

June 15, 2011

**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 June 15, 2011. President Marilyn Mitchell called the meeting to order at 7:02pm.

**Members in Attendance: Old Board:** Marilyn Mitchell, David Lingholm, Kathleen Jacobs Johnson, Bill McKnight, Robert Johnson, Sally Borden, Dessa Cosma, Rev. Bill Neely, Sean McCade, Ruth Seifert, Kathe Stevens. **Excused:** Linda Darga, Sandra Thottakath. **Guest:**, Faye Colling.

I. **Minister's Report** – (Attached). Year in review and parting words.

II. **Consent Agenda**

A. **Officer Reports:**

1. Kathleen Jacobs Johnson, Secretary, Minutes of May 11, 2011 Meeting. (Attached) Motion to approve the minutes made by Dan, seconded by Julie. Minutes were approved as presented.
2. David Lingholm, Treasurer's Report, (Attached).
  - a. all paid up to date to Rev. Neely with the exception of last paid check.
  - b. some bills left, so will need another small infusion from the Trust.
  - c. received a few letters from IRS about 2008 taxes – accounting error or something not filed correctly.
    - i. Working with Ryan King, CPA to resolve – may only need to resubmit W9
    - ii. Sometimes small fee applied even when IRS error.
  - d. Chase bank now applying \$18.00 monthly maintenance fees and \$2.00 check cashing fees made out to CASH.

B. **Committee / Program Reports**

1. **Worship, Kathleen and Julie** –
  - a. Services to continue during the summer as usual.
  - b. Overall theme to be “nourishment”
  - c. Rev. Mohr committed to do at least 1 service in August.
  - d. currently more interested speakers than Summer Sundays – will keep list to help fill in during the year to come.
2. **Buildings and Grounds** – fire alarm went off in 3<sup>rd</sup> floor kitchen.
  - a. False alarm – after 3, we get fined.
  - b. Need 2 wireless smoke detectors – 1 missing, 1 broken.

- c. F. E. Moran can set them up at \$100.00 each or we can have these two locations un-programmed and put up battery powered detectors in their place, which would cost \$125/hour (no more than \$300.00).
  - d. Dan to contact F.E. Moran to come out.
  - e. Marilyn canceled Mechanical Inspection – EMEAC can have their own done.
3. Reviving Social Justice and Membership Committees, Marilyn
- a. Marilyn interested in reviving Membership Committee.
  - b. Linda Darga previously mentioned that she was interested in reviving Social Justice Committee.
  - c. Perhaps 1<sup>st</sup> can piggyback with EMEAC on Social Justice topics (food bank, etc.).

### III. Old Business

- A. Canvas, Julie – Working together with Jenn to write out procedure and recommendations of what worked. Remove members when after several methods of contacting, no response. Has form letters as well. Jenn sending out 2010-11 statements now.
  - a. So far for 2011-12 canvass 43 pledges (33 families) pledged totaling over 40k so far, of which traditionally 90% is paid.
  - b. Everyone has pledged the same or more.
  - c. Hoping to have canvass done before July 1.
  - d. Now at point to start calling, but will continue to take pledges on Sundays during coffee hour.
  - e. Marilyn to take on Canvass.
  - f. Can start to put together an official membership list.
    - i. Dangers to list – new members, members who leave.
- B. DESC procedures, Dave – will meet with Dan, Dave, and Dennis from DESC. Dave got through 18 pages, and can turn over to Dan.
- C. Record keeping policies, Kathleen – binder with minutes to be given to Jenn.
- D. MOU with EMEAC, Marilyn - Signed, but struck July 1<sup>st</sup> date and assume financial liabilities (we have less than 1 year on boiler; air conditioners paid). Was signed by Sunday, but sent to Marilyn's office and not personal email.

### IV. New Business

- A. Trustee of the Day – Marilyn passed around sign-up sheet. Kathe to submit to Jenn and Kathleen.
- B. EMEAC negotiation sub-committee, Dessa
  - 1. Negotiations to go on for several months.
  - 2. Keep same committee members.
  - 3. Sub-committee to work out nitty-gritty details.
- C. Personnel issues / recommendations, Sally
  - 1. Need Budget (or at least a proposed budget) for July 1<sup>st</sup>
  - 2. Best to decide and make recommendations later
  - 3. Currently \$60,000.00 for minister and \$14,000.00 for music, which brings us to \$74,000.00
  - 4. Cut back Jenn's hours – 5 hours a week?
    - a. Kathleen offered to make Order of Service.
  - 5. Cut Leonard's hours after June 26<sup>th</sup>. Robert to contact Leonard.
  - 6. Cut Gwen's hours as of August 1<sup>st</sup>. Marilyn to contact Gwen.

7. Rev. Neely says best to over cut now and then rebuild than to keep cutting and re-cutting.
  8. Joe cut back to every other day?
- D. Trustee portfolios, Marilyn
1. Marilyn to bring full list of portfolios to next board meeting.
  2. Marilyn offered to take on Canvass and Membership.
  3. Linda Darga recently interested in heading up Social Justice.
  4. Robert will keep Buildings and Grounds, Communications, and Newsletter.
- E. Security Committee, Robert
1. Once EMEAC takes over, building security will not our issue.
  2. We will still need to maintain Sunday worship security though.
- F. Search Committee for settled minister, Sally
1. Search Committee needs to ask 2 people – no more. Don't make too large.
  2.  $\frac{3}{4}$  settled minister?
  3. Rev. Neely suggested contacting Linda Darga's daughter, Rev. Yvonne Schumacher Strejcek and Rev. Lynda Smith for advice to understand  $\frac{3}{4}$  ministry and contracts better.
- G. Send-off party, Kathleen
1. Potluck
  2. Gift picked out
  3. Some ceremonial events planned.

**Adjournment 8:30pm**

Respectfully submitted,

Kathleen Jacobs Johnson, Board Secretary

**Next Meeting: Wednesday, July 13<sup>th</sup>, 2011 7:00pm Memorial Hall**

**Attachments:**

1. Agenda for June 15, 2011 Board of Trustees Meeting
2. Minister's Report
3. Minutes: May 11, 2011
4. Treasurer's Report (2)