

July 13, 2011

**Minutes – First Unitarian-Universalist Church of Detroit
Board of Trustees**

Liberate Truth ☺ Radiate Kindness ☺ 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 July 13, 2011. President Sally Borden called the meeting to order at 7:07pm.

Members in Attendance: Sally Borden (President), Robert Johnson (Vice-President), Sean McCade, Marilyn Mitchell (Past President), Ruth Seifert, Kathe Stevens (Secretary), Sandra Thottakath. Guest: Mary Lou Malone.

Sally Borden opened the meeting. A covenant was read by the board members. Sally noted that Robert Johnson would be the timekeeper.

Sally noted that governing board policies are on the 1st UU website, encouraging board members to review the policies. Sally also discussed a civility and conflict resolution; the goal is to work together as a congregation.

Sally reviewed board process, noting that written reports should be sent to the entire board.

I. CONSENT AGENDA

A. Officer Reports

- i. Kathe Stevens, Secretary:** Minutes of the June 15, 2011 board meeting (attached). Motion to approve the minutes made by Robert Johnson, seconded by Sandra Thottakath, minutes were approved as presented.
- ii. Dan Wiest, Treasurer's Report** (attached). Dan reviewed three documents:
 - 1.** First UU Detroit Profit & Loss June 2011
 - a.** Ahead of budget (\$1,884.06) although there are payments remaining: UUA annual fund; Heartland District fund; insurance; Rev. Neely's health care.
 - 2.** First UU Detroit Profit & Loss July 2010
 - a.** \$7, 9216.02 is mostly personnel.
 - 3.** June 2011; First UU Balance Sheet as of June 30, 2011.
 - a.** Negative figure of \$6,306.93.
 - 4.** Clock repair tenant had been served with a notice of eviction; exercise people had been late but were now up-to-date with rental payments; tech guy is always late but usually catches up.

5. Assets will change when the building is donated; everything will be donated except the Prentis lot.
6. In 2007 there was \$675,000 in the trust, now under \$185,000. Marilyn noted the trust is not an asset; the only beneficiary is the church. The trust is related to the congregation, not the buildings.
7. Fixed assets figure was created to balance the budget.
8. Questions on the budget should be directed to Dan Wiest.

B. Worship: Mary Lou Malone presented on behalf of the Worship Committee. Mary Lou expressed concern about the process, noting that the position for Gwen Foss was eliminated without discussion with, or notification to, the Worship Committee. Mary Lou was advised that a budget would be provided to the Worship Committee and the Committee could work with that budget to engage personnel and plan services.

C. Building & Grounds: Robert Johnson reported on two door problems.

- i. A master key jammed in the red door (Robert able to fix).
- ii. The ramp door has developed a problem with locking, it may be stay unlocked.
 1. Robert will work on both door issues. Also the ramp needs to be repaired where a divot was pulled out and two support beams shattered.
- iii. Dan Rebb is doing the lawn; there was discussion about asking him to trim the hedges as well.

II. OLD BUSINESS

A. Canvass: Marilyn Mitchell has reviewed the list provided by Julie Brock. Julie has agreed to follow up with anyone not yet pledged. We have over \$48,000 in pledges currently.

B. EMEAC Transition Task Force: Sally Borden and Dan Wiest reported on the status of current discussions.

C. Trustee Portfolios: Sally noted that trustee portfolio assignments must be completed by next month. Portfolios include: worship; building and grounds; social justice; membership; finance; AV tech/communications; development; public relations.

D. Sally noted that the Interim Minister Search Committee had requested Rev. Roger Mohr to concentrate on three points: good Sunday services, public relations and bringing in new members, and adult religious education.

III. NEW BUSINESS

A. Board goals: Sally passed out a document titled "1st UU Church Board Goals for 2011-2012" and requested the board to complete the document.

- i. Rev. Mohr requested that a leadership retreat be scheduled; probably in August or September, to include the board and other leaders.

