

**MINUTES**  
*Meeting of the Board of Trustees*  
**First Unitarian-Universalist Church of Detroit**  
Whole Foods Community Room, 115 Mack Ave, Detroit, MI 48201  
**November 12, 2014**

**CALL TO ORDER:** A regular meeting of the Board of Trustees was held on November 12, 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, Paul Chislett, Matt Friedrichs and Joan Smykowski; Rev. Roger Mohr, *Ex Officio*; and guests Tim Bailey (Building & Grounds Committee) and Deanna McGraw (Strategic Planning Committee). President Bruhn called the meeting to order at 7:02 P.M. There was a quorum of the Board.

**ADOPTION OF THE AGENDA:** It was **moved** by Kathe Stevens, seconded by Danny Rebb, to adopt the agenda as amended; *approved*.

**STRATEGIC PLANNING:** Deanna McGraw, lead of the Strategic Planning Committee, reviewed the 2015 Strategic Plan which had been circulated to the board, first recognizing the members of the Strategic Planning Committee, Matt Friedrichs, Danny Rebb, Joan Smykowski and Kathe Stevens. The strategic plan was created from the ideas and goals generated at the July 2014 Leadership Retreat. Deanna then reviewed the Implementation Plan circulated to the board, noting she has volunteered to continue leading the Strategic Planning Committee. There will be built-in accountability through quarterly reports to board. The Strategic Planning Committee will meet again in January to begin implementation of the plan. Deanna will present details about the 2015 Strategic Plan at the informational congregational meeting on December 7. It was **moved** by Danny Rebb, seconded by Kathe Stevens, to accept the Strategic Plan as presented; *approved*.

**TREASURER:** Dan Wiest presented the October Profit and Loss Statement and Financial Report. Finance Committee member Sharlene Gage has negotiated a payment plan with the City of Detroit Tax Department for the withholding taxes owed. After discussion, it was **moved** by Kathe Stevens, seconded by Joan Smykowski, to begin the payment plan to the City of Detroit Tax Department by paying \$300 down and \$200 per month thereafter until the debt is paid, as recommended by the Finance Committee; *approved*.

**APPROVAL OF MINUTES:** Minutes of the previous meeting having been distributed and reviewed, it was **moved** by Dan Wiest, seconded by Kathe Stevens, to accept the minutes from the October 8, 2014 regular meeting of the Board of Trustees as presented; *approved*.

**MINISTERS REPORT:** Rev. Mohr reported on the Developmental Ministers Conference he had attended the previous week. He distributed and reviewed a synopsis of the current status of First Church's congregational life which he had submitted at the conference, emphasizing the points outlining his developmental ministry goals: 1) steady growth and recruitment of new members; 2) organizational restructuring – looking at our current structure and seeing how we can improve upon it; 3) improved internal communications; 4) leadership development – particularly focusing on young adult leadership and contacts within the larger community; and 5) improved relationship with the Unitarian-Universalist Association at both regional and national levels. Rev. Mohr will be focusing on these five points going forward. Rev. Mohr also distributed and reviewed his current report to the Board noting in particular that he now will be focusing on the Strategic Plan in relation to mission and developmental goals. He will scale back with public and denominational issues and focus his ministry on the congregation and building its capacity so we are ready to look for a settled minister when the developmental ministry ends.

**PRESIDENT'S REPORT:** Marsha Bruhn reviewed her written report. The lease of 26 spaces in the Prentis parking lot which had been circulated to the Board via an October 30 email was signed with two minor changes suggested by attorney Dan Share. Marsha referred to a November 11, 2014 letter she sent to East Michigan Environmental Action Council regarding the lease of the lot to Motor City Brewing and Cass Café. That letter requested a meeting of First Church and East Michigan Environmental Action Council to discuss a new building agreement and address any concerns regarding the 20 alley parking spaces reserved for EMEAC which are not included in the MCB/CC lease.

**COMMITTEE REPORTS:**

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

**Fund Development** – Matt Friedrichs, new chair of the Fund Development Committee, submitted a written report, which was accepted as presented.

**Buildings & Grounds** –

- Tim Bailey reported that either funds or donations will be needed for radiator covers in the bride's room. Sally Borden is coordinating furniture donations and will make the final decision on what is needed. Richard Hillier has recruited volunteers for child care.
- Motor City Brewing and Cass Café have started construction in the Prentis parking lot and have begun management of the lot. Tim is monitoring the lot during construction. A decision must be made for wording for the signs designating the 20 spots on the alley which First Church is not leasing.
- Dale Compton repaired the electricity going to the old sign and there is a working light, so First Church may use it. Sally Borden noted that the minutes of building transfer negotiations will show that EMEAC agreed that First Church may have use of the old sign.

**Outreach** – Joel Batterman reported that the committee has conducted a church wide survey. He will call a meeting to discuss the results.

**Membership** – Joan Smykowski submitted a written report, which was accepted as presented.

**UUA Outreach Beta-Testing** – Kathe Stevens submitted a written report. Eight board members responded affirmatively to an October 19 email request for permission to apply for renewal of First Church's Welcoming Congregation status; there was no response from one member. The beta-testers have chosen to continue to plan and implement the educational process for our Welcoming Congregation renewal under a new name, the "Welcoming Task Force." A survey reporting our chosen niche (the LGBTQ community), how we plan to reach out to our niche (renewal as a Welcoming Congregation), and our feedback on beta-testing the outreach and branding program was completed and submitted to the UUA.

**OLD BUSINESS:**

**Childcare** – Sally Borden will perform background checks on child care volunteers. Dan Wiest will supply the Church Mutual forms. The Child Care Committee will decide how to proceed with background checks, which will screen for criminals and sexual predators.

**Office Administrator** – Paul Chislett reviewed a report prepared by Paul, Kathe Stevens and Dan Wiest compiling a list of the Office Administrator's duties which would have to be assumed by volunteers if the board chose not to hire a replacement for Tamara Halliburton. It was the consensus of the board that some of the listed tasks could be performed by volunteers but office administration cannot be managed with volunteers only.

**Board Representative for EMEAC** – After reviewing the process and policies approved March 14, 2012, it was **moved** by Kathe Stevens, seconded by Joan Smykowski, to appoint Marsha Bruhn as the congregational representative to the EMEAC board of directors to replace Bill McKnight, who has served for over two years; *approved*.

**NEW BUSINESS:**

**Congregational Meeting** – Marsha Bruhn summarized the proposed agenda for the December 7 informational congregational meeting. The meeting will cover the Finance Committee's status of the budget, Rev. Mohr's update on his developmental ministry goals, Deanna McGraw's presentation of the Strategic Plan, and Kathe Stevens' announcement of the Welcoming Congregation renewal.

**Board Liaison Assignments** – Discussion deferred to the December board meeting to consider assignments to committees missing from the draft list of proposed liaisons, *e.g.*, the Strategic Planning and Child Care committees.

**ADJOURNMENT:**

The meeting adjourned at 9:06 P.M.

*Respectfully submitted,*  
*Kathe Stevens, Governing Board Secretary*