

September 8, 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 September 8, 2010. President Marilyn Mitchell called the meeting to order at 7:02pm.

Members in Attendance: Marilyn Mitchell, Kathleen Jacobs Johnson, Sally Borden, Robert Johnson, Dessa Cosma, Dan Wiest, Rev. Bill Neely. **Excused:** Bill McKnight, David Lingholm, Julie Brock.

Guests: Linda Darga, Cynthia Zurschmiede.

Opening words by Rev. Bill Neely. (Attached) Rev. Bill Neely confirmed that Rev. Drew Johnston still has First Church's Yahoo administration password to the listserve. **Action Item:** Rev. Neely to go through Good Offices to retrieve it.

I. Consent Agenda

A. Officer Reports:

1. Kathleen Jacobs Johnson, Secretary, Minutes of August 11, 2010 Meeting. (Attached) Motion to approve the minutes made by Marilyn. Minutes were approved as presented.
2. David Lingholm, Treasurer, submitted a report in writing, presented by Marilyn. (Attached). We're doing "OK," but really looks better on paper because of amount from Trust.

B. Committee/Program Reports:

1. Finance Committee:
 - a. Lisa Presley found that First Church owes Rev. Drew Johnston \$4,622.57 based on Rev. Drew Johnston's signed church contracts and the actual amount paid.
 - b. Areas of contention by Rev. Drew Johnston were the areas of focus and review by Lisa. Non-contested areas were not reviewed.
 - c. **Action Item:** David and Lisa now need to agree upon the amount owed. Robert motioned to have Board OK David paying the amount that David and Lisa agree upon as long as it is not more than the \$4,622.57 amount. If the agreed amount is more than the above amount, the issue will come back before the Church Board for approval before the payment is made. Kathleen seconded. **Passed.**
 - d. Sally moved to have David get with Dan Wiest (previous Treasurer) to also be involved in the discussion between David and Lisa about the end amount owed to Rev. Johnston. Board decided to leave it between David and Dan to get together.
 - e. Dan warns that once this final amount is paid, that there may still be problems with Rev. Drew Johnston's taxes and the IRS as there were some problems on his taxes, which are yet to be corrected.

2. Endowment Funds Committee, Marilyn on behalf of Bill: Alma King's replacement will be Al Acker. The other two members will remain Bill McKnight and Jim Harvey.
3. Worship Committee, Kathleen on behalf of Julie: Worship had their retreat August 21st, their first meeting with Rev. Bill Neely. Things went well – much discussion.
4. Membership Committee, Kathleen (Attached): One thing left off the report is that Sally is re-working the phone tree for the month. (Katherine) Rae McFadden signed the book Sunday, September 5th.
5. Social Justice, Dessa: Dally in the Alley update: need 1 more volunteer for the booth between 1 & 4:30pm. Kathleen offered to send an extra volunteer over to the booth from the Rummage Sale. Everything is set in place for the Rummage Sale, Artisans, and Parking.
6. Ministerial Relations, Marilyn: **Action Item:** Taking Rev. Bill Neely out to Mario's for dinner September 9th.
7. Buildings and Grounds, Robert: New bug infestation in kitchen being treated. Podium in Memorial Hall was repaired. **Action Item:** Some sitting water on the roof – Jenn has called the roofer, and they're waiting to hear back. Red Door to Pullman was re-painted. Buildings and Grounds went through the Kinderpit and identified some furniture items to sell in the Rummage Sale. **Action Item:** Looking to organize a Clean-Up day.

