

MINUTES
Meeting of the Board of Trustees
First Unitarian Universalist Church
September 11, 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 September 11, 2013. President Marsha Bruhn called the meeting to order at 7:03pm. Present were Marsha Bruhn (President), Sally Borden (Immediate Past President) Dan Wiest (Treasurer), Kathe Stevens (Secretary), Matt Friedrichs, Sean McAde and Joan Smykowski (Trustees-at-Large), and guests Tim Bailey (Buildings & Grounds Committee) and Joel Batterman (potential Outreach Committee). Danny Rebb (Vice President) was excused. There was a quorum.

MINISTER'S REPORT: Rev. Mohr spoke to the increased energy in the congregation. There were 60 attendees on Labor Day and almost 80 at what is traditionally the first service of year – the Sunday after Labor Day.

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 August 14, 2013 meeting as presented; approved.

TREASURER'S REPORT: Dan Wiest presented written financial reports for June/July (updated) and for August accompanied by profit and loss statements for June, July and August, 2013. Dan summarized his written reports.

Dan updated the year-end report for June. Sean McAde will work with the Communications Committee to quickly acquire supplemental software to interface with QuickBooks to address difficulties inherent in processing pledge payments in QuickBooks. Our next insurance bill in the amount of \$2200 is due in October, however, that will be offset by a Church Mutual safety dividend check of \$1500 which was received recently.

Dally in the Alley netted \$792: \$592 collected for parking in the Prentis lot and \$200 paid by EMEAC for parking for a wedding the same day. The fee for the Dally booth was \$95, budgeted under the Community Events line. A banner was purchased for \$69 and the cost for two masseuses was \$165; the masseuses donated \$100 out of their proceeds, bringing total costs to \$134. The masseuses brought a lot of traffic through the booth, as did free water and a water bowl for dogs.

After discussion on bringing expenditures to board attention for approval, it was **moved** by Dan Wiest, seconded by Sally Borden, to remand to the Development Committee to develop a policy statement for approval of expenses, focusing on accountability and agility, and to reimburse Tim Bailey \$134 for the cost of the banner and the masseuses; approved, Sean McAde voting no, Joan Smykowski abstaining.

COMMITTEE REPORTS:

Worship Committee – Danny Rebb submitted a written report; accepted as presented.

Development Committee – Kathe Stevens submitted a written report. After review, it was agreed that a formula is needed to divert a percentage of fundraising proceeds to the Church trust, with a caveat to increase or decrease the percentage dependent upon funds received.

Outreach Committee – Joel Batterman reported that the proposed Outreach Committee contemplates taking the lead to expand and deepen relationships with the broader community to direct energy into service projects. Activities will be conducted with an eye to the needs of members and potential members but the focus is more on service. The Social Justice Committee may be folded into the Outreach Committee, if its members are interested. It was **moved** by Sally Borden, seconded by Matt Friedrichs, to establish an Outreach Committee; approved. Sean McAde will serve on the Outreach Committee.

Membership Committee – Joan Smykowski summarized her written report. Joan suggested that welcome letters be sent to new members, signed by Rev. Mohr and board president Marsha Bruhn. Joan introduced a new form for capturing membership information, suggesting that it be implemented at the orientation sessions held the first Sunday of the month and that a personal invitation be issued at that time to attend a follow-up meeting on the fourth Sunday of the month. That fourth Sunday meeting may include an introduction to committee chairs and more detailed information about church structure. Sally Borden and Maysel Brooks are interested in serving on the Membership Committee.

OLD BUSINESS

First UU/EMEAC Transition Task Force meeting – Marsha Bruhn summarized a meeting attended by her, Dan Wiest and Sally Borden and EMEAC members, including Diana Copeland and Kim Sherrobi.

The focus of EMEAC's building upkeep is on safety issues for the building. EMEAC requested that First Church's Buildings & Grounds Committee prepare a list of daily, monthly, quarterly and annual priorities. Tim Bailey spoke about the damage in the Church tower, noting that a hole in the ceiling is a safety hazard.

