

**November 4, 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 November 4, 2009. President Marilyn Mitchell called the meeting to order at 7:05 PM.

**Members In Attendance:** Marilyn Mitchell, Bill McKnight, Alma King, Suzanne McGill, Alicia Biggers, Dan Rebb, Dessa Cosma, Rev. Drew Johnston, Rev. Lynda Smith.

**Opening Thoughts:** Spoken by All

**President's Remarks:** (1) Marilyn, Alicia, Suzanne have taken care of bank business to get correct names on church accounts. (2) Marilyn will be writing a newsletter column for the next newsletter. (3) More materials related to the Treasurer's position have been received from Sharlene. (4) Dennis Dupree, a consultant from DESC will be available to us.

**I. Consent Agenda:**

A. Election of Officers:

1. Marilyn Mitchell as President
2. Suzanne McGill as Treasurer

B. Officer Reports:

1. Alma King, Secretary. Minutes of October 2009 Meeting. (Attached) Alicia moved the minutes be accepted. Dan seconded the motion.
2. Suzanne McGill, Treasurer.
  - a. Not sufficient time to get a monthly report organized
  - b. QuickBooks pros and cons vs. Power Church. Board consensus is that Church should switch over to QuickBooks. Dan Rebb will keep track of membership information that Power Church did keep in a spreadsheet.
  - c. Regularizing paydays. Need to move to having all employees paid on the same cycles. Also, need to hire a payroll processing service. Using a payroll service would mean less liability for the Church.
  - d. Will work on an action plan next steps. Ready for January.

C. Committee/Program Reports. See Portfolio Reports.

**II. Ministers' Reports:**

**Rev. Drew Johnston**

- A. Will be attending minister's convocation in Ottawa, Canada next week.
- B. We should have a review of the Policy Based Governance due to all the changes

in Board membership. Will plan it when vacancies are filled.

- C. Review of the division of responsibilities between executive (minister) and the Board.
- D. There is a matter of some money and payments without receipts that can't be accounted for concerning the pay last summer for Athena Kolbe. **ACTION ITEM: A letter from the Board written by Suzanne as Treasurer and signed by Marilyn will be sent to Sharlene, previous treasurer, to ask for missing information about 2 or 3 specific checks with no receipts.**

**Rev. Lynda Smith's Report:**

- A. Sunday mornings continue to go well with Katie and Maya available to work with children who attend.
- B. Long time former member, Bessie Mercer, is in nursing home in Ann Arbor. She would appreciate calls.
- C. Attended a minister's retreat that emphasized poetry.
- D. Will attend minister's convocation in Ottawa next week.
- E. Will have Thanksgiving off and be in Arkansas Dec. 1-8.

**III. Continuing Business**

A. Portfolio Round Table

1. Building and Grounds—Bill McKnight. Robert Johnson will coordinate some building care issues. Still need more bids for port cochere roof repair.

2. Marilyn—Bylaws; Personnel; Contracts. (1) A policy and procedures need to be developed for background checks for employees.

3. Dan Rebb—Canvass. Dan shared list of 25 members possibility not canvassed as of Nov. 4. Discussion and information shared. There may be a problem that newer members are not on canvass list.

B. Policy Centered Board/Revised Draft Policies

**1. ACTION ITEMS: Policies to be completed—aligned with Portfolios when possible.**

**a. (1c.) Public Relations/Publicity/Social Media—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**

2. Policies submitted for consideration: (1) Vendors on church property. (2) External Affiliations, groups and use of church facilities. (3) Handicapped facilities (to follow by email). **ACTION ITEM: Board consensus that members need to read over these proposed policies and be ready to discuss and vote on them at the Dec. meeting. Alicia will send updated list of all policies previously approved to Board members.**

3. Our personnel policy needs to include background checks.

C. Search Committee—Written report submitted by Alicia. Board approval is needed to confirm the salary range to be offered. **Motion: Dan moved and Bill seconded that range of \$55K to \$76 K which includes salary and all benefits be offered. Motion Passed.**

D. January congregational meeting. To be held on Sunday, January 10, 2010. Potluck will be held on this Sunday (2<sup>nd</sup> Sunday). Agenda will include: By-laws revision about endowment, the church plan, and information on search committee update.

E. Proposed By-Laws Revision And Resolution to Implement Endowment Fund. Board will review at Dec. meeting and it will be presented to the congregation at the Jan. meeting.

F. Church Credit Card. A debit card rather than a credit card will be used.

G. Board Vacancy—Two positions need to be filled. Suggestions?

IV. New Business

A. There needs to be a review of Katie McIntosh's work.

B. Pullman Hall—Time line for renovation. Needs action.

C. Condition of 2<sup>nd</sup> floor Board Room and Minister's Office needs a plan for improvement. Needs action.

No Announcements

Closing Words: Rev. Drew Johnston

Adjournment: 10:05 PM

Respectfully submitted,

Alma King, Board Secretary

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

**Attachments:**

1. Agenda for November 4, 2009 Board of Trustees Meeting
2. Minutes for October 14, 2009 Meeting
3. Search Committee Report as of Nov. 4, 2009
4. Policy—Vendors at Coffee Hour
5. Policy—External Affiliations, Groups and Use of Church Facilities
6. Governing Document of the Endowment Fund of 1<sup>st</sup> UU
7. Resolution to Implement the Endowment Fund
8. Amendment to By-Laws: Endowment Fund
9. Canvass—List of members not canvassed as of Nov. 4