

**MINUTES**  
**Meeting of the Board of Trustees**  
**First Unitarian-Universalist Church of Detroit**  
**December 11, 2013**

**CALL TO ORDER:** A regular meeting of the Board of Trustees was held on December 11, 2013. Present were President, Marsha Bruhn; Vice President, Danny Rebb; Secretary, Kathe Stevens; Treasurer, Dan Wiest; Trustees-at-Large, Matt Friedrichs, Sean McAde and Joan Smykowski; and guests, Tim Bailey and Dale Compton. Immediate Past President Sally Borden was excused. President Bruhn called the meeting to order at 7:06pm. There was a quorum.

**OPENING WORDS AND MINISTER'S REPORT:** Rev. Mohr expressed congratulations for an amazingly successful Noel Night. He encouraged the Board to think about how committees interact, suggesting a leadership dinner to talk about live issues as well as discussion of committee rules and responsibilities at the next leadership retreat. Rev. Mohr summarized by noting that the Church is evolving during this time of growth.

**SECRETARY'S REPORT:** Minutes of the previous meeting having been distributed and reviewed, *it was moved by Kathe Stevens, seconded by Danny Rebb, to approve the minutes from the November 13, 2013 meeting as presented; approved.*

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

**COMMITTEE/PROGRAM REPORTS:**

- **Finance** – Dan Wiest reported that the Finance Committee currently is working to forecast expenses and revenue for the remainder of the fiscal year. Findings will be presented at the January meeting. Dan will ask Sally Borden if she is able to coordinate donations for hospitality. Controls are needed for correct amounts so the food is fresh. Dan will investigate if coffee hour plate donations are matching the expenses and prepare an inventory and action list.
- **Worship** – Danny Rebb submitted a written report, which was accepted as presented. Dan Wiest reported that, after budgeting through the end of December for services, there are just barely sufficient funds under the contract services line for a speaker fee. *It was moved by Danny Rebb, seconded by Sean McAde, to pay a \$100 honorarium to the December 29, 2013 guest speaker; approved.* Danny will advise Elayne Sikelianos that the fee has been approved.
- **Development** – Kathe Stevens referred to her written report, which included a summary of the recent Jazz Vespers fundraiser.
- **Buildings & Grounds** – Marsha Bruhn welcomed B&G Committee Chair Dale Compton and committee member Tim Bailey to the meeting. Dale Compton presented a bill for \$135.93 for outside lighting costs and incidentals for Noel Night Christmas lights. Matt Friedrichs presented a written report detailing results from the “Uncommon Grounds” café at Noel Night. Matt recommended that the funds first be used to compensate Tim Bailey for the \$240 purchase of the new coffee maker and grinder, leaving a profit of \$539.25. *It was moved by Dan Wiest, seconded by Kathe Stevens, to submit the \$135.93 electrical bill to Dan Wiest, to then submit to EMEAC, and donate half the profit from the “Uncommon Grounds” café to EMEAC; approved.*

- **Outreach** – Joel Batterman will be asked to present a written report at the next board meeting.
- **Membership** – Joan Smykowski reported on her meeting with Marilyn Mitchell and Kathe Stevens, at which they reviewed membership lists as well as the membership book. Kathe is working to coordinate 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. Final membership lists will result in the publication of a new Church directory in 2014.

## OLD BUSINESS

- **First UU/EMEAC** – Marsha Bruhn distributed her written report summarizing her meeting with Diana Copeland, Co-Director of EMEAC. Marsha elaborated that the meeting focused on communication between First Church and EMEAC. Diana requested an opportunity to provide information on EMEAC to the congregation. Marsha will suggest that Diana schedule a program after a Church service on any third Sunday. It is agreed that written policies for use of the building, *i.e.*, rental rates, must be written and implemented.
- **Prentis Parking Lot** – Marsha Bruhn expects a report from EMEAC within a week on their proposal for the lot. Motor City Brewing is interested in temporarily leasing 10 spaces as of January 1, 2014. ***It was moved by Dan Wiest, seconded by Kathe Stevens, to allocate 10 spaces in the Prentis parking lot for a month-to-month rental to Motor City Brewing at a price to be determined, and notify EMEAC of the proposed lease arrangements; approved.***
- **Childcare** – Sean McAde reported that Lencha Acker does not wish to get involved in organizing childcare efforts but she is willing to write ads to secure a candidate.
- **Criminal Background Check Policies and Procedure** – discussion on the draft policy prepared by Joan Smykowski was tabled to January.

## NEW BUSINESS

- **Show Removal** – Marsha distributed a December 3, 2013 letter from Kim Sherobbi, EMEAC's Interim Building Manager, detailing information about the cost of removing snow from the Forest parking lot, sidewalks around the building and mansion driveway, and asking each Commons organization to share the cost by contributing \$300. The consensus of the board was that due to the church's own budgetary shortfall and because nothing currently has been budgeted for snow removal, money cannot be allocated at this time. Dan is the point person for EMEAC and will advise of our position on the \$300 request.
- **PayPal Policy** – discussion on the draft policy prepared by Kathe Stevens was tabled.
- **Six-Month Follow-Up on Leadership Retreat** – discussion tabled.

**ADJOURNMENT:** The meeting adjourned at 9:09pm.

Respectfully submitted,  
**Kathe Stevens**, Secretary