

October 14, 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 October 14, 2009. President Dan Wiest called the meeting to order at 7:07 PM.

**Members In Attendance:** Dan Wiest, Alma King, Sharlene Gage, Bill McKnight, Alicia Biggers, Dan Rebb, Marilyn Mitchell, Dessa Cosma, Rev. Drew Johnston, Rev. Lynda Smith.

**Opening Thoughts:** Rev. Drew Johnston

**Motion For Executive Session:** Sharlene Gage made a motion for the Board to go into Executive Session. There was no second.

Sharlene read a statement and then submitted her resignation as Treasurer. **MOTION:** Marilyn moved that the Board accept her resignation. Seconded by Dan Rebb. **Motion Passed.**

**President's Remarks:** Statement read by Dan Wiest and submitted into the permanent record. Dan Wiest offered his resignation as President of the Board. **MOTION:** Marilyn moved that that the Board accept Dan's resignation. Seconded by Dan Rebb. **Motion: Passed with 1 abstention.**

At this point in the meeting Dan Wiest and Sharlene Gage left the meeting and Vice President Bill McKnight began presiding as is required by 1<sup>st</sup> UU by-laws.

**I. Consent Agenda:**

A. Officer Reports:

1. Alma King, Secretary. Minutes of September 2009 Meeting. (Attached)

Wording added to paragraph II. E: Minister Compensation Issue: Discussion. Added: "A recess was taken during the discussion and Sharlene did not return to the meeting."

**MOTION:** Dan Rebb move that the Minutes be accepted as amended. Marilyn seconded. **MOTION PASSED**

2. Sharlene Gage, Treasurer. Income & Expense Statement for September '09; Balance Sheet for September '09. (Attached)

As a reminder, it was noted that dues to Heartland and the UUA have not been paid yet in this fiscal year.

**MOTION:** Marilyn moved that the Treasurer's report be accepted as presented. Seconded by Alicia Biggers. **MOTION PASSED**

B. Committee/Program Reports.

1. Marilyn reported that some work has been done on a resolution regarding the Trust becoming an Endowment that will

be presented  
submit to the

to the congregation. The aim is to have a rough draft to  
Board by November.

## **II. Ministers' Reports:**

### **Rev. Drew Johnston**

- A. There is a need for a change in the Treasurer's role. Also, one person should not just do financial record keeping only. Church's financial record keeping situation has been discussed with 2 nonprofit accounting firms. One is Detroit Executive Service Corp with conversations with Nina. A second firm was also contacted and discussions with Mary. Costs are somewhat similar for services. Use of bookkeeper and an accountant on a monthly schedule and continued advising. QuickBooks would be used instead of Power Church for church financial records. Jenn has already been trained for 10 hours in QuickBooks through the DESC. After discussion it was agreed that Nina from DESC would be asked to come in and take a look at the situation and advice specifically. It was also felt that for now that tech support for Power Church should be maintained.
- B. Two people should count money on Sunday mornings. Perhaps one usher and one trustee on a changing schedule.
- C. Written policies will be needed to reflect the changing methods of financial record keeping, money handling and the role of Treasurer.
- D. From discussion. (1) Bill will call Dan Wiest to get master password for Power Church. Bill would also like to speak with Nina. Drew will give contact information. (2) The Board agreed that Drew should supervise the transition process. (3) Marilyn will call Sharlene and ask about checks and check writing process and keys. (4) Alicia will call Power Church to see if their information can be downloaded into QuickBooks.
- E. Church Credit Card. Dan W. may have cancelled this. Bill will contact Dan about this.
- F. Information about changes to the Board needs to be shared with congregation. There will be an announcement Sunday for the Order of Service. Alicia will write this. This information will be also shared in the next Newsletter.
- G. Alarm call list will need to be adjusted.

### **Rev. Lynda Smith's Report:**

- A. Sunday mornings are going well with Katie and Maya available to work with children who attend.
- B. Adult education brochure is almost ready for distribution.
- C. Pastoral Care Team has been organized. Members have divided up list of those needing care and who will call whom.

