

MINUTES
Meeting of the Board of Trustees
First Unitarian Universalist Church
October 9, 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 October 9, 2013. Present were Marsha Bruhn (President), Sally Borden (Immediate Past President) Dan Wiest (Treasurer), Kathe Stevens (Secretary), Matt Friedrichs, Sean McAde, Danny Rebb and Joan Smykowski (Trustees-at-Large), and guests Dale Compton (Chair, Buildings & Grounds Committee) and Tim Bailey (Buildings & Grounds Committee). President Marsha Bruhn called the meeting to order at 7:02pm. There was a quorum.

OPENING WORDS AND MINISTER'S REPORT: Rev. Mohr reported that the UU Ministry for Earth will be meeting at First Church in March 2014. He affirmed that the energy of the region is flowing back to the church. Rev. Mohr has been building a relationship with the Paint Creek congregation. He gratefully acknowledged Danny Rebb's return to the board meeting. Rev. Mohr touched on issues that affect growing churches advising that the board leadership needs to manage anxiety and bring resources to bear on issues.

SECRETARY'S REPORT: Minutes of the previous meeting having been distributed and reviewed, *it was moved by Joan Smykowski, seconded by Dan Wiest, to approve the minutes from the September 11, 2013 meeting as presented; approved.*

TREASURER'S REPORT: Dan Wiest presented a written financial report accompanied by a profit and loss statement for September 2013. Summarizing his written report, Dan reported that there is nothing out of the ordinary appearing in the statements. A PayPal account has been created and has been set up in QuickBooks. Dan Secrest is creating the connection to the First Church website. Responding to a concern about a possible budget issue, Dan advised that, because of timing, two insurance payments were made in one month. The newly-created Finance Committee – Dan, Sharlene Gage, Bill McKnight (representing the Church Trust) and Rev. Mohr, *ex officio* – will determine the pace for the next year. There has not yet been a formal meeting because Sharlene Gage is examining past financial statements for trends. *It was moved by Kathe Stevens, seconded by Danny Rebb, to approve the financial statements as presented; approved.*

COMMITTEE REPORTS:

Worship Committee – Danny Rebb submitted a written report, which was accepted as presented.

Development Committee – Kathe Stevens submitted a written report. Kathe will work with Dan Wiest to obtain access to EMEAC's email list in order to promote the Jazz Vespers fundraiser. Tim Bailey will provide estimates repair costs for the rotting windows in the sanctuary as well as repair costs for "The Sower" stained glass window. Rev. Mohr advised that a breakdown of the cost for an updated sound system is nearly finished.

Buildings & Grounds Committee – Marsha welcomed B&G Committee members Dale Compton (chair) and Tim Bailey to the Board meeting.

Dale requested clarification on the responsibilities of committee members. Dale and Tim summarized the notes from a recent meeting with Marsha, Dale Adcock, Eric Cortright, Joel

Batterman, Art Gabhart and Dan Wiest. Dale and Tim presented a spreadsheet which identified both immediate and long-range maintenance issues, which will be updated to include dates, costs, both in-kind and out-of-pocket, and proposed solutions. Tim Bailey will ask Dan Secrest to create an email address for the Buildings & Grounds committee in order to apprise EMEAC of issues. EMEAC requested that First Church's Buildings & Grounds Committee prepare a list of daily, monthly, quarterly and annual priorities focused on both immediate and long-range maintenance goals.

Dale and Tim will be the liaison to EMEAC on Buildings and Grounds issues, but the first contact must come from Marsha. In all communications EMEAC should be reminded that ultimately it is responsible for the building and First Church should document when providing major help, attaching an in kind or out-of-pocket dollar figure if possible. Safety issues must be documented. EMEAC defers light maintenance in the sanctuary to First Church. There is an opportunity to build a better relationship because ultimately EMEAC's success is our success.

Tim reported that church member Dan Chicklas has offered to help with repair of the hole in the floor of the choir loft. ***It was moved by Danny Rebb, seconded by Sean McAde, to approve \$200 in materials to make the repair along with \$40 for a materials-handling and truck rental fee, approved.***

Dale reported on his project to have donated lights affixed to the exterior of the building. The project has begun on the Forest church parking lot side of the building. EMEAC has been advised via email that the cost for photocells for the first six lights is \$43. EMEAC has offered to contribute to half the cost of the lights or a minimal contribution as they are able to provide. Marsha will email Kim Sherrobi to formalize the understanding.

Kim has asked that official interactions between First Church and EMEAC be initiated through the Transition Task Force, not simply a board member. There is a continued need to formalize the relationship with EMEAC for a procedural understanding on the relationship between the two organizations. Marsha will call Kim Sherrobi to advise her of proposed work to be done by the church's Buildings & Grounds Committee, associated costs, both in-kind and out-of-pocket, and advise that Dale and Tim will be contacting Kim to discuss the church facilities.

The Finance Committee will create a procedure for a formal process to submit bills and estimates.

Outreach Committee – Rev. Mohr reported on behalf of committee chair Joel Batterman. The committee is working on structure for a process to discern which organizations with which to work. The priority will be not just the cost of dues paid to an organization, but where First Church will want to partner in terms of its energy and Rev. Mohr's time. Danny Rebb and Sean McAde wish to be involved in the Outreach Committee.

Membership Committee – Joan Smykowski reviewed her report, and distributed and described the contents of sample new member packets.

Noel Night – Joan Smykowski reviewed her written report. Due to Joan's efforts, local performing legend Thornetta Davis will be appearing in First Church's sanctuary. There will be a large crowd and many quality volunteers will be needed to direct visitors. Joan will work with the B&G Committee to manage the events on Noel Night. Matt Friedrichs and Tim Bailey advised that the coffee makers in the kitchen are inadequate to support the Young Adults Café which will be established for Noel Night; Matt and Tim will report proposed costs for a new coffee maker to the board at the November meeting.

OLD BUSINESS

First UU/EMEAC meeting – no report.

Prentis Lot – deferred until after the subcommittee meets.

Board Vacancy – Rev. Mohr will meet with Marsha to discuss potential candidates.

Freedom House –Sally Borden will take the lead to have Activities Coordinator Sherry Wells publicize that on the second and fourth Sundays in January, the congregation will be asked to bring paper products to donate to Freedom House.

Finance Committee – Dan Wiest reported that the committee has not yet met formally but at its first meeting will focus on creating a policy for submitting invoices.

2016 Centennial – Marsha thanked Faye Collings for her encouragement to form a committee to begin to organize now in order to attract influential and relevant speakers for the Centennial in April 2016. Sally Borden reported that she has found some people to serve on the subcommittee but she continues to seek someone to chair.

Child Care – Dan Wiest reported that the State of Michigan offers a free background website called ICHAT; it includes only Michigan criminal history. Dan will check the UUA website to see if he can find information on federal childcare policies and procedures. Sean McAde will head a subcommittee to determine the language for a job posting, where to post and how much to pay. Sean will ask Lencha Acker if she is available to serve on the subcommittee. Childcare is foundational to church growth.

NEW BUSINESS

Detroit Historical Society Historic Houses of Worship Tour – Sally Borden will coordinate the tour, which is proposed for Monday, March 3, 2014, at approximately 3pm, including clearing the date with Kim Sherobbi of EMEAC. Danny Rebb will assist.

ADJOURNMENT: *It was moved by Dan Wiest, seconded by Danny Rebb, to adjourn the meeting; approved.* The meeting adjourned at 8:58pm.

Respectfully submitted,

Kathe Stevens, Secretary