: Marilyn Mitchell moved that the consent agenda be adopted. Seconded by Dan Rebb. **PASSED** with one abstention.

II. Ministers' Reports: Rev. Drew Johnston

- A. Distribution of Endowment Policy Checklist because Trust will become an Endowment. Issue needs to be presented to the congregation and a bylaws change will be needed. Marilyn and Alicia will work on this. An investment committee is needed. Possible members: Sharlene, Marilyn, Bill, Bob Lauer. A Congregational meeting in December is the goal.
- B. The Plan. (1) Vision portion needed. Idea is to ask congregation members to write a letter from the future. Additional suggestion is to introduce the process during the Sunday Services as part of being the Welcoming Trustee responsibilities. (2) Financials needed. These would not be specific as these would be consequences of growth. Needed by end of Sept.
- C. Budget Request Process (distributed). Relates to The Plan. This is for planning a programming budget and to be used by committees. Completed form needs to be submitted to the Board subcommittee no later than one week

prior to monthly meeting for review and recommendation of approval or not. Board members will take turns being on this subcommittee. Each member will serve a three month term. Initial members will be Dessa, Sharlene, and Alicia. **Action Item: Dan W. will put information about the Budget Request Form in the Order of Service for committees to use.**

- D. Rev. Drew is now covered for dental, life and long-term disability insurance.
- E. Minister Compensation Issue: Discussion. **MOTION: Marilyn Mitchell moved and Dan Rebb seconded that the church retain a tax accountant experienced in accounting for ministerial compensation and/or non-profit accounting to review the church books and report on the correct accounting of ministerial compensation for tax reporting.**
- F. Building issues: On 2nd Floor “board room” and minister’s office need work. Start with clean up then decide about flooring, painting. **Action Item: Marilyn will head up a work day on Sat. Sept. 26 from 1 to 4 pm with the purpose of clean up of the 2nd floor rooms.**
- G. Minister’s Advisory Panels will be convened soon.

Rev. Lynda Smith’s Report:

- A. A pastoral care team will be assembled. A training session will be held on Sat. Sept. 26 from 10 am to 1 pm.
- B. Two visiting children on Sun. Sept. 6 with Katie McIntosh and Maya Thottakath as teachers.
- C. Family of Joe Samples was happy with memorial service held at church in August.
- D. There have been 22 responses so far to the survey asking about adult learning.
- E. 20 people attended the August 15 workday.
- F. There will be a Street Retreat on Oct. 24.
- G. An RE committee is needed.

III. Ongoing Business

A. Portfolio Round Table

1. Building and Grounds—Bill McKnight. (1) Roof is still leaking over a rented space. There are some bids for repair. Consulting with Tom Munsell for review of the roof issue. (2) Art G. has done some repairs in the men’s room. (3) Discussion about repair of built in coffee urns in kitchen. Decision: money should not be spent on their repair at this time because they don’t need to be used.

2. Finance—Bill. Written report submitted on the status of the Church Trust.

3. Dessa—Communications; Outreach. (1) Worked on inviting people to candidate's forums. (2) Working on publicity for Dally, some in conjunction with Katie.

4. Alicia—By Laws/Governance; Worship; Social Justice; Personnel. (1) Social Justice: Excellent public turn out for candidate nights. Events also went well. Videos of events can be accessed through Church Web Page. These forums increased the visibility of 1stUU in the community.

5. Alma—Membership. (1) The committee needs to develop a system to better track Sunday attendance and will work on this. (2) An updated membership directory is going to be compiled. (3) Community Service Project Form. We have a draft and it can be integrated with the Budget Request Form (4) Watch Newsletter and Order of Service for social events.

6. Marilyn—Bylaws; Personnel-contracts *Added: Dave's portfolio areas.*

7. Dan Rebb—Canvass

8. Dan Wiest--Happy with the way the opening and closing is going on Sundays.

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: Marilyn

e. Social Media. Trustee: Marilyn

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

C. Canvass Status (Rev. Drew). Written report shows that canvass is going well based on amounts pledged so far. The Board designated Drew to be in charge of management of the canvass. Drew will train Dan Rebb in canvass management and to work with Jenn and Glenn. Drew will give reports and Glenn will be responsible for getting names to the canvassers.

IV. New Business

A. Green Congregations (Alicia Biggers). From Social Justice, a program to promote reducing our carbon footprint. Board members are requested to be the leaders by completing the hand out.

B. Staffing Issues—Katie and Jenn’s jobs both began with a probationary period. Jenn has made progress and can be a regular employee with an increase in hours and pay. Currently, Jenn’s hours are from 9-1, Tues., Fri., Sun. Friday hours may be moved to Thurs. and an increase in hours is possible on Thurs. Katie is working 10 hours a week on publicity items. At this time her status is still probationary.

V. Announcements—

1. Information sheet about online leadership programs distributed. (Dan W.)

Closing Words: Board Members; Rev. Drew Johnston

Adjournment: 10:35 PM

Respectfully submitted,

Alma King, Board Secretary

Next Meeting: Wednesday, October 14, 2009 7:00PM Memorial Hall

Attachments:

1. Agenda for September 9, 2009 Board of Trustees Meeting
2. President’s Report—September, 2009
3. Treasurer’s Reports—Income & Expense Statement, August’09; Balance Sheet, August ’09.
4. Minutes for August 12, ’09
5. Committee Report—Social Justice
6. Check list for a Church Endowment Policy (Minister’s Report)
7. Budget Request Process (Minister’s Report)
8. Status of Church Trust as of 8/09. (Portfolio Report—Bill)
9. Canvass Report (Rev. Drew)
10. Cool Congregations (New Business—Alicia)
11. Midwest UU Leadership Online Programs (Dan W. Announcements)

