

**January 13, 2010**

**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 January 13, 2010. President Marilyn Mitchell called the meeting to order at 7:15 PM.

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

**Opening Thoughts:** Rev. Drew Johnston

**President's Remarks:** Marilyn Mitchell. The January 10 Congregational Meeting was a success with approval of the Resolution to transition the Trust into an Endowment Fund, the By-law amendment to reflect the Resolution and the approval the Plan.

**I. Consent Agenda:**

A. Officer Reports:

1. Alma King, Secretary. Minutes of December 9, 2009 Meeting. (Attached) Minutes were approved as presented.
2. No Treasurer's Report

B. Committee/Program Reports. See Old Business

**II. Ministers' Reports:**

**Rev. Drew Johnston**

- A. Work is still underway to correct past payroll problems, but good progress has been made.
- B. A Merrill Lynch end of year statement shows \$6700 in the Memorial Fund Account.
- C. Still some issue with Community Place taxes. Need to contact Larry Hutchinson. Marilyn will write letter.
- D. 1 payment and the mortgage payments to UUA will be done.
- E. Payment plan for building insurance will be 10 months @ \$2300, 1 month@1400, 1 month @ 0.
- F. Nothing is being added to PowerChurch as QuickBooks is being used for all financial work. PowerChurch needs to be used only for some Membership information for now.
- G. Jenn's office work hours have been increased.

- H. 4<sup>th</sup> quarter city and state withholding needs to be paid, the routine needs to be set up for 2010.
- I. Donation from Just Friends New Year's Day event for \$1057.

### III. Financial

- A. Year-end statements will be produced.
- B. There will be a monthly report produced for the February meeting.
- C. Debit Card matter. Still needs to be resolved.

### IV. Old Business

- A. Finding and confirming a new treasurer. Linda Darga suggested as a possibility. Marilyn will ask her.
- B. Canvass: Glenn is ready hand over process to someone else. New Canvass chair is needed. Janet Thompson will be asked to consider it. Some members still may not have been canvassed in the "rolling canvass" and this needs to be sorted out, also.
- C. Policy Centered Board/Revised Draft Policies
  - 1. **Building Accessibility Policy.** Alicia moved that the policy be accepted with slight wording changes. Seconded by Bill. PASSED. **Adopted as of as of January 13, 2010.**
  - 2. **Financial Policies.** With bookkeeping/accounting method being updated and the role of the treasurer changing, these policies will need to be revised and be reflective of new situation. DESC can help with guidelines for policies.
  - 3. **Budget Request Policy.** Discussion of form to be used for committees to make budget requests for their work or for any group planning an event/program in the name of the church. Dessa will update it and it will be referred to as the "Program Proposal Budget Request" form. Forms will be available online and in a "mailbox" in the lobby. Congregation will need to be informed of procedure.
  - 4. **Procedure for money reimbursement.** There is a form to be filled out with receipt(s) to be attached for getting money back. (ex. social hour shopper). Currently they are in office, but can be moved to lobby "mailbox".
- D. Search Committee. Written Report Attached from Alicia, Chairperson.
- E. Status and Tracking of the Plan. The Plan is a guide for development of relevant policies. The metrics will be added to the Plan and it will be constantly revisited. Congregation and Search Committee need to be educated about the plan and how components relate to each other. The Plan is an important part of the Search Packet.

F. Board Vacancies

**V. New Business**

A. Policy Based Governance (Rev. Drew). Discussion

**VI. Closing Words** Rev. Drew Johnston

**VII. Adjournment** 9:56 P.M.

Respectfully submitted,

Alma King, Board Secretary

**Next Meeting: Wednesday, February 10, 2010 7:00PM Memorial Hall**

**Attachments:**

1. Agenda for January 13, 2010 Board of Trustees Meeting
2. Minutes for December 9, 2009 Meeting
3. Search Committee Report as of January 13, 2010 (Alicia)
4. Updated "Program Proposal Budget Request" Form (Dessa)
5. Accessibility Policy and Procedure (Dessa and Bill)
6. Policy based governance information handout (Rev. Drew)