

November 10, 2010

Minutes – First Unitarian-Universalist Church of Detroit

Board of Trustees

Liberate truth, Radiate kindness, and Love courageously

Organizing Principle: First Unitarian Universalist Church is an urban center for spiritual renewal and social justice in Detroit.

Call to Order: A regular meeting of the Board of Trustees was held in Memorial Hall on November 10, 2010. President Marilyn Mitchell called the meeting to order at 7:12pm.

Members in Attendance: Marilyn Mitchell, Bill McKnight, Kathleen Jacobs Johnson, Sally Borden, Robert Johnson, Dessa Cosma, Julie Brock, Dan Wiest, Linda Darga. **Excused:** David Lingholm. **Not in attendance:** Rev. Bill Neely.

Minister's Report: (Attached).

I. Consent Agenda

A. Officer Reports:

1. Kathleen Jacobs Johnson, Secretary, Minutes of October 13th, 2010 Meeting. (Attached) Motion to approve the minutes made by Sally; seconded by Julie. Minutes were approved as revised.
2. David Lingholm, Treasurer, report attached. **Action Item: Board to go over at their leisure.** Will go more in depth during the December Board meeting when David can be there.

B. Committee/Program Reports:

1. Finance Committee, Linda – continuing to look into renting/cost savings ideas for the church including ways of more efficiently heating McCollester without heating the rest of the building. Anticipates having an ad ready to run in 2-3 weeks time for renting. Also investigating electric heating costs.

Action Items:

- a. **Linda to look into Preservation Wayne, New Center, and Wayne State University for their interest with our building (part of the timeline plan).**
- b. **Linda will get an estimate from Joel to run an electric line from the Yoga room to the bathrooms so that an electric heater can be used to heat the bathrooms used by Sugar Law (requested by Sugar Law).**
2. Trust Balance, Bill - \$216,000.00.
3. Worship Committee, Julie – (Attached)
4. Membership Committee, Kathleen – (Attached)
5. Social Justice, Dessa – (Attached) 12 people attended the Social Justice presentation/discussion on October 31st. Lee was called out of town, but several people available to step in to host/organize.
6. Buildings and Grounds, Robert – Boiler in the Sanctuary is working again. Flooding in the basement taken care of. Young Adults group (YAC) cleanup day on October

29th – awesome job!

II. Old Business:

- A. Canvass, Julie – Encourages Board to finish by November 15th. Best to canvas in person and get signatures. If canvassing by phone, you can mail a copy of the form to that person to sign and have them mail the form in. Be sure to make a copy first so that there is still a record of their pledge.
- B. Social Hour, Kathleen – (Attached) Board asked to sign up for a month in 2011. Not done – individuals will be asked to sign up on a weekly basis instead (like the flowers). Discussion of role of volunteers vs. Leonard's duties. **Action Item: Personnel Committee to revisit and review Leonard's duties, and then Rev. Neely will revisit them with Leonard. This will clearly identify what volunteers are asked to do. Marilyn to look into the cost of recyclable cardboard coffee cups.**
- C. DESC Office procedures, David – Revisit at next Board meeting when David can elaborate on what procedures obtained were from DESC.
- D. Record Keeping policies, Kathleen – Set of old minutes to be kept in the archives in the office. **Action Item: Kathleen to get with Jenn on this.**

III. New Business:

- A. Rentals, Marilyn – 1 new renter teaching life-skills to the homeless – meets on 1st and 3rd Fridays 11am – 1pm. \$100.00 per month. **Action Item: Resolution needed for the usual problem as to who can let renters into the church when needed. No one assigned to this.**
 - 1. Keys, Robert - Learning programming of the key cards. When done, all Board members should have one. Some renters to get keys – Robert to figure out which ones needed and reproduce (preferably the cheapest cost of the keys). Sugar Law has a key.
 - 2. YWCA, Bill – Contacted in October, but no follow up yet. **Action Item: Robert to follow up on this.**
- B. Personnel Committee, Sally and Dessa –
 - 1. Job Descriptions (Attached) for Office Manager and Head Custodians submitted to the Board for approval. **Both approved** with the revision to remove “30” under “Hours per week” so that they will now read: “To be set in consultation with Supervisor. In accordance with the church's Personnel Policy Manual, this position is classified as part-time.”
 - 2. **MOTION:** Employees who are normally scheduled to work on the holidays listed below AND who work a minimum of 20 hours per week will be given the day off with pay provided that their regularly scheduled duties are fulfilled: New Years Day, Martin Luther King Jr's Birthday, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas. Seconded by Bill, **All approved.** Motion to take effect immediately.
- C. Security Committee, Robert – Preparing to install camera system with Dan Secrest this weekend.
- D. Newsletter, Robert – Next one coming out November 14th (delayed from end of October). Next newsletter due out beginning of December. **Action Item: Regular dates for submissions and publishing need to be set.**
- E. Search Committee, Sally – (Attached) Church can enter name for minister search in March. May have to go for ¾ to find a minister – not many ministers looking for ½ or less. **Action Item: Rev. Bill to explore sharing minister with other churches.**
- F. Memorial Funds, Marilyn – Janice Berry frustrated nothing happens with Memorial funds;

committee isn't fully staffed. Janice should submit recommendations to the Board for spending. Marilyn moved that Memorial Funds into the Endowment, Dan seconds, **Passed**. Endowment Committee to meet November 19th. There's a separate Merrill Lynch Memorial fund account, which should also be moved into the Endowment, but keep these funds separate. **Action Item: Hold a vote at the next congregational meeting (late January) to amend the amount transferred from the Trust into the Endowment each year. The previous amount is too high, and is money that may be needed now.**

G. Statement of Purposed/Organizing Principle, Marilyn – Should be listed on everything, including orders of service and minutes.

H. 95th Anniversary of the church, Marilyn – In April, we should have a big 95th Anniversary party. **Action Item: Marilyn to contact John Gallagher.**

I. Renewal Action Plan, Julie – (Attached). Actions assigned names and due dates.

Adjournment: 9:00 pm

Respectfully submitted,
Kathleen Jacobs Johnson, Board Secretary

Next Meeting: Wednesday, December 8, 2010 7:00pm Memorial Hall

Attachments:

1. Agenda for November 10, 2010 Board of Trustees Meeting
2. Minister's Report (Rev. Neely)
3. Minutes: October 13, 2010
4. Treasurer/Financial Reports (2)
5. Worship (Julie)
6. Membership, Coffee Hour, etc. (Kathleen)
7. Social Justice Report (Dessa)
8. Job Descriptions for Office Manager and Head Custodian (Rev. Neely)
9. Search Committee (Sally)
10. Renewal Action Plan (Julie)