

**July 12, 2010**

**Minutes – First Unitarian-Universalist Church of Detroit**

**Board of Trustees**

*Liberate truth, Radiate kindness, and Love courageously*

**Call to Order:** A regular meeting of the Board of Trustees was held in Memorial Hall on July 12, 2010. President Marilyn Mitchell called the meeting to order at 6:35 pm.

**Members in Attendance:** Marilyn Mitchell, Bill McKnight, David Lingholm, Kathleen Jacobs Johnson, Sally Borden, Robert Johnson, Dessa Cosma, Julie Brock, Linda Darga, Dan Wiest. **Guest:** Faye Colling.

**President's Remarks:** Opening words “Commitment” given by Marilyn.

**I. Consent Agenda**

**A. Officer Reports:**

1. Kathleen Jacobs Johnson, Secretary, Minutes of June 9<sup>th</sup>, 2010 Meeting and Annual Congregation Meeting 2010. (Attached) Motion to approve the minutes made by Dessa. Seconded by Sally. Minutes were approved as presented.
2. David Lingholm, Treasurer, (Profit & Loss; Balance Sheet Attached) Getting a hand on things. Income looks good on paper because so much is coming from the Trust (about \$300,000.00 left) – not sustainable. On-going problems with payroll coming to an end. Should soon be some reductions of required payments for church. Church needs to start focusing on generating revenue, expenses limited to trimming. Robert copied drives of older church records onto newly purchased hard-drive for Financial Group. Quickbooks still needed to be copied. Power Church records before 2008 still needed – Rev. Drew Johnston won't give access/info on. Jenn has access, but David looking to relieve Jenn from being in the middle, will allow for quicker resolution.

Sally moved that the rest of the Treasurer's report (including Issues of Rev. Drew Johnston's compensation and Financial management policies) be moved to the end of Old Business in the agenda to be considered in Executive Session. Dessa seconds. PASSED.

- B. Margaret Fuller Fundraising Tea Party, Faye Colling (New Business):** Faye will write to contacts in Connection magazine for “how to” information and tips. Looking at May 2011, Marilyn suggested 2010 (year of Fuller's 200<sup>th</sup> birthday) - may be more relevant. Faye wants to get the whole congregation involved and to invite people from local churches to come. Will need ample time to plan – Faye willing to co-chair, but not chair alone. Faye to get with Julie (Fund-raising). Kathleen volunteered to help. Suggestion of entertainment (drama) a possibility.

**C. Committee/Program Reports:**

1. Worship Committee, Membership Committee, Social Justice, and Hospitality reports were circulated, but not discussed.

## II. Old Business:

- A. USSF wrap-up – Dessa. (Attached) Success: \$1,850.00 profit! End tally: 184 guests over 10 days. \$150.00 possible to still come in, and \$200.00 possible bill for showers (now owned by church), but Dessa doesn't think this is likely to be billed. \$950.00 spent on staff – but their presence was essential to the event. \$500.00 spent on cleaning supplies – most still at church for future use. Good feedback for church, and many new people around church last couple of weeks – any correlation? **Action Item: Dessa to arrange for carpet cleaning in Memorial Hall per agreement. Dan suggests having furniture cleaned as well.**
- B. Canvass – Robert. (See Attached) Jan Thompson submitted letter of resignation – handed over all records to Robert to pass on to new Canvass Coordinator. Robert looking at new chair possibilities – waiting to hear back first before bringing names to board. Jan. – June 2010: 8 members requested to be removed, 5 members listed as unknown. Con/pro discussion of rolling canvass vs. annual canvass. Need to look at the facts. Follow-up a usual problem regardless of type of canvass. Marilyn suggests people to front-load their pledges to help church get through summer when collection not as big. **Action Item: Julie and Robert volunteered to research this with Jan Thompson and Mary Lou Malone and report back to Board before August meeting. Robert looking into possibility of posting canvass-month list on-line.** Annual canvass better for Treasurer to make budget. Help/volunteers needed – Board could finish up canvass. Church pays \$76.00 in dues per member (\$56.00 for UUA; \$20.00 for Heartland). Need PR within church to help stimulate extra pledging.
- C. Directory, Robert and Kathleen – Need cover and coverpage. No one has made these pages. Robert to make ASAP. Delay on directory list due to password change in Power Church and Jenn's time off. Kathleen's work to print – cost of printing directory = a little over 7 cents each. Total cost = \$24.00 including paper. Marilyn plans sending her letter (about paying pledges) without directory since delayed print-time.
- D. Portfolios
1. Dan – joining Finance, Building and Grounds Portfolios.
  2. Endowment, Bill – yet to call meeting – needs to do so soon. Going on vacation, so will have to be in August.
  3. Remainder of Treasurer's Report, David – Issue of Rev. Drew Johnston's compensation and Financial management policies. **Board entered into Executive Session, which concluded at the end of Old Business.**

