

October 13, 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 October 13, 2010. Past-President Dan Wiest called the meeting to order at 7:10pm.

**Members in Attendance:** Bill McKnight, Kathleen Jacobs Johnson, Sally Borden, Robert Johnson, Dessa Cosma, Julie Brock, Dan Wiest, Linda Darga, Rev. Bill Neely. **Excused:** Marilyn Mitchell, David Lingholm. **Guests:** Mary Lou Malone.

**Minister's Opening Remarks/Report:**

1. Reminder of November 6<sup>th</sup> retreat 9am-4pm. Board should provide lunch (Blimpies? Julie volunteered to arrange food delivery for lunch); continental breakfast/coffee would be good.
2. Wants First Church to create a new elist – one that we can control and monitor. Going through channels to regain administrative password/control over old list not working.
  - a. Unmonitored/uncontrolled elist can affect stewardship of the church.
  - b. ACTION ITEM: Julie will ask canvassers to collect elist email addresses.
3. Church Do's and Don'ts from Michael Durall Commonwealth Consulting Group (attached).

**I. Consent Agenda**

**A. Officer Reports:**

1. Kathleen Jacobs Johnson, Secretary, Minutes of September 8<sup>th</sup>, 2010 Meeting.
  - a. Wording changed to the paragraph I B: Finance Committee: d: Wording changed from “motioned” to “moved”: “Sally moved to have David get with Dan Wiest (previous Treasurer) ...”
  - b. Wording added to the paragraph IV A: Rentals, Marilyn: 1. Children's UUA workshop at First Church: d: Action Item: “Marilyn did not recall offering to get further information on this workshop.”
  - c. Motion to approve the minutes made by Robert. Seconded by Julie. Minutes were approved as revised. (Attached)
2. David Lingholm, Treasurer, (Attached).

**B. Committee/Program Reports:**

1. Finance Committee, Linda,
  - a. Working with David to change banks to Michigan First Credit Union. Sally moved that First Church change accounts, Julie seconds. **MOTION PASSED.** Perhaps best to wait until after January 1<sup>st</sup>, partly since checks just ordered.  
**ACTION ITEMS:**
    1. Linda to check to see if MFCU buys back unused checks.
    2. Linda to get with Marilyn to get the church's incorporation papers for opening account at credit union.
  - b. Leak on roof – Linda presented estimate to fix leak totaling \$425.00. Julie moved that the Board accept the estimate. Robert seconds, **MOTION**

**PASSED.**

- c. Concerning safety in the Sanctuary, Linda proposed railings:
  - i. By the steps leading to the organ – Chris can do with oak railing and would be cheap to do.
  - ii. Along the steps by each podium – **ACTION ITEM:** Linda to come back with quote next meeting.
  - iii. Could this be covered by a grant?
2. Endowment Funds Committee, Bill – Putting together an agenda for their first meeting, but no date yet. Sally has Endowment flyers that Kathe Stevens previously made. Flyer can be used again or used as a model – no dates on the flyer. **ACTION ITEM:** Bill agreed that by the next board meeting, he will have a date set.
3. Worship Committee, Julie (Attached)
4. Membership Committee, Kathleen (Attached)
5. Social Justice, Dessa and Sally. Is there still a committee? Is Lee Gaddies still chair? Until answered, Board's position that no individual represents/speaks for the church for/on Social Justice issues. **ACTION ITEM:** Rev. Neely will compile a big picture review of First Church and Social Justice, and present it to Lee.
6. Buildings and Grounds, Bill and Robert. No clean-up date planned yet. Julie mentioned that Metro Young Adult UUs plan to come to First Church Friday, October 29<sup>th</sup> 6-10pm as a work day. **ACTION ITEM:** Robert/Buildings and Grounds to provide a list of projects to be done.

**II. Old Business:**

- A. Appointment of Linda Darga as Asst. Treasurer, Bill. David still defining Linda's role and title (Assistant to the Treasurer vs. Chair of Finance?). Position should include that it is a non-voting position, but one that is recognized to sit with the Board during meetings. **ACTION ITEM:** Have David continue to define the role and then bring back for a vote in the December meeting when he can next attend.
- B. Canvass, Julie.
  1. Going back to yearly canvass in March instead of rolling canvass.
  2. Pledge year will go from July 1<sup>st</sup> to June 30<sup>th</sup> to cover the fiscal year.
    - a. Contributions recorded for tax purposes: Jan. 1<sup>st</sup> to Dec. 31<sup>st</sup>.
    - b. For this canvass, pledge sheets will only show amount donated since July 1<sup>st</sup>. Ask how much everyone pledges for 2010-2011 year. Canvass in March 2011 will ask pledge for 2011-2012 year.
  3. **ACTION ITEM:** Julie to distribute the name lists to Board as soon as Sunday, October 17<sup>th</sup> (placed in mailboxes).
    - a. Contact members before end of November.
    - b. Those not canvassed by then, Robert and Julie will continue to canvass.
    - c. This is the only way to be able to plan a budget and to prevent confusion of when everyone should be canvassed.
    - d. Rev. Neely says that whatever the amount, First Church should hold a celebration at end of canvass (the last week of November).
- C. Written description of portfolios, Trustees
- D. Social Hour Chairs and responsibilities, Kathleen. Sherry Wells proposes a "How to get Published" workshop (attached). ALL APPROVED. Discussion of timing of event and cold weather. **ACTION ITEM:** Kathleen will talk with Sherry regarding reserving a date, RSVPing, possibility of rescheduling if low attendance, and heat issues.
- E. Office procedures / DESC proposals, Bill and Dessa. Dessa has nothing new to report on

Office procedures. DESC proposals covered under Treasurer's report. **ACTION ITEM:** Policies still on First church website that need to come down as previously discussed. Not assigned.