- D. Robert and Kathleen Johnson have taken responsibility for the recycling.
- E. 4 people will be attending the “Together in Faith” retreat, Oct.17, 18.

### III. Ongoing Business

#### A. Portfolio Round Table

1. Building and Grounds—Bill McKnight. (1) Good progress on fixing roof leak, but needs watching. Replaced some ceiling tiles. (2) Roofing problem on archway structure of house that extends over driveway. 2 bids received for repair, waiting for one more. (3) Furnace for house 1<sup>st</sup> floor needed service to start the heat. (4) Signs needed to be displayed indicating where handicapped access ramp is located.

2. Dessa—Communications; Outreach. (1) Working on updating a handicapped access policy. It will be sent to Board members by email. Dessa will also put “use of social media” in her portfolio.

3. Alicia—By Laws/Governance; Worship; Social Justice; Personnel. (1a.) Worship. A sign up sheet for Sunday Welcoming Trustee for Nov. and Dec. will be sent soon. (b) Form for new budget request process was shared with committee. (2a.) Social Justice: Cool Congregations presentation this Sunday, Oct. 18. (b.) MOSES Public Rally, Oct. 22. (c) Some of the topics the committee will work on this year: worker’s rights; cool congregation; housing/foreclosures. (3) Personnel. Job Description updates done, so this can come off Action Item list.

4. Alma—Membership. (1) An orientation will be offered on Sunday, Nov. 8 at 12:30. (2) Plans to have a social event such as Potluck in a home setting to invite new members or potential new members as a getting to know you activity.

5. Marilyn—Bylaws; Personnel; Contracts. (1) A policy and procedures need to be developed for background checks for employees.

6. Dan Rebb—Canvass. Dan will continue to work with Drew to learn more about Power Church. He has also worked on spreadsheet incorporating membership information.

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

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

**a. (1c.) Public Relations/Publicity/Social Media—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: Marilyn

C. Tax Accountant Report. No need for discussion. Drew will engage separately with some issues. Bill will be contact person with accountant.

D. Search Process—

1. BCT application. The Board needs to approve. A two person team will come from the UUA to work with the congregation and the search committee. Alicia will assist in filling out the form. **MOTION:** Dan Rebb moved that 1st UU apply to the UUA for BCT participation. Seconded by Dessa. **PASSED**

a. Search Committee Selection. Discussion. Various Board members will contact potential candidates for the search committee. **URGENT ACTION: Needs to be done ASAP.**

b. Scheduling MSR. No action taken.

c. Scheduling Transition Interviews. No action taken.

E. Canvass 2009 (Status)—Rev. Drew. Shows update as of Sept. 5. On track. 10 members canvassed and pledged in the past month. Dan Rebb will continue to learn about the canvass set up.

F. Board Vacancy—Discussion for suggestions for replacement for Board vacancies. Bill will act as President for Nov. Marilyn will act as Vice President for Nov. In December, Marilyn will become President and Bill will resume the Vice President's position. Dessa will contact Suzanne McGill to see if she would be interested in the newly defined position of Treasurer. Robert Johnson will be contacted to see if he would be willing to take a greater role in Building and Grounds responsibilities.

No New Business

No Announcements

Closing Words: Rev. Drew Johnston

Adjournment: 10:37 PM

Respectfully submitted,

Alma King, Board Secretary

**Next Meeting: Wednesday, November 11, 2009 7:00PM Memorial Hall**

**Attachments:**

1. Agenda for October 14, 2009 Board of Trustees Meeting
2. President's Resignation Statement (Dan Wiest)
3. Treasurer's Reports—Income & Expense Statement, September '09; Balance Sheet, September '09.
4. Minutes for September 9, '09
5. Tax Accountant Report
6. List of names for search committee from calls to congregation.
7. Canvass Update Report (Rev. Drew)