

**December 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 December 9, 2009. President Marilyn Mitchell called the meeting to order at 7:15 PM.

**Members In Attendance:** Marilyn Mitchell, Bill McKnight, Alma King, and Alicia Biggers. Excused: Dan Rebb, Dessa Cosma. Also in attendance: Rev. Drew Johnston, Rev. Lynda Smith.

**Opening Thoughts:** Rev. Drew Johnston

**President's Remarks:** Marilyn Mitchell. We need to keep a positive attitude and believe the problems will be worked out!

**I. Consent Agenda:**

A. Officer Reports:

1. Alma King, Secretary. Minutes of November 4, 2009 Meeting. (Attached) Alicia moved the minutes be accepted. Dan seconded the motion.
2. No Treasurer's Report

B. Committee/Program Reports.

1. Search Committee—Alicia Biggers. (1) Congregational Record is now online for potential candidates to view. (2) Sat. January 23, 2010 will be Beyond Categorical Thinking training. Exact times to be determined. Each Board member is encouraged to bring a congregation member with them. (3) Ministerial Search Representative will be visiting the weekend of Jan. 16, 17 for various events. (4) Survey is completed.

**II. Ministers' Reports:**

**Rev. Drew Johnston**

- A. Work is under way to correct errors in Rev. Johnston's pay withholding for taxes and insurance. Back pay will need to be paid by the end of the year because of earlier inaccuracies.
- B. Nina, accountant from the DESC, who has been hired, will make financial information transition to QuickBooks.
- C. Payment to Ryan King, C.P.A. Question as to exactly what information he was to provide in original request. A letter will be written to him to inquire about this before his bill is paid.
- D. Power Church maintenance support is paid for on past treasurer's credit card. Bill has offered to put it on his credit card instead.

- E. Jenn's office work hours will be increased. Currently hired for 15 hours a week. Could become as many as 30. This will mean she can work as bookkeeper with Nina's assistance.

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

- A. Because Lynda is leaving at the end of December, Katie McIntosh will take over duties for Sunday mornings working with children who attend.
- B. Katie will also be the Education and Enrichment Coordinator.
- C. Looking for someone to coordinate the pastoral care team and report to Drew.

**III. Continuing Business**

- A. Need suggestions for a new treasurer, as Suzanne McGill is unable to continue.
- B. Canvass. Report will be available next month.

C. Portfolio Updates

- 1. Alma King--Membership. (1) 4 new members signed book in Nov. (2) Social event: New member gathering, Dec. 12. (3) Informal tours and orientations to be held once a month by committee for any one to join in. (4) Plan for making posters. Mary Neale would like to work with Katie to develop a series of posters that could be rotated and used around the church. (5) Dan Rebb is working on a survey to use with the newcomers to get a sense of what attracted them to 1<sup>st</sup> UU. (6) An effort is being made to form a sub-committee of church members who would plan outings to events in the area as a social activity.
- 2. Alicia—(1) Worship. Working on transitions. (2) Social Justice. Will help out with BCT on Jan 23. (3) Has assisted with helping Andee Seeger's donation of her stuffed animals used in the past as fundraiser for Noel Night to needy children. (4) About \$300 was raised on Noel Night.
- 3. Bill McKnight—Building and Grounds. (1) Board agrees that bid from contractor offering the 20-year roof should be hired to repair port cochere. (2) Still an occasional leak in office on 2<sup>nd</sup> floor that is part of rented space to Sugar Law. Until leak is totally fixed they may need to move to another space (if one is available) or get reduction in rent.

D. Policy Centered Board/Revised Draft Policies

- 1. External Affiliations, Groups and Use of Church. **Motion: Bill made the Motion to adopt Policy as amended. Seconded by Alicia. Passed. Adopted Dec. 9, 2009.**
- 2. Vendors on Church Property. **Motion: Bill made a motion to adopt the Policy as amended. Alicia seconded. Passed. Adopted Dec. 9, 2009.**
- 3. Accessibility Policy. Will discuss at January meeting.

- E. 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. Needs to be announced from the pulpit for 3 Sundays starting Dec. 20, (then Dec. 27, Jan. 3) in the newsletter and order of service as per our by-laws. **Action: Alma will be welcoming trustee on Dec. 20 to do first announcement.**
- F. Proposed By-Laws Revision to allow for Endowment. **Motion to approve made by Alicia. Seconded by Alma.** Will be presented at Jan. 10, 2010 Congregational meeting.
- G. Resolution to Implement Endowment Fund. Board reviewed it and it will be presented to the Congregation at the Jan. meeting.
- H. Church Credit Card. A debit card rather than a credit card will be used.
- I. Board Vacancy—Two positions need to be filled. Suggestions?

#### IV. New Business

- A. 1099's to Athena Kolbe. Issues about her pay. (1) Paid as Minister of Religious Education due to misinformation. Should have been paid as Religious Education Coordinator. 30 % overpayment. (2) **Action: A letter is to be sent to Athena and Sharlene (treasurer at the time of overpayment) from the Board asking for information about checks paid in August without documentation after Athena resigned in June 2009.**
- B. **Action: Policy based governance handout from Drew that Board members need to read and be ready to discuss at Jan. meeting.**
- C. Drew: Due to the death of Mrs. Sommerville, her property behind the church on Prentis is for sale. Should we consider buying it to use as rental property? Needs consideration and thought.

No Announcements

Closing Words: Rev. Drew Johnston

Adjournment: 9:55 PM

Respectfully submitted,

Alma King, Board Secretary

**Next Meeting: Wednesday, January 13, 2010 7:00PM Memorial Hall**

**Attachments:**

1. Agenda for December 9, 2009 Board of Trustees Meeting
2. Minutes for November 3, 2009 Meeting
3. Search Committee Report as of December 9, 2009 (Alicia)
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. Accessibility Policy and Procedure
10. Policy based governance information handout (Rev. Drew)