

October 8, 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 October 8, 2008. President Alicia Biggers called the meeting to order at 7:10 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: Len Zettel, Rev. Linda Smith

Opening Thoughts: Rev. Drew Johnston

I. Consent Agenda:

A. Officer Reports:

1. President
2. Treasurer (Income & Expense Statement for Sept. '08)
3. Secretary (Minutes of September '08 Meeting)
 - a. Follow up check for activity on action items from Sept. 08 minutes.
 - b. Resolved were items concerning minister evaluation and settling insurance coverage issue for Rev. Drew so coverage complies with his contract with 1st UU. Rev. Drew will present to the Board the assessment tool for his evaluation. Alicia will draft the letter to the UUA to ensure Rev. Drew's insurance coverage is provided.
 - c. Liability issue for Church and Rev. Smith when she is on street retreat work. What she does in Church's name is covered.

B. Committee/Portfolio Reports

1. Memorials Funds Committee Report—Ivan Cotman
 - a. Written Report attached to permanent record

II. Minister Report

A. Activities off to good beginning--

1. Vespers and Dinner
2. Homiletics taught by Rev. Drew and Reverend Lynda Smith. 6 enrolled.
3. EvenSong with 6 enrolled for 8 sessions over several months.

B. Many applications for building manager position received. There may be a few good prospects for interviews. Trustees with Personnel Portfolio will support Rev. Drew with interviews.

C. Light bulb replacement in Narthex has made area more pleasant and brighter.

D. Building rental changes.

1. Wisdom Institute has left.
2. Graininger Massage will be leaving at end of October.
3. Ceiling is not fixed in M. Brown's Office.

III. Unfinished Business

A. Policy Centered Board/Revised Draft Policies

1. Entrance Key Policy and Procedure.

Motion: Sharlene moved the Policy and Procedure be accepted. Alma seconded. Passed. Adopted as of 10/08/08

2. Disruptive Behavior Policy

Slight Wording changes to be made as necessary.

Motion for Adoption: Dave moved the Policy be accepted. Seconded by Sharlene. Passed. Adopted as of 10/08/08

3. As policies are implemented, revisions may be necessary and can be dealt with through the Consent Agenda.

B. Canvass 2009

1. Report from Dave Lingholm.
 - a. Several meetings have taken place in the past month with Bill and Rev. Drew about continuous canvass and its advantages including (1) it gets get new members into regular pledging and (2) breaks the cycle of thinking that canvass can happen only one time a year.
 - b. Written report should be available by next meeting

C. IRS—Non-Profit Status

1. No progress report, so status unsure.
2. Bill will email contact information for Cindy Baskerville Smith to Dan Wiest for some follow up.

D. Portfolios

1. Discussion of Board Portfolio Management Handout.
2. Trey Greene and Alma King will need to meet with Alicia and Rev. Drew to discuss details of "Portfolio Management".

IV. New Business

A. Executive Session

1. Dave made motion to go into Executive session. Seconded by Dan W. Motion Passed. 8 in favor; 1 abstention.
2. **First Resulting Action:** The Board agreed to ask minister, Rev. Drew, to draft a letter about property damage. The Board authorized a Board subgroup to pursue appropriate action following the damage to the building on Sept. 17, 2008.
3. **Second Resulting Action:** Point of Information. Documentation and strategies will be shared between Rev. Drew and Personnel Trustees.

V. Announcements:

--Calendar Pages, reminders for Extra Board Meetings

Closing Words: Rev. Drew Johnston

Adjournment: 9:25 PM

Respectfully submitted,

Alma King, Board Secretary

Next Meeting: Wednesday, November 12, 2008 7:00PM

Attachments:

1. Agenda for October 8 Meeting
2. Treasurer's Report (Sept. '08 Income & Expense Statement)
3. Minutes from Sept. 10 Meeting
4. Committee Report; Memorial Funds
5. Draft: Policy and Procedure—Building Entrance Key
6. Draft: Disruptive Behavior Policy
7. Board Portfolio Management
8. Calendar Pages (3) for announcements
9. Updated Board Member Contact Sheet
10. Executive Session Rules

Additional information online: Reference. Unity Church-Unitarian Governing Policies