F. Record keeping policies, system, David, Kathleen

### III. New Business:

A. Accessibility ramp proposal, Linda. Met with Chris and Todd Ballou – no have a feasible solution to put ramp starting 1 ft before first step to the Sanctuary (indoors near ramp door), descending for 7 ft at the rate of 1 inch per foot; turning at the wall (at light switches) into the sanctuary. At this point, 7 more ft (at 1 inch per foot) is needed, so the ramp to continue into the sanctuary, turn to go in front of the first pew, and end just before reaching the podium. The sanctuary door would need to be trimmed 7-8 inches, but would still look and function as a door. Church has wood/resources to make the ramp look part of the church and unobtrusive. Chris would also need to alter door and step to basement. Chris will draw up plans gratis. Linda looking at Veatch grant. Bill suggested looking at more sources; Julie suggested looking at ADA website for list of grants.

B. Rentals and requested use of buildings, Robert.

1. Toledo UU woman wants to rent a classroom for 2 months. Looking for students (30 ideally) to tutor using 15 new laptops. Has funding from a grant, which will also cover lab tech. They offer church \$3,000 plus the 15 computers at end of 2 months classes. Looking at perhaps November – December?
2. Marilyn Marshall - First Church occasional member – looking for space for preschool program aimed at single, at-risk mothers. Working on getting grant. **ACTION ITEM:** Robert to follow up with to find out what kind of space is needed and if the church can provide this.

C. Personnel issues / recommendations, Sally.

**Sally moved that the Board go into closed session due to the sensitive nature. All approved. Guests left.**

**Board came out of closed session, and guests were invited back into the board meeting.**

D. Gwen Foss selling church's library books, Sally. Gwen sold about 80 old hymnals, which all profit goes to the church. Will the church allow Gwen to continue selling the old hymnals and other old library books before they are too rotted to be of use? ALL APPROVED.

E. Security Committee, Robert.

1. Dan Secrest's son, Lawrence, will install cameras - church may need to purchase cabling for the cameras. Not sure on the length needed yet.
2. Keys – should be available, organized, and distributed – Jenn?
3. Alarm system – needs to be turned back on. **ACTION ITEM:** Jenn to call to find out why it no longer works. Also update Alarm company's contact information.
4. AVIT – need more CDs for recording sermons. Also proposes future projects:
  - a. Projector \$859.00 (new) with computer plug-in and DVD player included.
    - i. Can take with us – not attached to the building. Would be an asset for the church – something that is requested by renters.
    - ii. Tech support? AVIT plans to have lots of training and instruction manuals written.
    - iii. Suggested to use Memorial fund? **ACTION ITEM:** AVIT to write 2 budgetary request forms – 1 to go to the Memorial fund, 1 to the Board. Also look into used prices.
  - c. Internet boosts for dead spots? May get away with 1 booster if it is placed

- near the sanctuary. **ACTION ITEM:** AVIT to take readings for more info.
- F. Newsletter and communications, Robert. Bulletin Board started. Newsletter deadline Wednesday, October 20<sup>th</sup>. **ACTION ITEM:** Dessa to send everyone Shutterfly church account info for use of photos for newsletters.
- G. Search Committee for Settled Minister, Sally
1. Definitions: Full Time = 3sermons/month for 10 months/year, provides set number of weekly office hours. Part-time negotiable – each minister has their preference (# of sermons vs. # of office hours). Church can state preference to find a minister.  
**ACTION ITEM:** Does First Church have to provide benefits to Part-Time ministers? Need to find out more information to help Board make decision. No one assigned.
  2. **ACTION ITEM:** Sally to contact Nana (at the district level) on behalf of the church for advice and information to help First Church decide what path to go (keep vs. sell the building; full-time vs. part-time minister).
  3. Sally suggests forming a “leave the building” committee to prepare the church and do the leg-work looking into: how to leave the building, what needs to be done, buyers, looking for a new place.
    - a. Marilyn talked with Sugar Law about selling them the church house.
  4. **MOTION:** Based on Mary Lou’s suggestion, Sally moved that church have a 1-year Part-Time Interim minister for the 2011-2012 church year. This would give our current Search Committee 2 years to find a settled minister, of which the Board would later decide the charge of Full-Time vs. Part-Time minister. By doing this, it would give the Board more time to sort out more of the big questions as to finances and the building. Seconded by Kathleen. **ALL APPROVED.**
- H. Grant Writing, Julie. Prepared a sheet of jumping off questions to get the group thinking about grants. This is how people can help when asking Julie how to help.
- I. Meeting on Big Questions, Julie. Additional meetings requested in regards to addressing the Questions on finances, the building, moving, selling, etc. Meeting should occur before next Board meeting. **ACTION ITEM:** Julie to organize the date.

**Adjournment: 10:15 pm**

Respectfully submitted,  
*Kathleen Jacobs Johnson*, Board Secretary

**Board Meeting about Big Questions – TBA, but before the Retreat**  
**Board Retreat: Saturday, November 6<sup>th</sup> 9:00am – 4:00pm Memorial Hall**  
**Next Board Meeting: Wednesday, November 10<sup>th</sup>, 2010 7:00pm Memorial Hall**

**Attachments:**

1. Agenda for October 13<sup>th</sup> Board of Trustees Meeting
2. Minister’s Report: Church Do’s and Don’ts
3. Minutes: revised September 8<sup>th</sup>, 2010 Board of Trustees Meeting
4. Treasurer/Financial Reports (3)
5. Worship Report (Julie)
6. Canvass packet (Julie)
7. Event/Budget Request form – Sherry Wells (Kathleen)
8. Personnel Governing Board Policies packet (Sally)
9. Grant writing Start Questions (Julie)