

MINUTES  
Regular Meeting of the Governing Board of Trustees  
First Unitarian-Universalist Church of Detroit  
Whole Foods Community Room, 115 Mack Ave. at John R, Detroit, MI 48201  
January 13, 2016

**CALL TO ORDER:** A regular meeting of the Board of Trustees was held on January 13, 2016. Present were Kathe Stevens, President; Marsha Bruhn, Immediate Past President; Danny Rebb, Secretary; Dan Wiest, Treasurer; Joel Batterman, Matt Friedrichs, Sydney Schaaf, and Dave Vaillencourt, Trustees; Reverend Stephen Butler Murray, Interim Minister; Deanna McGraw, guest. President Kathe Stevens called the meeting to order at 7:03 P.M. There was a quorum of the Board.

**ADOPTION OF THE AGENDA:** It was **moved** by Dan Wiest, seconded by Dave Vaillencourt, to adopt the agenda as presented; **approved**.

**APPROVAL OF MINUTES:** Minutes of the previous meeting were distributed and reviewed. It was **moved** by Marsha Bruhn, seconded by Matt Friedrichs, to accept the minutes from the December 9, 2015 regular meeting of the Board of Trustees as presented; **approved**.

**MINISTER'S REPORT:** Rev. Murray advised he has enjoyed getting to know the other UU ministers in the area. He also advised first sermon of this year served as a kick-off to the celebration of the Centennial of our congregation worshipping at the corner of Cass and Forest.

**PRESIDENT'S REPORT:** Kathe Stevens summarized her written report.

**TREASURER:** Dan Wiest reviewed *Operating Budget FYE 06/30/2015*, answered questions, and advised that a priority is to work with Dan Secrest regarding having a link to Vanco added to the church website in order to enable church members and friends to make financial contributions online.

#### **COMMITTEE REPORTS:**

**Building and Grounds Committee** – Tim Bailey submitted a written report.

**Care Committee** – Kathe Stevens advised that Sally Borden has temporarily assumed the task of setting birthday cards on the radiator by the ramp door entrance of the sanctuary for people to sign each Sunday.

**Centennial Committee** – Kathe Stevens advised the Centennial Committee will meet on the 4<sup>th</sup> Monday of each month; the next meeting is scheduled for January 25, 2016.

**Child Care** – no report.

**Communications Committee** – Committee chair Dan Secrest submitted a written report.

**EMEAC Liaison** – Kathe Stevens advised that Lencha Acker, First UU's liaison to EMEAC's Board of Directors, will attend a meeting of the EMEAC Board this evening, January 13, 2016.

**Finance Committee** – no report.

**Fund Development** – no report.

**Membership Committee** – Kathe Stevens advised that she and Joan Smykowski are in the process of redesigning the church's bulletin board located in the narthex.

**Planning Committee** – The 2015 Strategic Plan’s year-end report was distributed and reviewed. Committee Chair Deanna McGraw advised that this was a good process for the church and that we have learned a considerable amount about the planning process during this past year. It was **moved** by Marsha Bruhn, seconded by Danny Rebb, to accept the report as presented; **approved**. Members of the Board expressed their thanks and appreciation to Deanna McGraw for her work in chairing the Planning Committee this past year while our first Strategic Plan was developed and implemented.

**Policy & Procedures Ad Hoc Committee** – Deanna McGraw advised that twelve policies and procedure documents were reviewed by various Board members and subsequently distributed to the entire Board for review. During discussion on these policies and procedures, changes were suggested to the following draft policy and procedure documents: Authority to Act on Behalf of the Church, Conflict of Interest, Criminal Background Check, Marketing and Public Relations, Newsletter, Personnel, Policy and Procedure Process, and Record Keeping. Deanna McGraw will work with Kathe Stevens to make these changes and will present the revised policies and procedures to the Board at its February meeting, along with additional policies and procedures for the Board’s initial review.

**Social Justice Committee** – Committee chair Joel Batterman summarized his written report.

**Worship Committee** – no report.

**Young Adults** – no report.

#### **OLD BUSINESS:**

**Governing Board Vice President** – It was **moved** by Marsha Bruhn, seconded by Dave Vaillencourt, to appoint Matt Friedrichs to fill the open position of Governing Board Vice President until the end of the current fiscal year ending on June 30, 2016; **approved**.

#### **NEW BUSINESS:**

**Appointment of New Trustee:** An open Governing Board Trustee position exists as a result of Matt Friedrich’s appointment to the position of Governing Board Vice President. Further action on this agenda item was deferred until the next regularly scheduled Board meeting in February 2016.

**2016 – 2017 Budget Meetings** – Dan Wiest advised that the Finance Committee will email Committee Chairs and request each to submit a preliminary committee budget to be considered for the next fiscal year. A budget workshop will be scheduled after preliminary results from the 2016 – 2017 fiscal year’s canvass are received.

**Defining Brand Name** – Deanna McGraw submitted a written report regarding the current use of multiple names used to identify our church and expressed the desire for the Board to select one name to be used for the sake of consistency. The proposed name is “First UU”. Further action

on this agenda item was deferred until the next regularly scheduled Board meeting in February 2016.

**Sound Equipment** – Board consensus is that the Detroit Interfaith Outreach Network (DION) may use our sound equipment in the sanctuary during their panel discussion and interfaith worship service on Sunday, January 17, 2016.

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

Respectfully submitted,

*Danny Rebb*, Governing Board Secretary

The next regularly scheduled Board meeting is at 7:00 P.M. on February 10, 2016 at the Whole Foods Community Room.