



**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 Room 212 on February 13, 2008. The meeting was called to order at 7:10 pm by President Alicia Biggers.

Members in Attendance:

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

Guests in Attendance:

Len Zettel and Sheri Wells

Opening Thoughts:

Reverend Drew Johnston

Consent Agenda:

Officer Reports:

- Minister (1)
- President (2)
- Treasurer (3, 4)
- Secretary, Minutes of January Board Meeting

Committee/Program Reports:

- Worship Committee (5)
- Membership Committee (6)
- Woman's Alliance (7)

Approval:

Action: Worship Committee will put a plan together for Drew's final sermon schedule for this year by the next board meeting. **Glenn** will help Drew with cleaning up the membership list. **Motion** by David Lingholm to approve the Consent Agenda made. **Passed.**

Unfinished Business:

- **Sunday Opening/Closing Operation**
 - Dan Wiest trained Glenn Maxwell. More volunteers are still needed.
- **Canvass 2008**
 - The Trust Committee has accepted this responsibility. A planning meeting will be held on February 19.
- **Building Management**
 - **Proposal for Building Maintenance (8)**
Motion by Trey Greene to approve a part time Building Manager as described in the proposal to report to the minister and to be paid up to 29% of income from rentals made. **Passed.**
 - **Snow Removal Settlement (9)**
Motion by Glenn Maxwell to approve the shortened letter and pay \$250 made. **Passed.**
 - **Heating/Cooling Update**
A contractor and design has been selected and priced within limits previously set by the board. It will include a lease to buy agreement. The work should start within the month.
- **Planning Task Force with Board Support**
 - Planning input is due by then end of February. Commitments listed below:

Staff Management	Glenn Maxwell	Governance	Glenn Maxwell
Administrative	Glenn Maxwell	Friday Movie Night	Glenn Maxwell
Archives	Sally Borden	Faith Development	Lencha Acker
Music	Lencha Acker	Community Outreach	Sally Borden & Alicia Biggers
Pastoral	Linda Darga	Capital Campaign	Trey Greene



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- **Vespers Update**
 - Caterers being evaluated. **Action:** Provide suggestions and feedback to Drew.
- **Minister Review**
 - **Action: Board members** are asked to email their suggestions on elements of the form and/or procedure for the ministerial evaluation to Dave or Lencha.
- **Signs at Church**
 - Signs should be a part of a total marketing campaign.
 - **Action: Alicia** will convene a meeting to review.
- **Coffee Hour Operation**
 - Al's Pals are hosting coffee hour for the month of February.
 - **Action:** This should be noted in the Newsletter, Calendar and the Order of Service.

New Business:

- **Policy and Procedure for Calendar**
 - **Motion** made by Trey Greene charging a task group to examine our calendar and establish a new policy and procedure for using a new calendar including all church events and use of church space. **Passed.**
 - Task group includes Sheri Wells, Trey Greene and Glenn Maxwell.
- **Policy and Procedure for Newsletter**
 - **Motion** made by Dave Lingholm charging a task group to examine the current newsletters (printed and on-line) and establish a new policy and procedure for creating and publishing the newsletter using staff.
 - Task group includes Dave Lingholm and Sally Borden with possibly Dan Secrest and Jim Harvey.
 - Wendi will do the newsletter for the interim under Drew's tutelage.
- **Special Collection for M.O.S.E.S. Dues**
 - **Motion** made by Sally Borden to approve a special collection to be used to pay the dues for 2006 and 2007 to M.O.S.E.S. **Passed.**
- **Open Board Position**
 - Suggestions were made for the board position. Further action on this is tabled until the next board meeting.
- **RE/Youth Program Budget Request (Rev. Athena Kolbe)**
 - **Motion** made by Sally Borden to approve an additional \$1879 for the RE/Youth Program. **Passed.**

Adjournment:

The meeting was adjourned at 8:49 pm.

Glenn Maxwell

Glenn Maxwell, Acting Secretary
Board of Trustees

March 12, 2008

Date of Approval

Attachments:

- | | |
|---|---|
| (1): February Minister's Report.doc | (2): President Report 021308.doc |
| (3): BS JAN 08.XLS | (4): IS JAN 08.XLS |
| (5): WorshipCommittee.doc | (6): Membership Committee.doc |
| (7): WOMAN'S ALLIANCE REPORT TO BOARD for
January 2008.doc | (8): Job_Description_1st_UU_Property_Mgt_b1.doc |
| (9): Snow_Removal_Settlement_Letter_b_012308[1].doc | |