## III. New Business

- A. Office Xerox machine, David – proposed getting new xerox machine (all in one deal). Old machine is wearing out, and new ones cheap enough. Approved by Marilyn.
- B. Music Contracts, Julie
1. Gwen – David moved to accept contract with raise, Dan 2<sup>nd</sup>. Discussion as to the amount of raise. Contract PASSED 6 Yes, 2 No in favor as originally written.
  2. Todd – No changes from before. Julie moved to accept, Robert 2<sup>nd</sup>. Unanimously PASSED as written.
- C. Rentals, Marilyn
1. Sugar Law: Wants to expand into Minister's Study (on 2<sup>nd</sup> floor) in May 2011 and extend contract to 6 years. 2 Problems:
    - a. Where to put Rev. Bill Neely's study. Would be better if Sugar Law didn't want study until end of June. We have time to figure this out. Perhaps have

Sugar Law expand into School House instead? Possible places to put Rev. Bill Neely:

- i. Pullman's study – Ivan (current renter) willing to move, but there are heating and plumbing problems with room.
  - ii. Section off part of Memorial Hall as with Rev. Diana Heath.
  - iii. Go ahead and have Rev. Bill Neely use the Minister's study and then move Rev. Bill Neely in May 2011?
- b. Contract undervalued. Their offer: Break current lease (that goes to 2012) and start new 3 year lease to be front loaded at 90 cents/square foot (\$1533.00) per month. In 3 years, option to renew for 3 years at about 77 cents/square foot (\$1062.00) per month with provision to pay more if utilities increase. **Action Item: Julie and Joe Landry checking with other possible tenants to see if interested and willing to pay more.** Downside: handicap accessibility, heating issues. When building to suit tenant – consider how long before recouping cost. Have professionals – not Board - be ones to write church contracts to avoid bad business deals. **Action Item: Marilyn and Bill to talk with Tova – turn down current offer, Sugar Law to continue on current lease, give Sugar Law option to make new offer later.**

2. Faith Central Church: 100-125 member church inquired to rent Sanctuary weekly Saturday nights 4:30pm to 9:30pm from August through October, and Thursday nights (Memorial or McColleston Hall) for Bible Class starting in September through October. Would include sound system, piano, and bathrooms. Organ not included. Offered \$5,000.00 for the duration – not bad considering no heat bill. If goes well, may ask to renew, but revisit renting fee considering cost of heating. Would require someone to open/close church on Saturday – perhaps make this Joe's cleaning night? Some tenants have keys - if Faith Central Church have key access, would avoid staff cost. **Action Item: Buildings and Grounds to review/revise policy as to criteria for renters who can/can't have keys for opening/closing church – should be consistent.** Motion to accept as new tenant, Julie seconded, PASSED unanimously.

D. Personnel, Sally - Pay Hours and Hourly rate passed out.

1. Evaluations – Jenn submitted job description (passed around). Rev. Drew Johnston discussed job with Jenn, had Jenn fill out form, but no one has seen/heard about since. Jenn thinks Rev. Drew Johnston did this with others, not sure. No clear employment files for staff. **Action Item: Employment files should be made then stored in safe. (not assigned to anyone)** No yearly evaluations done as of yet – **Action Item: Board should do, if not done by Rev. Drew Johnston.** Marilyn requests all records to stay in office, and people should make copies if needed to prevent missing files.
2. Marilyn found Employee Policy (not manual) on church website – no one aware of this. Sally moved to have temporarily removed, evaluated, update as needed, then put back online. PASSED.

