

**February 10, 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 February 10, 2010. President Marilyn Mitchell called the meeting to order at 7:08 PM.

**Members In Attendance:** Marilyn Mitchell, Bill McKnight, Alma King, Alicia Biggers, Dessa Cosma, Elayne Sikelianos, Sally Borden, Linda Darga. Excused: Dan Rebb. Also in attendance: Rev. Drew Johnston. **Guests**—the Ministerial Search Committee: Carole Hosey, Mary Lou Malone, Ruth Seifert, Sharon Mills.

**Opening Thoughts:** Rev. Drew Johnston

**President's Remarks:** Marilyn Mitchell. Welcome to the Ministerial Search Committee.

**I. Consent Agenda:**

- A. Meeting with the Search Committee until 8:20. Discussion of issues and concerns from the Board and Committee. Committee will proceed with next 2 phone interviews and then evaluate whether they will continue.
- B. Officer Reports:
  1. Alma King, Secretary. Minutes of January 13, 2010 Meeting. (Attached) Motion to approve the minutes made by Alicia. Seconded by Bill. Minutes were approved as presented.
- C. New Board Members
  1. Confirmation of Sally Borden and Elayne Sikelianos as Trustees.
  2. Confirmation of Linda Darga as Treasurer.

**II. Minister's Report: Rev. Drew Johnston**

- A. Printed Reports—Profit & Loss, Jan. 1 through Feb. 9, 2010; Profit & Loss, Jan. 2010. (Attached)
- B. Final mortgage payment has been made.
- C. Books are closed for 2009, but still some payments needed for dues, minister's pension and retirement. Corrected pension payments need to be made still for 2007, 2008. Further payments need to be made to Nina, accountant.
- D. We will be \$10,000 to \$12,000 short a month to meet budget expenses without Trust money.
- E. Monthly reports from QuickBooks can be shown as graphics in the future.
- F. Last deposit from Trust doesn't show up in P & L. (Undeposited funds don't show up as income.)

- G. Any expenses to cut? Ideas: “Mothball” parts of buildings we don’t really need to use. (2) Rent out more space. (3) Review vendor use and their bills.
- H. Definition of “year” for listing trust income—Should it be calendar or fiscal year?  
(Not decided.)
- I. Sunday morning counting of offering with Jenn. Needs trustee to assist. Marilyn gets money and takes it to office to help with count. Sally will be back up person for this.
- J. Before PowerChurch is closed out 2 six-month financial reports will be generated.
- K. Canvass—Janet Thompson, Chair has been working with Glenn and Drew. Update and training will be Wed. Feb. 17 at 7:00 PM
- L. Rental Space Matters
  - 1. Unity. Will pay \$200 less a month, but lease on a month to month basis.
  - 2. Sugar Law rental space issue due to persistent water leak. Needs a permanent space rather than just reduced rent as is being done now. Possibility of using Minister’s office on 2<sup>nd</sup> floor and room off chancel (now Cotman rental) could become Minister’s Office.
  - 3. Company that repaired port cochere may be asked to see what they might be able to do to repair roof leak.
  - 4. Negotiations by Rev. Drew continue for renting large amount of building spaces with various groups that could bring in thousands per month.

### **III. Financial**

- A. Year-end statements for 2009 are available.
- B. See Minister’s Report for other financial details.

### **IV. Committee/Program Reports**

- A. Worship/Social Justice/ Staff (Alicia). See attached.
- B. Publicity/Marketing/ Events (Dessa). See attached.
  - 1. US Social Forum in June. What are ways we can be involved? Dessa will develop a plan.
- C. Membership (Alma) See attached.
  - 1. Remind everyone to be welcoming!
  - 2. Hope to get out new updated directory soon.
  - 3. Newcomer meetings and building tours on regular schedule now.

#### **IV. Old Business**

- A. Drew now has use of church Debit card.
- B. Canvass: See Minister's Report.
- C. Status of action items from previous month. Dessa will monitor each month.
- D. Portfolio updates. (See committee/program reports.)
- E. Search Committee. (Alicia.) Discussion of issues earlier in meeting.
- F. Tracking of Plan
- G. Policy Centered Board/Revised Draft Policies. None this month.

#### **V. New Business**

- A. Review of financial policies with input of DESC.
  - 1. There will be an assessment by them with a report to our Board.
  - 2. We can purchase written financial policies from them for \$50 or \$75.
- B. Need to get Linda Darga's name on bank account and remove Suzanne McGill's name. Alma and Linda will work out a time to go to bank to do this as soon as possible. Linda will also inquire about how to set up online banking for the Church.
- C. Policy on allowing street people into building. Bill will develop this and share it by email before next meeting.
- D. Policy on civility and conflict resolution. Sally will develop this and share it by email before next meeting.
- E. Nominations for Endowment Fund Committee. 3 members needed as new by-law stipulates. One member needs to have been on the Trust so Bill will be Chair and convener for a 3 year term. Alma will be recording secretary for a 2 year term. Still need to think of a 3<sup>rd</sup> member for a one year term as financial secretary.
- F. Discussion about nominating committee. Too many members on the committee are not active in other church activities. There is a need to develop a mentoring system for younger/newer members. Advisory committee as a link to the past to support younger/newer members as they fill board and other church leadership roles is a concept to develop.
- G. Rev. Drew's sermon on Feb. 28 will include talk about tasks around church members can do to be more active.

#### **VI. Announcements**

- A. A dance is being planned by the end of March!

B. Buy a ticket to support MOSES for their banquet on March 6. See Sally.

**Closing words:** Rev. Drew Johnson

**Adjournment:** 10:06 PM

Respectfully submitted,

*Alma King*

Board Secretary

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

**Attachments:**

1. Agenda for February 10, 2010 Board of Trustees Meeting
2. Minutes for January 13, 2010 Meeting
3. Income and Expenses statement for Jan. 1 to Feb. 9, 2010.
4. Income and Expenses statement for Jan. 2010.
5. Worship/Social Justice/ Staff Report (Alicia)
6. Publicity/Marketing/Events Report (Dessa)
7. Membership Committee Report (Alma)
8. Suggested guidelines for church board meetings (Sally)