

MINUTES
Meeting of the Board of Trustees
First Unitarian-Universalist Church of Detroit
Whole Foods Community Room, 115 Mack Ave, Detroit, MI 48201
September 10, 2014

CALL TO ORDER: A regular meeting of the Board of Trustees was held on September 10, 2014. Present were President, Marsha Bruhn; Vice President, Danny Rebb; Immediate Past President, Sally Borden; Secretary, Kathe Stevens; Treasurer, Dan Wiest; Trustees-at-Large, Joel Batterman, Matt Friedrichs and Joan Smykowski; and Rev. Roger Mohr, *Ex Officio*. Trustee-at-Large Paul Chislett was excused. President Bruhn called the meeting to order at 7:05 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 amended; **passed**.

APPROVAL OF MINUTES: Minutes of the previous meeting having been distributed and reviewed, it was **moved** by Danny Rebb, seconded by Kathe Stevens, to approve the minutes from the August 21, 2014 regular meeting of the Board of Trustees as presented; **passed**.

MINISTERS REPORT: Rev. Mohr and the board discussed opportunities to refer tensions and anxieties in the congregation to the board and to committees. Monthly meetings with the board president will be reinstated. Rev. Mohr plans to explore coaching through the Unitarian Universalist Association.

PRESIDENT'S REPORT: Marsha Bruhn summarized her written report.

TREASURER'S REPORT: Dan Wiest summarized his August 2014 financial report and Profit and Loss Statement.

- Dan reviewed First Church's accountant's advice on contacting the City of Detroit regarding the withholding taxes owed and the process for payment.
- A \$1200 payment to cover July, August and September on Rev. Mohr's lost earnings will be made immediately. Payments of \$400 per month will be made subsequently.

It was **moved** by Kathe Stevens, seconded by Joan Smykowski, to accept the treasurer's report as presented; **passed**.

COMMITTEE REPORTS:

Finance - After discussion on protecting those involved in handling money for First Church, Dan Wiest agreed to talk to incoming treasurer Bob Lauer about the possibility of a reduced audit. Bob will be creating a policy of internal controls. The policy on background checks will be reviewed at the next Finance Committee meeting.

Development –

- The board agreed to give \$200 to East Michigan Environmental Action Council from the proceeds of parking cars at the Prentis lot at Dally in the Alley.
- The Fundraising Policy was reviewed and it was **moved** by Kathe Stevens, seconded by Sally Borden, to adopt the policy with the following changes:
 - Under "Review Process," change the deadline for submitting a request from six months notice to three months notice;
 - Under "Criteria," the first bullet point, requests shall be coordinated with the church *and building* calendars."
 - Under "Criteria," the Development Committee shall approve activities by children/youth selling items;

- The Fundraising and Event Information Form shall indicate that EMEAC is to be consulted on all building matters, starting with any proposed dates for any events.

Approved with those changes.

Building & Grounds – Books from the church library were donated to the Ecumenical Theological Seminary. The bride's room is almost completely cleared. Some historical documents were discovered which may be appropriate to donate to the University of Michigan's Bentley Historical Library. Kathe Stevens will work with Sally Borden to review and subsequently contact Bentley, if appropriate.

Outreach – Joel Batterman reported a potential town hall forum for the first week of December, pending results of a survey of congregational interest. Joel was encouraged to consider moving the forum to January 2015 or before Thanksgiving. Joel will take that feedback to the committee to discuss a new date.

Development – Kathe Stevens summarized her written report.

Membership – Joan Smykowski summarized her written report.

OLD BUSINESS:

Childcare – Sally Borden will be putting a request for volunteers in the Sunday order of service and in the newsletter and will advise on progress and the plan. The deadline to complete the project is November 1.

Prentis Parking Lot Lease – Motor City Brewing will treat the expired lease as month-to-month. It is hoped that a new lease will be executed by next month. Attorney Dan Share will be consulted on whether First Church should have to pay taxes: the lot is not being leased to the public.

Office Administrator – Marsha Bruhn reported on the status of the search for a new Office Administrator. The interview process will start in November with the hope to bring new staff in on board in December.

Strategic Planning – Danny Rebb reported that he has asked Deanna McGraw to write a newsletter article on the follow-up from the leadership retreat, which includes strategic planning.

Noel Night – Marsha Bruhn reported that she will attend the upcoming Commons meeting to ask and to answer questions. Matt Friedrichs is the EMEAC liaison. Joan Smykowski will attend the Midtown organizational meeting.

Insurance Coverage for UU're Home B&B – Dan Wiest reported that First Church is covered under its policy with Church Mutual, additionally, our agent believes that UU're Home will more than likely have its own insurance policy and that individual homeowners will also.

NEW BUSINESS:

MOSES Public Meeting – Danny Rebb is the contact person for the MOSES public meeting. He will put notices, composed by Matt Friedrichs, in the Sunday order of service and in the newsletter; flyers will be distributed in First Church's social hour.

Civility Procedure – Sally Borden distributed "Civility and Conflict Resolution for All Church Meetings," adopted in 2010. Kathe Stevens will distribute a copy of the civility procedure to all committee chairs.

ADJOURNMENT:

The meeting adjourned at 9:17 P.M.

Respectfully submitted, *Kathe Stevens*, Governing Board Secretary