**Action Items:**

- a. **Robert to get with Dan Secrest on removing Employee Policy from website.**
- b. **Should there be an Employment Manual?**
3. Jenn – Sally proposed Jenn be given new title (from Office Administrator to Office Manager) as well as small raise to take place retroactively from July 1<sup>st</sup> at start of contract year. Kathleen seconds. PASSED Unanimously.
4. **Action Item: Dessa proposes a task force to review/set policy for how office**

works

**before Rev. Bill Neely starts.**

- a. Setting regular office hours for Minister
  - b. set-up "Go To People" plan so that Jenn/others know where best to direct inquiries (currently directs all towards Minister or Board President)
  - c. identify Jenn's job tasks to prevent Board and congregation taking advantage of Jenn's time with tasks outside her job description.
5. Joe – Issues brought forth that Joe pays others to mow grass/shovel snow – potential liability; some problems with written instructions; not familiar with building equipment. **Action Item: Buildings and Grounds to look into this. Marilyn suggests possibly keeping Joe on as Janitor only and hire new Building Engineer. Joe would need to train new person since there is some equipment that only Joe knows about.**
6. Katie – Hard to evaluate since she hasn't turned in job description yet. Good at finding bargains with money advance, great at written PR. Kathleen mentioned that Lifespan Learning given to her in December 2009 when Rev. Lynda Smith left. **Action Item: Sally to pursue harder for Katie's job description.**
- E. Newsletter, Robert – Robert and Erin Martinez to be co-editors, and will get together on this.
- F. Interim Minister, Marilyn – Put Rev. Bill Neely into Minister's study for now.
- G. Ministerial Relations, Marilyn – Purpose is to be buffer between minister and congregation Marilyn & who else? Should get about 3 people. Julie suggested Kathe Stevens. Should be wide range of ages and number of years of membership. **Action Item: Marilyn to assemble.**
- H. Welcoming Search Interim, Sally – Sally to contact Rev. Bill Neely to set-up welcoming plans. Julie and Dessa helped Rev. Bill Neely to get housing (The Charles on Second & Willis). Julie and Shannon Neely to go on community walking tour. August 8<sup>th</sup> Sunday afternoon Meet & Greet with Rev. Bill Neely and congregation. **Action Item: Kathleen to get with Sharon Mills to plan something. Sally suggests dinner with Church Board beforehand.**
- I. Search Committee for Settled Minister, Sally – Found that Committee doesn't have to declare that searching for settled/interim minister. So much work needed for searches – good idea to have ongoing work so that when church is ready to search, much of the ground work already done. Board to appoint Search Committee. **Action Item: Sally to touch base with previous Search Committee members poll if they are interested in still being part of the Committee and then report back to Board in August. Should do this before Board considers new names.**
- J. Record keeping, Marilyn – **Action Item: David to keep documents in safe and know what records to be kept. Kathleen to assist in this. Robert to look into ways of electronically securing files.**
- K. Re-conciliation meeting with Congregation, Marilyn – Suggests meeting (perhaps after Coffee Hour on a Sunday) regarding issues/allegations between Board and Rev. Drew Johnston in an effort of healing, clearing the air, answering questions, and moving forward. To be factual and truthful, not emotional. Should be done after arbitration meeting with Rev. Drew Johnston – can do in August. **Action Item: Who to present/mediate? (no one assigned this action)**
- L. Board Retreat, Marilyn – Should occur once Rev. Bill Neely in town. Many dates in August and early September bad. **Action Item: To be set by Marilyn once checking with Rev. Bill Neely.**
- M. Rummage Sale, Kathleen – (Proposal Attached) Board Approves.
- N. Proposal forms, Dessa – Dessa proposes that Board use Program Proposal/Budget Request

- Form Sheet for all activities to be consistent, follow policy that Board sets, and for accountability efforts. Board approves that sheet should be used as of July 1, 2010.
- O. AVIT, Robert – Robert proposes to make a new committee to handle AV equipment, IT, computers, network, etc. Kathleen seconds. PASSES Unanimously. Placed under Communications Portfolio.
  - P. Bulletin Board, Robert – Proposes to revamp so that it is usable and functional. Part to be for committees' usage and be current, part for Calendar, part for information for members (where to find information, forms, where to go, etc.). Dan seconds. PASSES Unanimously.
  - Q. T-shirts, Dessa – Board approves as long as they see design first, which is currently at the printer. **Action Item: Dessa to get design and pass by Board (via email).**

Adjournment: 10:15 pm

Respectfully submitted,

*Kathleen Jacobs Johnson*, Board Secretary

**Next Meeting: Wednesday, August 11<sup>th</sup>, 2010 7:00pm Memorial Hall**

**Attachments:**

1. Agenda for July 12, 2010 Board of Trustees Meeting
2. Minutes: June 9, 2010
3. Treasurer/Financial Reports (2)
4. Worship Report (Julie)
5. Membership Report (Kathleen)
6. Social Justice and Outreach (Dessa)
7. Hospitality (Kathleen)
8. USSF Report (Dessa)
9. Canvas Report (Robert)
10. Rummage Sale Proposal (Kathleen)