

**MINUTES**  
**Meeting of the Board of Trustees**  
**First Unitarian-Universalist Church**  
**March 14, 2012**

**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 March 14, 2012. President Sally Borden called the meeting to order at 7:08pm and the board read aloud together: "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."

**Attendance:** Rev. Roger Mohr, Sally Borden (President), Robert Johnson (Vice-President), Marilyn Mitchell (Past President), Kathe Stevens (Secretary), Dan Wiest (Treasurer), Sean McAde, Sandra Thottakath. Guests from the Settled Minister Search Committee: Stephanie Chang, Colleen Dolan-Greene, Mary Lou Malone, Sharon Mills, Dan Secrest and Sherry Wells. There was a quorum.

**Minister's Opening Remarks:** Rev. Mohr opened the meeting with an invocation.

**Secretary's Report – Kathe Stevens:** It was moved by Dan Wiest, seconded by Marilyn Mitchell to approve the minutes from the February 8, 2012 meeting as presented; passed unanimously. Approval of the minutes of the February 8, 2012 Executive Session was tabled pending edits.

**Treasurer's Report – Dan Wiest:** Dan presented and summarized a First UU Profit and Loss February 2012 and a First UU Balance Sheet as of February 29, 2012. The negative \$6,000 balance is explained by three major items: the credit card was paid off, Roger was paid three times by mistake (it will be rectified) and collections were down.

**Settled Minister Search Committee Report:** Mary Lou Malone, chair of the Search Committee, presented on behalf of the Committee. She noted five of the six members were present, only Katherine Mauer was absent, due to illness. The Committee has decided to withdraw from the search for the season. Mary Lou advised that the Search Committee is willing to continue the search next season if requested. She distributed a written report dated March 14, 2012 which included a 2012-2013 search process plan. The Board agreed make a decision on whether to continue the current search committee by the April 14, 2012 board meeting. Mary Lou also asked the board to reconsider the salary range, based on the observation of UUA Director of Transitions, Keith Kron, that the salary offered in our package for a three-quarter time minister is \$3,500 off the mark for a full-time minister. The Search Committee believes it will be better to find a full-time rather than a three-quarter time minister. The Search Committee excused itself at 7:41pm.

**Activities Coordinator – Rev. Mohr:** A *Proposal for 1<sup>st</sup> UU Activities Coordinator* submitted by Sherry Wells was distributed, as well as a *Calendar/Room Use Application*. After Rev. Mohr summarized an energetic meeting attended by 17 enthusiastic church members during which the Activities Coordinator position was discussed, questions were directed to Sherry and the proposal was discussed by the board. It was then moved by Marilyn Mitchell, seconded by Dan Wiest, to approve the proposal as presented, passed unanimously. Rev. Mohr will be the Activities Coordinator's liaison to the Governing Board; he is to be copied on all correspondence. Sherry agreed to write an announcement and provide it to Church Office Administrator Tamara Halliburton for insertion in the announcement section of the Order of Service and in the newsletter. Sherry excused herself at 7:49pm.

**Worship Report – Sean McAde:** Sean deferred to Robert Johnson, co-chair of the Worship Committee. After a discussion on attendance at Sunday morning services, which is reported by Danny Rebb and trended by Tamara Halliburton, Robert agreed to include attendance figures in the committee’s report. It was agreed that Robert would take over the worship portfolio from Sean.

**Building and Grounds – Dan Wiest/Robert Johnson:** Robert reported that the wi-fi is up and running. Dan advised that there was fraudulent use of a JPMorganChase debit card. We were unaware of the existence of the card, it was closed out.

Tim Bailey has replaced the water tank for McColleston bathrooms. Tim found a damp area in the landing by the bell tower near the echo organ pipes. He then found a broken pipe in an area in the crawl space beneath McColleston Hall. Kim Sherobbi of EMEAC has been made aware of the problem.

Dan and Kim have proposed a joint 1<sup>st</sup> UU/EMEAC grounds clean-up, perhaps May 5.

**Canvass/Membership – Marilyn Mitchell:**

Membership: One person has joined; four others are interested and took pledge forms pending a review of their financial situations.

Canvass: Marilyn would like to start the canvass in April and start recruiting volunteers now. Rev. Mohr could do a sermon on stewardship to kick off the canvass. There was a discussion on whether or not to do home canvass kick-off dinners.

**Old Business**

**EMEAC Transition Task Force/Prentis Parking Lot/Signage – Dan Wiest:** The parking lot offer from EMEAC was clarified, there would be a five year signed lease-to-own, then a balloon payment. The board agreed that any lease must include a clause for maintenance of the lot. Any lease document which has a provision for eventual sale of the parking lot must first go to the congregation for a vote of approval. Diana Copeland, the Executive Director of EMEAC, wishes to buy the lot now because she feels there is agreement with the current board; a new board may have different views.

**Church/Minister Office – Sally Borden:** Sally met with the Ricoh copier representative regarding the breakdown of the copier. His opinion is that our desktop copier is not meant to handle the amount of copies made. He noted the amount of copying is always over the lease terms. Dan Wiest will check the lease.

**Selection Process for EMEAC Board Representative – Kathie Stevens:** A draft process was circulated. After discussion, it was moved by Marilyn Mitchell seconded by Dan Wiest, to approve the EMEAC Board Representative Selection process as presented; passed unanimously.

**New Business**

**Between the Lines Worship Guide – Kathie Stevens:** A flyer with advertising rates for *Between the Lines* was circulated and discussed. The consensus was that the cost of the advertisement outweighed the benefits.

**Duties of Church Office Administrator – Rev. Mohr, Sally Borden:** Our office administrator, Tamara Halliburton, is a multi-talented, experienced professional who could be assigned more duties. Some ideas that were discussed: help with the canvass and communications, research the UUA website for social justice issues and marketing ideas, compile a new church directory, take meeting Minutes (other than board meetings), take over the monthly newsletter. Rev. Mohr will work with Tamara to get her started on some of these projects.

**Music Contracts – Sally Borden:** Contracts for the church organist and the church cantor for the existing fiscal year, which had not yet been approved, were presented. It was moved by Marilyn Mitchell, seconded by Dan Wiest, to approve the 2011-2012 contract for the organist; passed unanimously. It was moved by Marilyn Mitchell, seconded by Robert Johnson, to approve the 2011-2012 contract for the cantor; passed unanimously.

**Status of Minister – Rev. Mohr:** Sharing that he is more than happy to stay for a second year at First Church, believe it to be a major opportunity, Rev. Mohr offered to preach on the first and third Sundays of each month, in essence bumping him to full-time status. He will work through the summer, doing two services in June and two in July, at an increased salary. Dan Wiest and Rev. Mohr will meet to discuss options and bring a report back to the April 11 meeting.

***Other Business***

Sandra Thottakath asked for a copy of the behavioral contract we have used in the past, to discuss with congregant Rochelle Riley.

Dan Wiest registered First Church for PrideFest, which we will share with the Northwest, Grosse Pointe and Farmington churches.

Dan Wiest wishes to convene a budget meeting on April 21.

The May 6, 2012 congregational meeting must be publicized and posted.

President Sally Borden asked the board to come to the April 11 meeting prepared to self-evaluate, to present one thing each does well and one thing each could do better.

**Adjournment:** The meeting adjourned at 9:13pm.

Respectfully submitted,

Kathe Stevens, Governing Board Secretary