

November 12, 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 Room 212 on November 12, 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, Rev. Drew Johnston. Excused: Dave Lingham. Absent: Trey Greene.

Opening Thoughts: Rev. Drew Johnston

I. Consent Agenda:

A. Officer Reports:

1. President. Oral Report: (a) Will focus on policy and portfolio and planning; (b) Forms for contracts are in place in PDF format and they can be standard template for future; (c) Jim Harvey /Nominating Committee are working on prospects to fill vacant Board post due to the resignation of Ivan Cotman.
2. Treasurer (Income & Expense Statement for Oct. '08; Balance Sheet for Oct. '08. Attached)
3. Secretary (Minutes of October '08 Meeting. Attached)

Motion: Dan Wiest moved that the consent agenda be adopted. **Passed**

B. Committee/Portfolio Reports (See under Unfinished Business below)

II. Minister Report

A. Rumors. There needs to an awareness that rumors about rental space are not true and as a board if rumors are heard to end them with correct information.

B. Two programs that began during the last church year need to continue: (1) Pastoral Care—details need to be worked out. (2) Building the World We Dream About—needs to be concluded for final evaluation.

C. Contractual Obligations Items for Minister. (1) Health Insurance. Rev. Drew will transfer to UUA Health Plan. (2) Assessment tool for how things are going. It will be a valuation tool with 6 questions. **Action: Alma King and Dave Lingham will work on this with Rev. Drew. Timeline: To be complete by Christmas!**

III. Unfinished Business

A. Portfolio Round Table

1. Information in Portfolio reports should cover information as relates to Policy, Planning, and Actions.
2. Alma King reported on the Membership Portfolio. (a) Questions she brought from the committee were referred to other appropriate committees/portfolios. (b.) There will be a Membership Committee Policy presented at the Dec. Board meeting.

B. Policy Centered Board/Revised Draft Policies

1. Coffee Hour Vendor Policy
 - a. Some changes in wording needed. Alicia will do. Application form to be considered. Final wording of policy to be vote on in Dec.
2. Annual Canvass Policy.
 - a. Accepted with minor word changes. Adopted on November 12, 2008.

C. IRS—Non-Profit Status

1. Jim Harvey is investigating the matter.

IV. New Business

A. Executive Session

- 1. Motion: Dan Wiest moved that the Board go into Executive Session. Passed.**
- 2. Action from Executive Session: Follow up with documentation and alternative financial offer within a certain range to be offered.**
- 3. Motion: Sharlene moved to end executive session. Passed.**

B. Coffee Hour Host Request

1. Sharon Mills is organizing Coffee Hour Procedures.
2. Meeting will be held during Coffee Hour on Nov 16 to share information.
3. Board will host Coffee Hour for the month of January 2009

C. Other--

1. Kelly Secretarial Services will be used as a hiring source for immediate office help.
2. Building Manager position is still open. Bill McKnight offered to help with interviews for this position.

3. Dan Wiest offered to get the latest Newsletter out. Rev. Lynda Smith will help to find a permanent Newsletter Editor.

V. Announcements—

Calendar Pages for Nov., Dec. with Board activities indicated.

Closing Words: Rev. Drew Johnston

Adjournment: 9:16 PM

Respectfully submitted,

Alma King, Board Secretary

Next Meeting: Wednesday, December 10, 2008 7:00PM Room 212

Attachments:

1. Agenda for November 12 Meeting
2. Treasurer's Report (Oct. '08 Income & Expense Statement & Balance Sheet for Oct. '08)
3. Minutes from Oct. 8, 2008 Meeting
4. Policy List
5. Draft: Policy and Procedure—Annual Canvass
6. Draft: Coffee Hour Vendor Policy
7. Board Portfolio Management: Portfolio List for 2008-2009
8. Calendar Pages (2) for announcements
9. Words of Welcome Schedule thru Jan. 25, 2009
10. Executive Session Rules