

June 9, 2010

Minutes – First Unitarian-Universalist Church of Detroit

Board of Trustees

Liberate truth, Radiate kindness, and Love courageously

Call to Order: A regular meeting of the Board of Trustees was held in Memorial Hall on June 9, 2010. President Marilyn Mitchell called the meeting to order at 7:05pm.

Members in Attendance: Marilyn Mitchell, Bill McKnight, David Lingholm, Kathleen Jacobs Johnson, Sally Borden, Robert Johnson, Dessa Cosma, Elayne Sikelianos, Danny Rebb, Julie Brock, Linda Darga. **Excused:** Alicia Biggers, Alma King. **Not in attendance:** Rev. Drew Johnson.

President's Remarks: Marilyn Mitchell

- A. **Action Item: Requests all trustees to get a binder to keep papers, reports, minutes, etc. relating to board meetings.**
- B. Passed policies on church website for viewing/reading.
- C. All committee reports are to be circulated and read in advance of board meetings.
- D. Opening words from Tao te Ching on Leadership.

I. Consent Agenda

A. Officer Reports:

1. Kathleen Jacobs Johnson, Secretary. Minutes of May 12th, 2010 and June 3rd 2010 Meetings. (Attached) Motion to approve the minutes made by Danny. Seconded. Minutes were approved as presented.
2. Linda Darga/David Lingholm, Treasurer. Office was not accessible so no report printed/distributed for meeting.

Status: Bills paid up with a little money in the bank – next month looking better. Linda confirmed that no more manual checks written since using Quickbooks. Rev. Drew sent out a revised update of what he believes he is owed (Attached); Subcommittee (Linda, David, Robert, Bill) – reviewing to finalize amount owed. Linda authorized payment for an outstanding bill (\$350.00) to Ryan King, C. P. A. (1st accountant). Possibility of looking into an audit, but expensive.

Action Items:

- a. **Linda to check with Jenn tomorrow to see if second trust infusion is needed; currently looking as though we can get by without.**
- b. **Subcommittee to continue on to get financial matters in order before the new minister starts.**
- c. **David needs key to office and safe. Needs Quickbooks power to get/give access – get from Drew.**
- d. **Board approved Robert to buy a computer hard-drive (\$50.00) to copy 2 older computer hard-drives onto for David and subcommittee to access/review.**

B. Committee/Program Reports:

1. Interim Search Committee. Marilyn to contact Interim Minister once proposed contract approved by board tonight. **Action Item: Send welcome reception ideas to Sally.**
2. Finance Committee – Constituted. Members: Bill, Linda D., Sally, Robert, David, Dan Secrest. Canvas committee should have liaison to Finance Committee.
Action Items
 - a. **Robert to speak with Jan Thompson in Canvassing.**
 - b. **Marilyn encourages everyone to aid the canvassers.**
3. Worship Committee – Trustee of the Day sign up. Summer overall theme “New ways of Appreciation”. Willing to accommodate new minister's 1st sermon date. Mary Lou would like an opportunity to speak with Interim minister before 1st sermon date.
4. Membership Committee – Nora new chair; looking for new members. Next meeting: June 17th at 7pm in Memorial Hall.
5. Social Justice – Committee somewhat on hiatus. Board would like to see more actions. Dessa active with many Social Justice projects.

