

MINUTES

Meeting of the Board of Trustees

First Unitarian-Universalist Church of Detroit

November 13, 2013

CALL TO ORDER: A regular meeting of the Board of Trustees was held on November 13, 2013. Present were President Marsha Bruhn, Vice President Danny Rebb, Immediate Past President Sally Borden, Treasurer Dan Wiest, Secretary Kathe Stevens, Trustees-at-Large Matt Friedrichs, Sean McAde and Joan Smykowski, and guest Tim Bailey. President Bruhn called the meeting to order at 7:02pm. There was a quorum.

OPENING WORDS AND MINISTER'S REPORT: Rev. Mohr noted two upcoming events at First Church: a Jazz Vespers concert and a production of *Faustus*.

SECRETARY'S REPORT: Minutes of the previous meeting having been distributed and reviewed, *it was moved by Kathe Stevens, seconded by Joan Smykowski, to approve the minutes from the October 9, 2013 meeting as presented; approved.*

TREASURER'S REPORT: Dan Wiest presented and reviewed his financial report and October 2013 profit and loss statement. *It was moved by Kathe Stevens, seconded by Danny Rebb, to approve the financial statements as presented; approved.*

COMMITTEE REPORTS:

- **Finance –**

- Dan Wiest reported that the Finance Committee had its inaugural meeting, with regular meetings planned for the first Monday of each month. The committee is drafting a financial policy for the church which Dan will present to the board for approval at the December meeting. Committee member Sharlene Gage is producing a forecasting model; it will require supplemental software in order to integrate with QuickBooks. Dan is working with Dan Secrest, chair of the Communications Committee, to review supplemental software.
- After a discussion on budget issues, Marsha Bruhn asked that the Finance Committee consider whether the board should prepare an adjusted budget, if that is possible.
- Dan Wiest distributed UUA guidelines regarding background checks, suggesting that checks be performed on an annual basis for all staff and volunteers in sensitive positions, including childcare. Joan Smykowski will draft a concise board policy to present at the December meeting.

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

- **Buildings & Grounds –** Marsha Bruhn welcomed B&G Committee member Tim Bailey to the meeting. Tim reported that B&G Chair Dale Compton and an electrician volunteering his services to First Church have found broken wires and corroded circuits in the crawl space under the sanctuary. Marsha will initiate a meeting at which Tim may present documented building issues to EMEAC.

- **Outreach** – Rev. Mohr reported that the committee is evaluating engagement with other organizations, including proposed scale and duration, with a view to how congregational interests are served. Preexisting relationships with, *i.e.*, EMEAC, MUUSJIN, UUSC, MOSES, UUA and the UU Midwest District, are a focus.
- **Development** – Kathe Stevens referred to her written report, noting with gratitude that Kim Sherrobi has agreed on a \$150 donation to EMEAC for use of the sanctuary and the social hall for the Jazz Vespers fundraiser.
- **Membership** –
 - Joan Smykowski reported that membership lists continue to be updated. Kathe Stevens will coordinate the lists that exist in different committees to form one list in a central location with controls on access and data updates in order to ensure accuracy of information.
 - Joan is recruiting the many Noel Night volunteers that will be needed due to the high-visibility of performers she was able to obtain for this year.
 - Tim Bailey and Matt Friedrichs reported that the young adults need to purchase a new coffee maker and grinder in order to sell coffee on Noel Night. It is expected the sales will offset the costs. ***It was moved by Danny Rebb, seconded by Sally Borden, to spend \$340 for a coffee maker and grinder; approved.***

OLD BUSINESS:

- **Prentis Parking Lot** – Marsha Bruhn reported that Diana Copeland of EMEAC has confirmed receipt of the committee’s memo summarizing First Church’s position. Marsha will follow up with Motor City Brewing and EMEAC for next steps. Marsha will include information regarding the Prentis lot in her upcoming newsletter report so that the congregation continues to be apprised of the status.
- **2016 Centennial** – Marsha Bruhn reported that Colleen Dolan-Greene has agreed to chair the committee and Sally Borden, Sharon Mills and Kathe Stevens have volunteered to serve.
- **Detroit Historical Society Historic Houses of Worship Tour** – Sally Borden is coordinating the March 3, 2014 tour. She’ll recruit volunteers after Noel Night festivities are concluded.
- **Childcare** – Sean McAde will ask Lencha Acker if she is available to lead a discussion on childcare and, if so, if she will subsequently prepare a proposal for the board.

NEW BUSINESS:

- **Thanksgiving** – Linda Darga and Elayne Sikelianos are organizing a dinner on Thanksgiving in the social hall. Matt Friedrichs will coordinate with EMEAC for room rental fees.

ADJOURNMENT: *It was moved by Dan Wiest, seconded by Kathe Stevens, to adjourn the meeting; approved.* The meeting adjourned at 8:59pm.

Respectfully submitted,

Kathe Stevens, Secretary