



**Minutes of the  
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 October 10, 2007. The meeting was called to order at 7:48 pm by President Alicia Biggers.

**Members in attendance:**

Alicia Biggers, Glenn Maxwell, Lencha Acker, Sally Borden, Trey Greene, Rev. Drew Johnston, Linda Darga, David Lingholm and Dan Wiest.

**Members not in attendance:** none.

**Approval of minutes:**

September 2007 minutes approved as corrected.

**Consent agenda:**

Alicia Biggers introduced and will begin to institute a streamlining of the approval of regular reports that are distributed before the meeting. Each Board member will receive a background document to understand and implement the process of a consent agenda.

**Officers' reports:**

- **President's Report**, presented by Alicia Biggers. Three main topics included acknowledging Donna Walker's contribution as Board Secretary and introducing Glenn Maxwell as the Acting Secretary and David Lingholm as our Process Observer.
- **Minister's Report**, presented by Rev. Drew Johnston. The board's responsibility to be informed, discuss issues and make decisions was reiterated as well as the following issues:
  - **Action:** Alicia creating policy to invite church staff to church functions.
  - **Action:** All board members to review Burglar Alarm Security Proposal for Commercial Security from ADT distributed at meeting for next board meeting.
  - **Action:** All board members to review "A Primer on Clergy Compensation" attached to vote on a related motion to be presented at next board meeting.
- **Treasurer's Report**, presented by Dan Wiest and attached (1),(2).
  - Sharlene Gage has agreed to back up Dan Wiest.

**Committee / Program reports:**

- **Membership Committee** report attached (3).
- **Worship Committee** report attached (4).
- **Religious Education Committee** presented by Rev. Athena Kolbe and attached (5).
  - **Action:** Board members please consider assisting as chaperones and/or drivers.
  - **Action:** Assist Athena in identifying and inviting members for the RE Committee.

**Unfinished business:**

- Planning Team report attached (6).
- Special Congregational Meeting
  - **Motion** to have a Special Congregational Meeting on Sunday, December 2, 2007 at 1 pm in McCollester Hall by Dave Lingholm. **Passed.**
  - **Agenda Items:** 1) Confirmation of Lynda Smith's application with First UU as a community Minister; 2) 1Q Financial Statement; 3) Memorial Fund / By-Laws amendment and 4) 1Q Board Status.
- Memorial Fund has update of proposed Bylaw amendment attached (7).
- Paid advertising by local businesses in our newsletter
  - **Action:** Linda Darga will work with Marilyn to put a plan together.
- Church Opening & Closing Procedure
  - Established a Sunday Security Task Force with Dan Wiest, Jim Brown, Mary Lou Malone, Mark Schwing and Rev. Drew Johnston.
  - **Action:** The task force will create a report that includes procedures for opening and closing the church on Sunday including staffing and scheduling.
  - **Action:** Dan Wiest will call Task Force members and convene the first meeting.



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- First UU Moses Core Team issue tabled.
- Proposal for composter for First UU kitchen scraps tabled.

**New business:**

- Marketing Committee proposal by Marilyn Mitchell
  - **Action:** Create name for church that is more targeted for ads in *Metrotimes* and *Between the Lines*. Proposed details are attached (8).
  - **Action:** Identify and invite members for a Marketing committee. Give names to Marilyn Mitchell.
  - **Action:** Recommend all publicity goes through Marketing Committee
- Partners for Sacred Places will meet November 1<sup>st</sup> at our Church, see attached (9) information.
- Process Observer
  - Dave Lingholm will at the end of the meeting state what went well and what needs improvement in the operation of the board meeting.
- Board Secretary position
  - The resignation of Donna Walker as Secretary has been accepted.
  - Glenn Maxwell has been appointed Acting Secretary.
- Canvass 2008
  - **Action:** Board Trustees are asked to identify members and bring those names to forthcoming meetings to support the development of the Canvass Committee. Alicia Biggers reminded each Board member that the key role for any "non-profit" Board member is financial development ranging from pledges to fundraising to long term financial development plans.
- Building Management
  - **Action:** The concept of investigating building management to reduce the time the Minister spends in this area was introduced. Alicia is researching this and will welcome any suggestions. All quotes and recommendations will be brought forth to the Board for review.
- Coffee hour support issue tabled. Current coffee support is scheduled through December 2007.

**Adjournment**

The meeting was adjourned at 9:30 pm.

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Glenn Maxwell, Acting Secretary  
Board of Trustees

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November 14, 2007  
Date of Approval w/Corrections

**Attachments:**

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| (1): BS SEPT 07.XLS                                    | (2): IS SEPT 07.XLS                        |
| (3): MEMBERSHIP COMMITTEE MEETING MINUTE1.doc          | (4): Worship Committee Minutes, 9-2007.doc |
| (5): RE REPORT TO THE BOARD.doc                        | (6): PlanningTaskForce0710.doc             |
| (7): Memorial Committee Meeting.doc                    | (8): Marketing.DOC                         |
| (9): MEMO TO NEW DOLLARS CONGREGATIONS IN MICHIGAN.doc |  |