

MINUTES

Meeting of the Board of Trustees

First Unitarian Universalist Church of Detroit

August 10, 2011

Organizing Principle: First Unitarian Universalist Church of Detroit 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 September 6, 2011. President Sally Borden called the meeting to order at 7:07pm. The following was read by the board members: *"We covenant to work together in honesty, kindness and respect for each other as we carry out our elected responsibilities to do the business of this church to the best of our abilities. We are a religious community. Let us move forward in love."*

Roll Call: Rev. Roger Mohr, Sally Borden (President), Robert Johnson (Vice-President), Marilyn Mitchell (Past President), Kathe Stevens (Secretary), Sean McAde, Sandra Thottakath. Absent, Ruth Siefert. Also present, Felicé Rizzo. There was a quorum.

Minister's Opening Remarks: Rev. Roger Mohr was introduced. Rev. Mohr believes the mission of First Church is to identify what do we do, who are we, and where are we going. He is here to facilitate our search for an answer.

Consent Agenda:

Officer's Reports:

- *Secretary, Kathe Stevens:* Marilyn Mitchell moved to approve the minutes from the July 13, 2011 board meeting as presented, Dan Wiest seconded the motion; passed unanimously.
- *Treasurer, Dan Wiest:* Dan distributed "First UU Detroit Balance Sheet As of July 31, 2011" and "First UU Detroit Profit & Loss As of July 31, 2011."

Committee/Program Reports:

- *Worship, Robert Johnson:* There was no worship meeting nor was there a retreat due to Mary Neale's memorial service. Future meetings are scheduled through the summer.
- *Building and Grounds, Robert Johnson:* The ramp repairs were completed, the doorbells to the church office and to Sugar Law are not working, the lights in Sugar Law are buzzing.

Old Business:

- *Canvass, Marilyn Mitchell:* No report; waiting for information from former Canvass trustee Julie Brock.

- *EMEAC Transition Task Force, Sally Borden:*
 - There has been difficulty in getting responses from EMEAC
 - Jenn has called vendors to see about getting bills transferred
 - Marilyn has volunteered to draft the deeds
 - Marilyn will call the insurance agent to get information on a policy for the board
- *Trustee Portfolios, Sally Borden:* A sign-up sheet was distributed. Kathe will circulate the final sheet.
- *Board Goals, Sally Borden:* We will use the church leadership retreat to address board goals. Sally asked that trustees who had not already done so to turn in their three goals for the church and three goals for the board.
- *Prentis Parking Lot, Sally Borden:* Sally has been contacted via email by Diana Copeland, Dessa Cosma, and other members of the Task Force. Dessa will be the First Church representative on the EMEAC board. It is very important to EMEAC to eventually buy the Prentis Lot. Sally offered to let EMEAC use the lot when First Church is not using it, until the Task Force is able to make a decision on the lot. Diana Copeland going to write an explanatory letter to the First Church board per Sally's suggestion.
- *Behavior Contract, Sally Borden:* Joan Gneich has not returned to church to pick up the signed contract.
- *Moving Out Back Pews, Sally Borden:* Tabled pending a report from Todd Ballou.
- *Church Brochure, Sally Borden:* Marilyn Mitchell distributed a draft of a church brochure. She will send the brochure electronically and asked for board members' review and revisions.

New Business

- *Mystery Dinner, Sally Borden:* Sally explained her proposal for a fundraising play, "Kidnap the Truth," to be held sometime in October or November. Tickets will be \$20 each which will include a small buffet.
- *Proposed Budget, Dan Wiest:* Dan distributed and reviewed "First UU Detroit Draft Budget, July 2011 – June 2012," which was prepared pursuant to a recent budget workshop.
 - Heartland District dues are paid to date per Heartland District Executive, Rev. Dr. Lisa Presley.
 - There is no money owed to Rev. Neely.
 - First Church's accountant now has power of attorney so he can file IRS forms.
 - Professional expense reimbursements will be \$4,300 for Minister Housing.

- Retirement expenses will go up for Rev. Mohr's retirement package.
- *Minister's Office, Rev. Mohr:* Ivan Cotman has agreed to move from his office. Diana Copeland has agreed to let Ivan rent space in the old archive room at the top of the stairs for the same amount of rent that he is now paying. Ivan's office will become Rev. Mohr's office. Marilyn will find out details of what needs to be moved.
- *Coffee Hour, Marilyn Mitchell:* Marilyn will find coffee hour volunteers for September as part of her membership portfolio.
- *Vice President, Sally Borden:* A list of possible roles for the Vice President was distributed. Sally envisions the vice president position as being a conduit to the congregation, which role would have to be publicized to the congregation. Rev. Mohr suggested implementation of a "safe congregation policy," guidelines and processes to deal with behavioral problems.
- *Mary Neale Memorial Service, Rev. Mohr:* Details of Mary Neale's memorial service were reviewed. Robert will do sound, Dan will set up tables, Sally will be there early to assist the family.

A side discussion resulted in the agreement that in the future Rev. Mohr will contact family members to discuss music selection.

- *Church Tower Repairs, Sally Borden:* There has been tremendous deterioration; the Bell Tower must be repaired now. Marilyn Mitchell moved to approve the \$1,650 contract submitted by Chris O'Brien Builders, seconded by Dan Wiest; passed unanimously.
- *Trustees of the Day for September and October, Sally Borden:* A sign-up sheet was circulated. Kathe will distribute the final list.
- *Board Member Resignation, Sally Borden:* A resignation letter from trustee Ruth Siefert was given to the secretary. Although Ruth is willing to help in other ways, she feels she has too many conflicts to serve as a board trustee. The board expressed its appreciation for Ruth's service to date and for any help she is able to give in the future. Because of the small size of our congregation, the position will remain open until the end of the year.
- *Board Retreat, Sally Borden:* The leadership retreat will be held October 1 from 9am to 3pm. Rev. Mohr will check with Heartland District Executive Rev. Dr. Lisa Presley to see if she has suggestions for the retreat. Rev. Mohr has used a program, "The Haunting Church," which focuses on what has worked in the past and what to do in future.
- *EMEAC Memorandum of Understanding and Addendum, Sally Borden:* An addendum to the EMEAC/First UU Church MOU was sent by EMEAC Executive Director Diana Copeland the previous evening. Sally forwarded the email to board members but some board members had not seen the email nor had a chance to review the documents.

- The board reviewed the MOU and addendum. After lengthy discussion, it was agreed that due to concerns about the process, First Church will submit negotiations in writing for clarity.
- EMEAC proposed to begin paying the bills for utilities and to take over current rental contracts as of August 15, 2011.
- A sticking point is payment of “outstanding financial liabilities.” First Church contends that the air conditioning and the boiler systems are fixtures that are conveyed with the buildings.
- First Church would like a commitment to close by the end of the month, with a deed transfer by September 30.
- First Church will assume responsibility for repairs to the Bell Tower.
- Kathe will edit the Addendum to the MOU and prepare a cover letter reflecting the Board’s discussions and distribute it by the next morning.

Assessment: Sally asked for an assessment of the meeting; it was agreed that the meeting went well.

Adjournment: The meeting adjourned at 9:07pm.

Respectfully submitted,

Kathe Stevens, Board Secretary

NEXT MEETING: WEDNESDAY, SEPTEMBER 14, 2011 – 7PM – MEMORIAL HALL