

**December 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 Room 212 on December 12, 2008. President Alicia Biggers called the meeting to order at 7:14 PM.

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

**Opening Thoughts:** Rev. Drew Johnston

**I. Consent Agenda:**

A. Officer Reports:

1. Alicia Biggers, President. Oral Report: (1) Letter to Wendi Winston. She has accepted the offered settlement. (2) Welcome to Dessa Cosma to the Board to fill the vacant position. (3) Nominating Committee is looking ahead for prospective Board members to be ready for 2009 Annual Meeting. Present Board members will need to indicate if they are willing to serve another term. (4) Coffee Hour for January is Board's responsibility. (5) Contract negotiation will be in January with Rev. Drew. (6) Board policies will be on the web.
2. Sharlene Gage, Treasurer (Income & Expense Statement for Nov. '08; Balance Sheet for Nov. '08. Attached)
3. Alma King, Secretary (Minutes of November 2008 Meeting. Attached)

**Motion:** Moved that the consent agenda be adopted. **PASSED**

B. Committee/Program Reports None filed.

**II. Minister Report: Rev. Drew Johnston**

1. Thanks to Women's Alliance for \$500 donation to church. Dan Wiest will send a letter of thanks.
2. Rev. Drew's gifts to Board members.
3. Minister valuation process has begun. Thanks to all who have participated so far. Rev. Drew, Dave and Alma will meet to plan next steps.
4. New office staffing is working out well. Office assistant has been able to work with Power Church on the computer. Currently he is updating when people joined as this information will be use in the new canvass system.
5. Mail reminders will be sent to congregation members to be sure pledge payments are up to date by end of year. Also, to be included—let office know if newsletter is usually received by mail; how new rolling canvass will work; envelope to send back information and special gift to church.

6. Heating Bills. “Red Brick Building” will not be heated except for Wed. and Sundays in most cases. Too expensive to heat for renters, so those left will have to use rooms in areas that are heated.
7. Key and combination to vault in basement have been located. There are silver items that need to be appraised. After appraisal, decision can be made whether to keep, sell, or store items.
8. Facilities Use. Information shared and this met with Board approval.
9. Ongoing rolling canvass planned. Kathe Stevens and Glenn Maxwell will be coordinators. Members will be canvassed on anniversary date of when they joined.

### III. Unfinished Business

#### A. Portfolio Round Table

1. Linda: By-laws. Working on revision. Needs to meet with Alicia and Rev. Drew to get their ideas.
2. Dave, Bill: Canvass updates (elsewhere in minutes)
3. Alma: Membership. Planning for spring music concert is just starting.
4. Sharlene: Finance. Need to review what to watch out for—data, trends, forecasting.
5. Bill: Building and Grounds. Will talk to Drew about Building Manager Funding.

#### B. Policy Centered Board/Revised Draft Policies

1. Membership Policy: First draft--
  - a. Discussion. Suggestion made to have policy writing “workshop” and to finalize this policy at that time.
2. Coffee Hour Vendor Policy
  - a. **MOTION** and second: Dave moved that the policy be accepted as written. **PASSED** (8 in favor; 1 opposed)
3. Board Meeting Attendance Policy (Draft)
  - a. Discussion. Final vote to be at January 2009 meeting.

#### C. IRS—Non-Profit Status

1. Jim Harvey continues to investigate the matter.

### IV. New Business

- A. Coffee Hour Schedule for January 2009

B. Volunteer Log (Rev. Lynda Smith)

1. Volunteer hours to be collected to be used in supporting funding for the church and activities provided by the church.
2. Each volunteer will be asked to keep a monthly log page of responsibilities and hours. Pages to be kept in binder in office.

**V. Announcements—**

- A. Reminder: Planning Meeting, Sat. Dec. 13.
- B. Staff Thank You. At Alicia's; 5:00 pm, Dec. 16. RSVP to Alicia.

Closing Words: Rev. Drew Johnston

Adjournment: 9:15 PM

Respectfully submitted,

Alma King, Board Secretary

**Next Meeting: Wednesday, January 14, 2009 7:00PM Room 212**

**Attachments:**

1. Agenda for December 10, 2008 Meeting
2. Treasurer's Report (Nov. '08 Income & Expense Statement & Balance Sheet for Nov. '08)
3. Minutes from Nov. 12, 2008 Meeting
4. Policy List
5. First Draft: Policy and Procedure—Membership
6. Final Draft: Coffee Hour Vendor Policy
7. First Draft: Policy and Procedure--Board of Trustees Meeting Attendance
8. Board Portfolio Management: Portfolio List for 2008-2009
9. Volunteer Log Process and Guide