

June 10, 2009

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 June 10, 2009. President Alicia Biggers called the meeting to order at 7:10 PM.

Members In Attendance: Alicia Biggers, Dan Wiest, Alma King, Sharlene Gage, Bill McKnight, Trey Greene, Rev. Drew Johnston. **Newly Elected Members for '09-10:** Marilyn Mitchell, Dan Rebb. **Excused:** Linda Darga, Dessa Cosma, Dave Lingholm.

Opening Thoughts: Rev. Drew Johnston

I. Consent Agenda:

A. Officer Reports:

1. Alicia Biggers, President. June Written Report. (Attached)
2. Sharlene Gage, Treasurer. Income & Expense Statement for May '09; Balance Sheet for May'09. (Attached)
3. Alma King, Secretary. Minutes of May 2009 Meeting. (Attached)

MOTION: Dan Wiest moved that the consent agenda be adopted. Seconded by Bill Mc Night. **PASSED**

B. Committee/Program Reports

None

II. Minister Report: Rev. Drew Johnston

- A. Canvass Management Problems. Possibilities for management help are Colleen Dolan Greene (if available), Toni Tront with assistance from Mary Lou Malone or Alicia as advisor. Some pledges are coming in, but it is going too slowly. **ACTION:** Drew will follow up on suggestions for management help.
- B. Payroll Issues. Drew requested that an outside consultant be hired for advice on how to get the church's payroll process better organized. Someone is needed who has expertise with clergy pay issues. Board agreed. Suggestions: UUA advice, Power Church support, or a local UU minister. **ACTION:** Drew will get the name of a consultant from John Corrado of the UU Grosse Pointe Church and pass the name on to Dan W. who will call that person to discuss possible ways to resolve the matter.
- C. Things going well with Sugar Law, 2nd floor tenant. However, the issue of air-conditioning for the space needs to be resolved.

III. Unfinished Business

A. Portfolio Round Table

1. Worship—Alicia: (1) Trustees will continue as welcoming trustee for the summer services. (2) Some Summer Services still being planned.

2. Membership—Alma: (1) A banner will be ordered reading, “Cool Stuff Happens Here. Join Us!” It will be hung on Church House. Chalice Lighter Funds will be used for payment. There will be plenty of background oilcloth background material left over so a suggestion was made to have a table sized banner for events, also. (2) Community Service. In response to request from Lifespan Learning Task Force, the committee will develop a plan/checklist for individuals or a small group who may want to do a community service project. The committee will not do the project, but help others organize and follow through with their proposals.

3. Building & Grounds—Bill: Bill and Earl Harvey will continue research on the best way to air condition the church house 2nd floor. Central air system may be best way, but needs to be made more affordable for us.

4. Finance, etc.—Dan W.: (1) Prentis St. parking lot to be regraded this Saturday. (2) Any Board member who would like to change their portfolio designation should let Dan know.

6. Finance—Sharlene: From “How do we work the plan task force”. In conjunction with the explanation to the congregation at the Annual Meeting about the relationship between the budget and planning process, a form is under development. The group wishing to have a project or activity funded will submit the form to a Board review committee. Also, intentions are to develop a “communications hub”.

B. Policy Centered Board/Revised Draft Policies

1. No new policies approved at June meeting.

2. ACTION ITEMS: Policies to be completed—aligned with Portfolios when possible.

a. (1c.) Public Relations/Publicity—Trustee: Dessa

b. (3a) Building maintenance; (3b.ii) Building access—alarms /codes; (3c.) Building use, (i.) Members; (ii.) Rental; (iii.) Special events; (iv.) Handicapped access. Trustee: Bill & Dessa to assist on (iv.)

c. (11a.) Use of alcohol on Church property. Trustee: Alma

d. (6) External Affiliations/Groups. (a.) Vendor policy; (i.) All holidays; (ii.) All events. Trustee: Dave

e. Social Media. Trustee: Dave

f. (2a.i) Personnel Manual—Job descriptions. Rev. Drew and Alicia

C. The Plan updates. Alicia will continue to work on the plan in her position as Past President so it will be ready to be approved by the congregation by December 2009. She will send latest updated version to Board members.

D. Canvass 2009—See Minister’s Report

E. Budget Process, etc.—See Portfolio report.

IV. New Business

A. Welcome Trustee—Summer Schedule to be filled in.

B. Staff—Status/Updates

1. Leonard Swint. Recovering from surgery. Joe will cover his duties for remainder for the church year.
2. Joe Brimmer. The Board agreed with Drew that because Joe is part time (30 hrs.), he would get 10 paid days off during the church year.
3. Rev. Athena Kolbe. Athena submitted her resignation letter giving 30 days notice on 6/9/09.
4. Rev. Lynda Smith. Lynda has accepted a one-year contract. Some changes to duties will occur because of Rev. Athena’s resignation.
5. Linda Kernohan. She will be leaving her position as office manager. She has developed Desk Procedures Manual and a job description to aid the next person hired.
6. There are applicants for the office manager position. Alicia has been screening them and will conduct phone interviews to determine a possible candidate.

V. Announcements—

1. Thanks from out going President Alicia to the Board for all their hard work.
2. Our outreach booth at Pride in Ferndale on 6/7 was deemed to be a success and we had good volunteer support and conversations with attendees.
3. Allied Media will use 1st UU as a “crash space” in mid July, so volunteers will be needed.

VI. Other—Question as to when Dally in the Alley is held which is the first Saturday after Labor Day. Would this be a good time to hold an event in Pullman Hall that might attract customers from the Dally crowd? Further discussion needed.

Closing Words: Rev. Drew Johnston

Adjournment: 9:02 PM

Respectfully submitted,

Alma King, Board Secretary

Next Meeting: Wednesday, July 8, 2009 7:00PM Memorial Hall

Attachments:

1. Agenda for June 10, 2009 Board of Trustees Meeting
2. President's Report—June, 2009
3. Treasurer's Reports—Income & Expense Statement, May'09; Expense Statement, May'09
4. Minutes for May'09
5. Policy List—Those completed or approved by May 2009
6. Updated By-Laws
7. Welcoming Trustee Sign Up for Summer Services
8. Current Portfolio List as of June '09
9. List of Board Members for '09-10