

MINUTES
Meeting of the Board of Trustees
First Unitarian Universalist Church
August 14, 2013

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 on August 14, 2013. President Marsha Bruhn called the meeting to order at 7:06pm 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." Present were Marsha Bruhn (President), Sally Borden (Immediate Past President) Dan Wiest (Treasurer), Kathe Stevens (Secretary), Matt Friedrichs, Sean McAde and Joan Smykowski. Danny Rebb (Vice President) was excused. There was a quorum.

MINISTER'S REPORT: Rev. Mohr submitted a written report, which was reviewed and accepted as written.

SECRETARY'S REPORT: Minutes of the previous meeting having been distributed and reviewed, it was **moved by Dan Wiest, seconded by Sally Borden, to approve minutes from the June 12, 2013 meeting as presented; passed unanimously.**

TREASURER'S REPORT: Dan Wiest presented a written financial report accompanied by profit and loss statements for June and July 2013. Dan summarized his written report. Sean McAde volunteered to push the Communications Committee to approve supplemental software to interface with QuickBooks to address difficulties inherent in processing pledge payments in QuickBooks. Dan will provide information on the software to Sean. Dan will provide a revised year-end profit and loss statement at the September meeting. Currently we are paid in full on our insurance policies; Dan will determine when the next payment is due and report back to the board.

COMMITTEE REPORTS:

Purchase/Lease of New Copier: The lease on our current Ricoh copier renews every August 31st and will continue through 2017 unless canceled. The current copier is not serving the needs of the church. Sally reported she had sent an email to the Communications Committee asking for its preference to lease or to buy a new copier. Sally distributed a proposal from Michigan Office Services to lease a Xerox 3635. Ricoh is headquartered in Japan and communications are difficult; MOS will give us the opportunity to deal with a local company. Options to purchase a small office copier were discussed. It was **moved by Dan Wiest, seconded by Matt Friedrichs, not to renew the Ricoh contract; passed unanimously.** The board recommends that Sally work with Tamara to cancel the Ricoh contract; we will purchase a small non-HP office copier. It was **moved by Dan Wiest, seconded by Matt Friedrichs, to research printers and make a proposal to the board; passed unanimously.** Matt will do the research and circulate an email proposal.

EMEAC Transition Task Force: A written report from Bill McKnight regarding an EMEAC board meeting was presented. Dan Wiest will organize an EMEAC Transition Task Force meeting. The retreat notes were reviewed to determine discussion items. Matt Friedrichs will contact EMEAC to determine other Commons members with whom we are sharing the building and reach out to those members to develop a relationship.

OLD BUSINESS

Prentis Parking Lot: A report by Marsha Bruhn was presented. Marsha emphasized the parking needs of EMEAC and the Congregation are a priority when formulating a proposal. She hopes to have a proposal ready to discuss for the September meeting.

Leadership Retreat: Notes from the retreat were presented. The consensus was that the various ideas that were compiled at the retreat need to pass through committee structure. Marsha will assemble a list of committees and members and will provide those on the list with the retreat notes so that the committees may establish goals and timelines. Joan Smykowski will begin to develop a membership committee.

Sale of 120 Cedarhurst: Marilyn Mitchell's written report was presented. It was noted that the board unanimously approved the sale of 120 Cedarhurst via email vote. The congregational meeting approved at the June board meeting was not required per review of the by-laws.

NEW BUSINESS

Board Liaisons: Board liaison positions with committees were discussed and assigned as follows: Sally Borden – Nominating Committee; Matt Friedrichs – Social Justice, Young Adults; Sean McAde – Activities Coordinator; Danny Rebb – Worship, LGBT; Joan Smykowski – Membership; Kathe Stevens – Development; Dan Wiest – Finance, Buildings & Grounds. Kathe Stevens will circulate a list with assignments, which will include contact information for each board member.

Jazz Vespers Fundraiser: A written report provided by Kathe Stevens and Sydney Schaaf was presented. It was noted that a majority of the board gave approval via email for the fundraising jazz concert: three yes votes, two abstentions, with one board member not responding. After discussion, it was **moved by Sally Borden, seconded by Joan Smykowski, to allocate \$50 to a budget for the fundraiser; passed unanimously.**

Noel Night: Joan Smykowski presented several questions regarding Noel Night. We will participate and funds are budgeted for this annual event. Dan Wiest will ensure that a request for use of the social hall and negotiations for the cost are presented at an upcoming EMEAC Transition Task Force meeting. Joan was asked to assemble possible requirements and provide a list to Dan before the EMEAC Transition Task Force meeting.

Board Vacancy: The Board accepted the resignation of Cynthia Zurschmiede, with regret and appreciation for her time served. Replacements were discussed and agreed upon; Marsha will contact a possible replacement with a request to serve.

Planning For 2016: Sally Borden reported that a committee is being formed to plan for the 100th anniversary of First Church; deferred to the September meeting.

Childcare: A couple with two young children have been attending church and have expressed interest in helping to institute childcare during services. Marsha Bruhn suggested that Childcare planning be folded into Membership but first she will reach out to the couple to discuss ideas.

UUA Administrators: First Church received an email from the UUA asking that our Membership and Leadership and Staff lists on its website be updated. Kathe Stevens contacted UUA staff to get more information. After discussion, it was **moved by Matt Friedrichs, seconded by Dan Wiest, to install Marsha Bruhn, Kathe Stevens and Tamara Halliburton as UUA administrators; passed unanimously.** Kathe will follow-up to add Marsha and Tamara and inform them when added so they may establish their individual accounts with user names and passwords. Kathe will also work with Joan Smykowski to update the Membership and with Marsha to update the Leadership and Staff lists.

Dally in the Alley: Dan Wiest reported that he would like to register for a table at the September 7, 2013 Dally in the Alley. There is a budget of \$30 allocated for this annual event. Several volunteers will be needed to staff the table and four to monitor the Prentis parking lot. Sean McAde volunteered to monitor the parking lot and Kathe Stevens, Matt Friedrichs and Marsha Bruhn will help with the table. Matt will recruit volunteers from the Young Adult group. Dan Wiest will arrange to have an announcement put in the order of service and social media. Dan will also collect information about upcoming events and Kathe and Joan Smykowski will work to produce a new brochure, all to be available for the table.

OTHER BUSINESS

Signers for Checking Account: Marsha Bruhn will be added as a signer to the Michigan First Credit Union checking account of First Church, to supplement Dan Wiest and Sally Borden. Dan will contact Marsha to arrange for a visit to the credit union.

ADJOURNMENT

The meeting adjourned at 9:05pm.

Respectfully submitted,

Kathe Stevens, First UU Church Governing Board Secretary