- ii. Marilyn passed on to Dan Wiest a written request for dues from the Heartland District.
- B. Prentis Parking Lot:** Sally met with Diana Copeland, EMEAC Executive Director, who is not anxious to buy the lot at this point.
 - i. It was noted that Motor City Brewing Works may be interested in jointly purchasing the lot with EMEAC.
 - ii. Robert noted the parking lot can be a huge fund raiser; about \$600 was taken in during Dally in the Alley.
 - iii. Robert agreed to be responsible for fundraising vis-à-vis the Prentis lot.
 - iv. Sally passed out the interim minister contract for review
 - 1. Rev. Mohr will be responsible for 24 to 25 services at a total compensation of \$59,000-\$60,000
 - 2. Question whether 1st UU is responsible for Rev. Mohr's health care.
 - 3. Board approval was obtained for Rev. Mohr's last contract, \$43,000, which covers salary and housing.
- C. Behavioral Contract:** Sally provided a copy of the behavioral contract signed by Joan Gneich for the board's review and information.
- D. Back Pews:** Bringing up the issue of the pews for the board's attention now because once EMEAC takes over control of the building we will have to ask permission to make any changes.
 - i. Todd Ballou, an architect and also on the former physical plant committee, will give a recommendation.
 - ii. Rev. Mohr will need to find a room for his office.
 - 1. Must have Wi-Fi
 - 2. Robert can wire a room if he has a budget.
- E. Revisiting Personnel Issue From Last Meeting:** A proposed budget needs to be agreed upon to give to the worship committee.
 - i. In the last few years the budget was \$14,000.
 - ii. Correct figures for salaries are: Todd, \$9,600 – Gwen Foss, \$2,800.
 - iii. Funds are needed for honoraria and to purchase music.
 - iv. Motion to allocate \$13,000 as a guideline for the worship committee budget made by Marilyn Mitchell, seconded by Robert Johnson, motion approved as with one opposed.
 - v. The Worship Committee will advise of its recommendations.
 - vi. Joe Brimmer will have triple heart bypass surgery on July 18 in Harper Hospital. Leonard Swint will be asked to do some rudimentary mopping and dusting in Joe's absence.
 - vii. Sally noted that current employees will have an opportunity to apply for jobs with EMEAC though that employment is not guaranteed.

- F. Second Floor Closet:** Sugar Law has requested that a closet on the second floor which is half full with 1st UU items be cleaned out for its use.
- i. Sandra Thottakath volunteered to make an inventory so a decision may be made to donate, recycle, sell or store the items.
 - ii. The inventory will be completed by next week.
 - iii. Elayne Sikelianos has partially cleaned out the kitchen and has been assigned the task of doing a written inventory in a week or so.
 1. Discussion whether we would need to remove our property immediately after the transition since Food Justice will be one of the first EMEAC projects initiated.
- G. Sanctuary Rental:** Rev. Charles Williams of the Greater King Solomon Church has requested to rent the sanctuary on Saturdays from 11am to 2pm.
- i. Question: is this a decision for EMEAC or for 1st UU?
 - ii. 1st UU will initiate the discussions since we are still in control of the building.
 1. Part of the contract negotiations will have to include personnel to open and close the building on those Saturdays.
- H. Coffee Hour:** Coffee hour refreshments will be made easier for the summer
- i. Only iced tea and cookies will be served, in paper cups and on napkins donated by board members.
 - ii. The following schedule was agreed:
July 17 – Sally Borden
July 14 – Ruth Siefert
July 31 – Dan Wiest
August 7 – Sandra Thottakath
August 14 – Marilyn Mitchell
August 21 – Sean McAde
August 28 – Robert Johnson

The meeting adjourned at 8:50pm.

Respectfully submitted,

Kathe Stevens, Board Secretary

Next Meeting: Wednesday, August 10, 2011 – 7pm – Memorial Hall

Attachments:

1. Agenda for July 13, 2011 Board of Trustees Meeting
2. Minutes: June 15, 2011
3. Treasurer's Report (3)