II. Old Business:

- A. Status of Canvass and Spread sheet, Robert: Spread sheet scrapped since the whole church will be canvassed at the end of September.
 1. **Action Item:** Need to Canvass soon since Board told congregation that they would have a budget proposal in October.
 2. Dues to UUA and especially Heartland District need to be budgeted and paid.
 3. Will help the Board determine the charge of part-time vs full-time minister for the Search Committee. The sooner the better. There's still the possibility that our church go in with another church and share a part-time minister (as well as the cost).
- B. Church Policies, Sally: **Action Item:** There are 13 policies that the Board has written. They need to be reviewed/revised.
- C. Written description of portfolios, Marilyn: Most in, but a few are not. You know who you are...
- D. Social Hour Chairs and responsibilities, Kathleen: October sign-up sheet circulated.
- E. DESC proposal, David: (included in attached Treasurer's report)
- F. Record keeping policies, system (Not discussed)

III. New Business:

- A. Rentals, Marilyn:
 1. Children's UUA workshop at First Church -
 - a. Providing the space is find, but worried that they might ask for some leadership/workshops. First Church can provide some, but not a lot.
 - b. May need volunteers to sit the church.
 - c. Church access should not be free. There should be some payment/donation.
 - d. **Action Item:** Marilyn to get back with this group. Marilyn did not recall offering to get further information on this workshop.
 2. Church receives regular inquires to rent space.
 3. University Association would like to take pictures of Church so that they can advertise on the web rental space availability.

4. Haven't heard back from Joel regarding an Evangelical church renting Pullman.
 5. Would like to start making policy that when groups use church space (other than church business) that a rental fee be charged.
 6. Linda Darga volunteered to help find renters as well.
- B. Staff, Sally and Rev. Bill Neely:
1. Rev. Neely will manage the staff and working with Sally.
 2. Sally moved that the Board's 14th policy will be on developing procedures on managing staff. Dessa seconded. **PASSED.**
 3. **Action Item:** Dessa and Robert to continue working with Rev. Bill Neely to finalize job descriptions of staff jobs.
 4. Report on Joe, Robert: Some things Joe says he can no longer do (snow/ice removal, etc), taking in account his age.
 5. Report on Katie, Rev. Bill Neely: Rev. Bill Neely met with Katie. Much discussion including presenting/funding of ideas, best use of Katie and her time, clarity of job description, and affordability. Rev. Bill Neely aims to be more transparent with his projects.
- C. Security Committee, Robert: Established, but not yet convened.
- D. Newsletter, Robert: Aims to come out monthly. **Action Item:** Need to make regular deadlines for submission dates.
- E. AVIT, Robert: Glenn Maxwell stepping down from Sunday service recording. Dan Wiest will take Glenn's spot. New copier in office – only 3 authorized people have the code to make copies.
- F. Search Committee for Settled Minister, Sally:
1. Final list for Search Committee are Mary Lou Malone, Dan Secrest, Sharon Mills, Stephanie Chang, Gladys Santiago. Al Acker will lend his assistance, but unofficially. The Board did not see reason to appoint further members.
 2. Robert moved to appoint the above names to the Search Committee for a settled minister for 2011-2012. Kathleen seconded; all approved. **PASSED.**
 3. **Action Item:** Kathleen to get announcement into this week's order of service – both announcing the Search Committee for a settled minister for 2010-2011, as well as announcing the new Search Committee for a settled minister for 2011-2012.
- G. T-shirts, Dessa (Old Business): The Board reviewed the design, and didn't like that the name of the church did not appear on the design for the T-shirt. **Action Item:** Dessa, Kathleen, and Robert to get together on this to modify the design and bring back before the board.
- H. Linda's role (Old Business): **Action Item:** David and Linda to sort out Linda's involvement and duties between themselves. Church Bylaws are specific to the number of Trustees on the board, so Board cannot make a specific position for Linda.

Adjournment: 8:45 pm

Respectfully submitted,

Kathleen Jacobs Johnson, Board Secretary

Next Meeting: Wednesday, October 13th, 2010 7:00pm Memorial Hall

Attachments:

1. Agenda for September 8, 2010 Board of Trustees Meeting

2. Minister's Opening Remarks
3. Minutes: August 11, 2010
4. Treasurer/Financial Reports (3)
5. Membership, Social Hour, Rummage Sale, Wednesday night Activities
6. Personnel Report
7. Communications, Security, Buildings and Grounds report
8. T-Shirt proposal design