

**MINUTES**  
**Meeting of the Board of Trustees**  
**First Unitarian-Universalist Church of Detroit**  
Whole Foods Community Room, 115 Mack Ave, Detroit, MI 48201  
**August 21, 2014**

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**CALL TO ORDER:** A regular meeting of the Board of Trustees was held on August 21, 2014. Present were President, Marsha Bruhn; Vice President, Danny Rebb; Immediate Past President, Sally Borden; Secretary, Kathe Stevens; Treasurer, Dan Wiest; Trustees-at-Large, Matt Friedrichs and Joan Smykowski; and Rev. Roger Mohr, *Ex Officio*. Trustees-at-Large, Joel Batterman and Paul Chislett, were excused. Also present was incoming Treasurer, Bob Lauer. President Bruhn called the meeting to order at 7:11 P.M. There was a quorum of the Board.

**ADOPTION OF THE AGENDA:** It was **moved** by Kathe Stevens, seconded by Dan Wiest, to adopt the agenda as presented; **passed**.

**MINISTERS REPORT:** Rev. Mohr reported on various projects. Leadership training at Gamaliel was invigorating and focused on goals. The recent water forum resulted in consensus positions with regional buy-in but not hugely actionable matters. Subsequently at a regional cluster meeting of ministers a premise was reached that First Church should be a regional leader. Lengthy discussion on regional leadership vis-à-vis First Church and Rev. Mohr ensued. Marsha noted that congregant Deanna McGraw, who has an impressive background in strategic planning and board development, has agreed to develop a strategic plan for First Church. Marsha will ask Deanna to take the lead on scheduling a small group to follow up on the recent leadership retreat, which will be a good venue for developing the theme of leadership.

Rev. Mohr contacted Music Director Todd Ballou to convey the board's decision about fundraising for the cantor position but has not been able to contact Gwen Foss. Rev. Mohr noted that he will do a written report for the next board meeting.

**PRESIDENT'S REPORT:** Marsha Bruhn summarized her written report. A meeting with EMEAC has been scheduled for September 3 to discuss building fees and space usage. Attorney Dan Share will help to draft a new agreement. First Church continues to focus on efforts to help EMEAC with its long-term financial goals. Marsha welcomed Bob Lauer, who is transitioning into the First Church treasurer role, although an official handover has not been set.

**APPROVAL OF MINUTES:** Minutes of the previous meeting having been distributed and reviewed, it was **moved** by Dan Wiest, seconded by Joan Smykowski, to approve the minutes from the July 9, 2014 regular meeting of the Board of Trustees as presented; **passed**.

**TREASURER'S REPORT:** Dan Wiest reviewed the July 2014 Profit and Loss Statement which had been distributed to the Board, noting that July was the first month of the new fiscal year. A \$600 penalty payment is owed to the Internal Revenue Service due to 2010 W2 forms not being filed during a time when three different treasurers served First Church. A letter has been sent to the IRS requesting abatement.

Dan discovered that First Church has been withholding City of Detroit tax from paychecks but has not made a payment to the city since 2009, so \$5,000 is owed to the city, plus interest and penalties. This also occurred during the fluctuation of ministers and treasurers. Rev. Mohr noted that he had

received a letter from the city regarding the \$5,000; he will forward the letter to Dan, who will contact First Church's accountant for advice.

Dan summarized current debt: First Church still owes \$9,000 towards Rev. Mohr's retirement and now owes \$5,000 in withholding taxes. First Church has over \$9,000 in the bank currently due to payment in full of two large 2014-15 pledges.

Marsha Bruhn requested that the Finance Committee investigate the merits of an audit, develop internal controls, create a procedure for cash handling and explore recourse to the City of Detroit back taxes.

## **COMMITTEE REPORTS**

**Worship** – Danny Rebb reported that the Committee retreat is Saturday, August 23.

**Development** – Kathe Stevens submitted a written report. Approval of the draft Fundraising Policy is deferred to the next meeting. After discussion about rolling out a program to the congregation involving fundraising through a bed and breakfast directory for Unitarian Universalists and other religious liberals, it was **moved** by Matt Friedrichs, seconded by Danny Rebb, to authorize the Development Committee to register First Church on the UU're Home website; **passed**. Dan Wiest will check with Church Mutual to see if the church would take on any liability.

**Buildings & Grounds** – The clean-up of the bride's room is scheduled. Dan Wiest will check with Sean McAde regarding the status of reupholstering the large wood and leather chancel chairs.

**Outreach** – Marsha Bruhn requested that Rev. Mohr include a focus on outreach, perhaps a Mission Team, as strategic planning is developed.

**Membership** – Joan Smykowski had no report.

**Canvass** – Kathe Stevens submitted a written report.

## **OLD BUSINESS**

**Childcare** – Sally Borden and Joan Smykowski will discuss next steps for screening caregivers.

**Printer/Copier** – after discussion, it was **moved** by Sally Borden, seconded by Joan Smykowski, to authorize Glenn Maxwell to purchase a refurbished printer/copier for the church office; **passed**.

**Prentis Parking Lot Lease** – Marsha Bruhn reported that the draft lease prepared by attorney Dan Share is being reviewed by John Linardos of Motor City Brewing and Chuck Roy of Cass Café.

**UUA Beta-Testing** – Kathe Stevens submitted a written report.

**Office Administrator** –The Finance Committee will review the job description for the First Church Office Administrator position. Payroll processing, tax filings, and money collection will be handled by the Treasurer and removed from the Office Administrator responsibilities. Rev. Mohr will clear up oversight for the newsletter and the order of service.

**ADJOURNMENT:** The meeting adjourned at 9:10 P.M.

**Respectfully submitted,**

*Kathe Stevens*, Governing Board Secretary