Tim also noted that the exterior windows in the sanctuary need to be protected from rot. The Development Committee will fundraise around the sanctuary windows; Tim will obtain an estimate of the cost and provide it to the Development Committee.

Prentis Lot – Marsha Bruhn reported that she, Sally Borden and Dan Wiest engaged in an extensive discussion about the parking lot at the First UU/EMEAC meeting. EMEAC wishes to begin tagging cars and monitoring the Prentis lot to maximize its use of the lot. Marsha distributed proposed site plans and summarized the report from the Prentis Parking Lot Subcommittee (Marsha, Sean McAde and Kathe Stevens) which was circulated to the board. Tim Bailey proposed that First Church begin monitoring the lot and leasing spaces. The consensus of the Board was that the Prentis Parking Lot Subcommittee should meet to discuss further options and the subcommittee was enlarged to include Dan Wiest, Matt Friedrichs, Sally Borden and Tim Bailey. It was further agreed that it was premature to turn over management of the lot to EMEAC until the relationship with EMEAC was more formalized and until after the Subcommittee could present its findings.

Authorization For PayPal Account – Kathe Stevens requested approval to create a PayPal account for use for ticket sales for the upcoming Jazz Vespers fundraiser. The account could be used for other fundraisers and for general purposes of First Church. It was **moved** by Sally Borden, seconded by Dan Wiest, to authorize Dan Wiest to set up a PayPal account for First Church; approved.

MyUUA Administrators – At the August board meeting the board approved appointment of Marsha Bruhn, Kathe Stevens and Tamara Halliburton as UUA administrators for First Church's online membership and leadership list. As Kathe and Membership Committee Chair, Joan Smykowski, have worked on the online membership list, it has become clear that Joan needs access to the list. It was **moved** by Kathe Stevens, seconded by Sean McAde, to remove Marsha Bruhn as a MyUUA administrator and appoint Joan Smykowski; approved, Joan Smykowski abstained. Kathe will make the change on the MyUUA website, removing Marsha and adding Joan.

Board Vacancy – The potential candidate for the vacant seat on the Governing Board with whom Marsha Bruhn met could not serve due to other commitments. Rev. Mohr will meet with Marsha to discuss other potential candidates.

Child Care – Marsha Bruhn spoke with the couple who are interested in helping to institute childcare during services. Rev. Mohr Roger outlined UUA and other requirements. Various ideas were discussed including paid staff and volunteer staff and a combination of both. Dan Wiest will investigate the cost of a child background check on the UUA website; the cost per hour or day for a sitter; and what First Church paid its previous sitter.

Freedom House – Information supplied by Sally Borden was circulated to the board. Freedom House, with which First Church has had a relationship in the past, is requesting local faith communities to collect personal hygiene items, cleaning and laundry supplies and paper products. It was **moved** by Kathe Stevens, seconded by Joan Smykowski, to authorize Sally Borden to obtain more details from Freedom House, pick two Sundays to participate and notify the congregation via a newsletter article; approved, Sally Borden abstained.

Finance Committee – the newly-formed Finance Committee has not yet met so there was no report.

2016 Centennial – Sally Borden will ask Maysel Brooks to co-chair a committee to start planning for First Church's centennial which will be on or about April 16, 2016. Suggestions for committee members or interested parties were Celeste Headlee, Kathleen Jacobs-Johnson and Sharon Mills.

Ministerial Agreement – a draft Development Ministry Agreement and explanatory cover memo were circulated to the board. Marsha reported that she and Danny Rebb had reviewed the Agreement, and then met with Rev. Mohr. It was **moved** by Kathe Stevens, seconded by Dan Wiest, to approve the Development Ministry Agreement as presented in packet; approved.

ADJOURNMENT: The meeting adjourned at 9:19pm.

Respectfully submitted,
Kathe Stevens, Secretary