II. Old Business:

- A. Arrangements for the USSF, Dessa – 210 people staying at church for 5 days, 100 people staying at church for another 5 days for AMC (June 16-June 27 in total). Most payments received. Hard for Dessa to get decisions made/find the right person to make decision. Mary Lou arranged free portable showers set up in parking lot. Dessa will meet with Jenn and Katie Sunday. **Action Item: Need church members to volunteer to stay overnight to help cover the 10 day period. Danny and Robert volunteer. Dessa to ask congregation for volunteers.**
- B. Pride Fest, Dessa – Thanks to all who volunteered and to Katie for all materials she provided to booth, including UU banner “Purpose”. Having petition signing at booth helped to attract people to booth – something to consider at future booths.
- B. Status of Canvass – Let canvass know we're ready to help. **Action Item: Robert to contact Jan.**
- C. Status of new church directory, Danny – Ready to print. 105 names. Dessa suggested including contact information for Jenn/office for address changes.
- D. Request of JVP for space for an exhibit, Dessa – All set. Will display in the blue room, and during the time of USSF and AMC. Jenn, Tova Perlmutter, or Dessa will be present during display hours. All set.
- E. Endowment Fund Committee, Bill – No meeting called yet. Marilyn suggested keeping funds in Merrill Lynch until new account opened.
- F. Trust, Marilyn – Looking into renter possibilities with help of local, non-profit friendly, businessman to help get church off Trust drain. Looking into Neighborhood Opportunity Fund for money to implementing programs. Requires attending mandatory workshop before applying. **Action item: Marilyn needs plans of church including room measurements. Lee Gaddies and Todd Ballou known to have some plans. Todd also has ideas on new ways of using space. Robert will contact Todd.**

III. New Business:

- A. Approval of Interim Minister's Contract – Based on standard contract in line with UUA. Wording changed on sections 4.1 and 5.1 and starting dates added. **MOTION:** Marilyn moved to approve amended contract. Danny Seconded. **Motion Passed.**

B. Assignment of Portfolios – Portfolios reviewed for more even distribution.

Portfolio Name	Previous Liaison	New Liaison
Communication (Internal) (Newsletter & Calendar)	Dessa	Robert
Personnel (liaison to staff)	Alicia	Sally
Buildings and Grounds	Bill	Bill (Robert to help)
Finance		David
Canvas		Robert (Linda to help)
Hospitality (Vespers & Social Hour)		Kathleen
Membership	Alma	Kathleen
Pastoral Care		Marilyn
Worship	Alicia	Julie
Public Relations and Marketing (External)		Bill
Board Governance	Alicia	Sally
Social Justice, Outreach and Education/Programs	Alicia	Dessa (Linda to help)
Fund Raising		Julie

Action Item: Marilyn wants everyone to come to next meeting with a task/job description for each portfolio.

- C. Past-President Alicia – Submitted resignation at last board meeting as Immediate-Past President. **MOTION:** Marilyn proposed that the board have Dan Wiest rejoin the board as Immediate Past-President. Bill Seconded. **Motion Passed.**
- D. Linda Darga proposed that Board come up with title for her (such as Assistant Treasurer). **Action Item: Sally to check Bylaws regarding board appointing new positions.**
- E. Search Committee, Mary Lou – Requests Board to decide if committee should reconvene or disband. Sally moved to table this to next month's meeting. Marilyn requested Mary Lou to contact UUA to find out if it is prohibited to reconvene the same Search Committee after a search is stopped.
- F. GA, Mary Lou – Asked for concerns she should bring to GA.
- G. Newsletter Editor – Erin Martinez a possibility. Board requested some training be offered. Ryan King provided newsletter template to Jenn. Jenn to do if no volunteers found.
- H. Heartland District dues, Lisa Presley – To date, \$707.00 of fair-share dues paid; \$1,313.00 still owed, due by end of June. Marilyn moved not to pay the remainder to avoid dipping into trust.
- I. Special thanks to all non-returning Board Members for their service and hard-work.

Adjournment: 9:15 pm

Respectfully submitted,
Kathleen Jacobs Johnson, Board Secretary

Next Meeting: Monday, July 12th, 2010 6:30pm Memorial Hall
Contact Marilyn ASAP of any conflicts for this meeting date.

Attachments:

1. Agenda for June 9, 2010 Board of Trustees Meeting
2. Minutes: May 12, 2010
3. Minutes: June 3, 2010
4. Minister's Report (Rev. Drew) (3)