

**September 10, 2008**

**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 September 10, 2008. President Alicia Biggers called the meeting to order at 7:00 PM.

**Members in Attendance:** Alicia Biggers, Dan Wiest, Alma King, Sharlene Gage, Linda Darga, Bill McKnight, Dave Lingholm, Trey Greene, Ivan Cotman, Rev. Drew Johnston

**Guests:** Rev. Lynda Smith, Kelly Bancroft

**Opening Thoughts:** Rev. Drew Johnston

**Consent Agenda:**

Officer Reports:

- President
- Treasurer (Income & Expense Statement for Aug. 08)
- Secretary (Minutes of August 2008 meeting)

Committee/Portfolio Reports

**Approval:** Motion made by Dan Wiest and seconded to accept the Consent Agenda. **Passed**

**Minister Report**

- Summer was full of excellent educational experiences
- Issues that need resolution:
  - Canvass chair(s) needed to lead a new style of a continuous canvass.  
**ACTION: Bill McKnight and Dave Lingholm volunteered to be canvass chairs.**
  - Minister evaluation. A meaningful evaluation/assessment process needs to be devised that fits Rev. Drew's unique status at 1<sup>ST</sup> UU.  
**ACTION: Alma King and Trey Greene will work with Rev. Drew to develop an appropriate assessment tool.**
  - Need for adequate insurance coverage for Rev. Drew to comply with his contract with 1<sup>ST</sup> UU.  
**ACTION: Trey Greene will: (1) Compare options with an independent agent; (2) Write a letter to the UUA explaining why Drew is late signing up for their insurance; (3) Settle Drew's bills with the church so that coverage amounts are in compliance with his contract with 1<sup>ST</sup> UU.**
  - Building management Issues. Advertising has begun for a Building Manager. Don't need someone to do repairs as much as someone to call contractors and follow up with them about appointments, etc.  
**ACTION: Ivan Cotman and Linda Darga will assist with process for hiring a Building Manager.**
  - Ministerial Advisory Committee to be convened.  
**ACTION: Dan Wiest will be the Board representative to the committee.**

## Unfinished Business

### --Policy Centered Board

- Draft Policies/Status/Review of Policy List
  - Disruptive Behavior Policy updated with language suggested last month.  
**ACTION: Board members to review policy and be ready to vote on it for next meeting.**
- Revised Draft Policies/Status/Recommendation
  - Bill continues to work on rental space policy.
  - Dave: Newsletter policy needs to be revisited.
  - Calendar policy may need revising due to the fact that calendar on 1<sup>st</sup> UU web page will be done differently.
  - Policy approvals to be done at October meeting.

### --Canvass 2009

- See above under Minister Report
- Bill McKnight has prepared a written evaluation of the 2008 Canvass and this is to be reviewed for the coming Canvass planning.

### --IRS—Non-Profit Status

- Colleen Dolan-Greene has contacted Cindy Baskerville Smith who was acting as UUCP Treasurer. Cindy Smith has offered to negotiate with the IRS as to how much is owed including fines and try to get the amount owed reduced.

### --Memorial Fund Committee

- New language needs to be inserted into to By-laws
- Report from Jim Harvey, Nominating Committee Chair,
  - Explains plan that fits demands of by-laws and suggests 3 members for the committee with staggered terms.
  - **Motion:** Sharlene Gage moved and it was seconded that the report be accepted. Friendly amendment accepted and added that Memorial Fund Committee member's terms of office begin and end with Church fiscal year (July 1—June 30).  
**Motion Passed**

### --Portfolios

- See Portfolio Allocations Sept. '08 chart in Attachment List
- Committee List for Church Year 2008-2009 with Board member liaison
  - Finance: Sharlene Gage, Dan Wiest
  - Funding/Canvass: Bill McKnight, Dave Lingholm
  - Worship: Alicia Biggers
  - Social Justice/MOSES: Linda Darga

- Portfolio Management: Trey Greene, Alma King
- Membership: Alma King, Bill McKnight
- Communications: (Internal and External) Linda Darga, Ivan Cotman

**New Business**

**--Worship Committee Request**

- Board of Trustees to do Welcome as part of Sunday Service
- Sign up sheet passed for first round of dates.

**--Conformation and clarification of Rev. Lynda Smith's dual rolls: Community Minister/ Assistant Minister.**

- Discussion.
  - Difficult for Rev. Lynda to meet UUA requirements to do all the work for both roles.
  - Liability issue of concern for both Rev. Lynda and 1<sup>st</sup> UU on street retreats. Linda Darga suggested use of consent form for participants and will assist Lynda in developing one.
    - **Motion:** Ivan Cotman moved and it was seconded that the board endorse Rev. Lynda's work by allowing 1<sup>st</sup> UU to affiliate with the Street Retreat work pending review of the liability coverage for both the assistant minister and the church as a whole. **Passed**

**Closing Words:** Rev. Drew Johnston     **Adjournment:** 9:02 PM

Respectfully Submitted,  
Alma King, Secretary

**Next Meeting: Wednesday, October 8, 2008 7:00 PM**

**Attachments:**

1. Agenda for September 10 Meeting
2. Minutes from August 13 Meeting (to be approved)
3. President's Report
4. Treasurer's Report (Income and Expense Statement for Aug. '08)
5. Committee Reports (2)
6. Portfolio Allocation Chart
7. Trustee/Sunday Words of Welcome Sign-up Sheet
8. Policy: Disruptive Behavior

