

August 11, 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 August 11, 2010. President Marilyn Mitchell called the meeting to order at 7:15pm.

**Members in Attendance:** Marilyn Mitchell, Bill McKnight, David Lingholm, Kathleen Jacobs Johnson, Sally Borden, Robert Johnson, Julie Brock, Dan Wiest. Rev. Bill Neely. **Excused:** Dessa Cosma. **Guest:** Glenn Maxwell.

Opening words given by Marilyn “Councils” by Marge Piercy from *Sleeping with Cats*.

**I. Consent Agenda**

**A. Officer Reports:**

1. Kathleen Jacobs Johnson, Secretary, Minutes of July 12<sup>th</sup>, 2010 meeting (Attached) Motion to approve the minutes made by David. Seconded by Robert. Minutes were approved as presented.
2. David Lingholm, Treasurer
  - a. Financial Management Policies: Met with Dennis Dupree of Detroit Executive Session Core (DESC). Several good training sessions offered (document storage, audits, budget making, etc.) at varying levels/costs. Will meet next month and start with budget-making; move on from there.
  - b. Yahoo administrative passwords – still needed from Rev. Drew Johnston.
  - c. New office copier/printer contract to be sent off Thursday August 12<sup>th</sup>.
  - d. Should the church retain Ryan King, CPA? **Action Item: David to call Ryan and find out what the quoted amount includes.**
  - e. David moved that the Board go into Executive Session for issue of Rev. Drew Johnston's reconciliation. (Held at end of normal session.) **PASSED.**

**B. Committee/Program Reports:**

1. Worship Committee, Membership Committee, and Social Justice reports attached - no further discussion.
2. Buildings and Grounds, Bill and Robert –  
**Action Items:**
  - a. **Robert to paint the Red Door red before the Rummage Sale.**
  - b. **Need to have a committee meeting to address on-going issues** (Sugar Law: hole in ceiling, light; floor to be cleaned).

**II. Old Business:**

- A. Status of Canvass, Robert – **Action Item: Robert to make a spread sheet.** Julie volunteered to chair Canvass as her current Fund-Raiser task. **Action Item: Julie to get with Worship Committee to pick the best Sunday to launch Canvass.** Rev. Bill Neely will cover Membership and Stewardship during first sermons to help set tone for canvassing. Canvass should be repeated in April. Marilyn emphasized paying Heartland District dues considering their help with arbitration.

- B. Written description of portfolios, Trustees - Almost all submitted.
- C. Endowment Fund establishment, Bill – No meeting called yet. Members (Bill, Alma King, and Jim Harvey) haven't been available at same time to have meeting. Need to set up a formal program to encourage Members to include a set amount (in \$5,000.00 increments?) to the Endowment. Committee to encourage program (tactfully) through brochures and newsletter. **Action Item: Bill to get with David regarding the Memorial fund account balance for accounting purposes.**
- D. Social Hour Chair, Kathleen – Temporary solution: committees to host without overall coordinator. Nora hosting September, Board agreed to take on October. Membership committee to do November? This will give more time to find a Coordinator.
- G. Drew Services, Marilyn – Board agreed to take down all of Drew's sermons. Leave up select ones by Lynda, select guest ministers. **Action Item: Robert to get with Glenn to do this.**

#### IV. New Business:

- A. Rentals, Marilyn -
  - 1. Faith Center – decided against renting church.
  - 2. Advertising:
    - a. University Cultural Center, Sue Mosey – given room sizes and prices.
    - b. Katie McIntosh to make big poster in Church window.
    - c. Katie McIntosh already made and posted sign at Marwil.
  - 3. Mosaic not ready for new space for a few years.
  - 4. Advertise 60 parking spaces available to rent (\$25.00 each)? (Side note **Action Item: Kathleen and David to get together to charge parking during Dally in the Alley.**)
  - 5. Accessibility (especially for WSU) and Utilities costs – problems for renting.
    - a. Chairlift for back stairwell?
    - b. Requirement for more than one person to use at once.
- B. Staff, Sally
  - 1. Rev. Bill Neely to take charge of staff
  - 2. **Action Item: Evaluations all to be completed by September meeting by Robert, Dessa, and Sally doing one-on-one basis.**
  - 3. **Action Item: Marilyn to get more information regarding a possible lead on a building engineer.**
  - 4. Personnel policies – Removed from website. **Action Item: Sally and Marilyn to review.**
    - a. Need policy set to have an immediate supervisor for Jenn so that congregation doesn't overstep on Jenn's time/task list.
    - b. **Action Item: Educate congregation (via newsletter?) on policy with Jenn and her time. (Not assigned to specific person.)**
- C. Security committee, Robert – Suggested AVIT taking on Security. David offered his expertise/company service as well.
- D. Newsletter and communications, Robert – Aiming for August newsletter. **Action Item: Get word into order of service of submission deadline.**
- E. Committee on Ministry, Marilyn - Kathe Stevens, Marilyn Mitchell, and Ida Cottman. **Action Item: Scheduled to take Rev. Bill Neely out for lunch on August 22<sup>nd</sup>.**
- F. Search Committee for Minister, Sally
  - 1. Nominations for new Search Committee: Mary Lou, Dan Secrest, Sharon Mills, Stephanie Chang, Sean Gray all interested to serve on new Search Committee. Sally motioned to accept these five nominations to be the 2010-2011 Search Committee. Julie seconded. **PASSED.**
  - 2. Board to give charge of type of Minister (full-time, 3/4, part-time) by October.

**3. Action Item: Kathleen to send letter to 2009 -2010 Search Committee to thank members for their service and dismiss the committee for their charge. Put notice in newsletter/order of service/etc to notifying congregation of this once individuals contacted.**

G. Reconciliation meeting with congregation, Marilyn - Bill McKnight to moderate, Julie to keep stack.

H. Board Retreat – September 18<sup>th</sup>. Lisa Presley to do something with new Board?

I. Schedule Sunday Trustees through October, Dan – Done through Nov. 7<sup>th</sup>.

Announcements and comments for the good of the Board and the Church.

**Adjournment: 9:40 pm**

Respectfully submitted,

*Kathleen Jacobs Johnson*, Board Secretary

**Next Meeting: Wednesday, September 8<sup>th</sup>, 2010 7:00pm Memorial Hall**

**Attachments:**

1. Agenda for August 11, 2010 Board of Trustees Meeting
2. Minutes: July 12, 2010
3. Treasurer/Financial Reports (2)
4. Governance and Personnel Portfolios
5. Mini Personnel Task Force report
6. Membership and Coffee Hour report
7. Fund-raising Portfolio description
8. Worship Committee Portfolio Entails
9. Worship Committee Board Report
10. Communications Report