

**NANCY SHATTUCK'S FIRST DRAFT OF MINUTES**  
**Regular Meeting of the Governing Board of Trustees**  
First Unitarian-Universalist Church of Detroit  
Zoom, Web Meeting  
**October 18, 2020**

**CALL TO ORDER:** Dan Secrest called the regular meeting of the Governing Board of Trustees to order at 12:45 pm on October 18, 2020. The following people were present:

- Dan Secrest, President
- Dan Hale, Immediate Past President
- Scott Lehto, Trustee
- Jody Wise, Trustee
- Dan Wiest, Trustee
- Steve Curtin, Trustee
- Nancy Shattuck, Secretary
- Bob Lauer, Treasurer
- Mark Tade, Vice President
- Excused Absence: Reverend Dr. Stephen Butler Murray, Minister

**REVIEW OF MINUTES AND AGENDA**

- The attachment for the minutes for September 20, 2020 is the notes, but the minutes were reviewed and approved as amended.

**PRESIDENT'S REPORT**

- Improved Coffee Hour!
- Programs flourishing. Want to encourage small group activities.  
e.g. Choir, Vespers, Media/Computing (programs in which I'm active). *Synergy / Nonzero*

**COMMUNICATIONS SECTION**

**Zoom Account**

Dan Secrest submitted a Calendar and Zoom Policy, and it was unanimously approved by the board on October 18, 2020. Dan Secrest will provide email groups to schedule events on the calendar and a separate file to schedule zoom hosts. For now, the church will not purchase a Zoom account but will rely on volunteer hosts. The current procedures for requesting Zoom and calendar are posted on the Google Workspace Drive. Dan Secrest will demo the calendar for the church membership and try to update the website home page to highlight upcoming events. In the future, the committee will submit document procedures for requesting access to a Zoom account. Glen wants to conduct meetings on Google meet. Recommendations are it is enough trouble maintaining standard in zoom; a no on Google meet.

- Dan Secrest did not contact Martha Bogner on the youth group initiative and for now it has been put on a back burner.

- Some improvements to the coffee hour in the near future will be breakout rooms for smaller discussion groups and appointing someone to monitor speakers so people are not talking over one another on Zoom. Reverend Murray and Dan Secrest have acted as official moderators to call on speakers during the coffee hour.
- Dan Secrest sent out the first “Mogul’s Missive” to the congregation, and it was received with a lot of positive feedback. Nancy Shattuck is snail-mailing the letters to those who don’t have email.
- The “G Suite” is now “Google Workspace”, and it includes all of the Google tools, such as calendar, email, the storage and Google meet.

## **PROGRAMS & EVENTS:**

### **Veronica Adams Announcement**

Dan Secrest shared the proposal submitted by Veronica Adams and the board approved it. She, with the support of Sally Borden will co-lead a two-part Zoom gathering for interested church members on techniques for maintaining one’s sense of equilibrium and well-being in stressful and turbulent times. Sally is a mental health professional, and Veronica was trained as a chaplain as well as a facilitator. In addition to valuing practices that help people to maintain their own emotional health, they also both understand the difference that sharing, listening, and connection can make to people.

### **Chalice Circles**

Ginny Preuss has offered to facilitate a Chalice Circle at 1<sup>st</sup> UU. She has been a facilitator for ten years, and many topics are available. She submitted Chalice handbook and small group procedure manuals. Dan Secrest will get back to Ginny and Scott can coordinate rolling this out.

### **Worship Committee**

- Update from Scott
- A worship retreat is planned on November 7 and Jodi Wise shared the work plans.

### **Membership Committee**

- Ann Esu offered feedback to the meeting, noting that no mention was made of a youth program, and she thought member’s only access to the membership didn’t fit a welcoming policy.
- Dan Secrest submitted notes from the Membership Committee; the meeting was cancelled. Items of concern are the membership web page, a job description for the chair, the online directory of members, staff, and friends, formal church policies and procedures. For the future, an online photo directory and documenting process will be considered.

### **Social Justice Committee**

The Social Justice Committee will show films in conjunction with “Choose Democracy” as listed in Anita’s weekly announcements. Mission and vision working with other groups. Charles doing get out the vote stuff and he talked bout his liaison with “Choose Democracy.”

### **Vespers**

Nancy Owen Nelson has arranged local talent for the October vespers this Thursday. We’ve been sharing recordings of the Vespers.

### **FINANCE**

#### **Income/Expenses/Balance**

- Bob Lauer submitted his finance reports and commented that we are not spending any money, so even though our income has decreased, we are still in good shape.
- Follow up on PPP loan forgiveness: we are entitled to get the entire amount reimbursed.
- Dan Wiest has sent out contribution statements to the congregation.

### **TRUST**

Bill McKnight has turned over trust documents to Dan Hale. Dan Hale is looking for some place to store them. He’s not sure how long the documents have to be kept because it includes investment documents. Bill McKnight is still in charge of the trust, but the board discussed the fact that he wants to turn it over to someone else. The trust hasn’t met in more than a year. Dan Hale will also be looking at the bylaws. This will be put on agenda for next month.

### **BUILDINGS AND GROUNDS**

#### **EMEAC**

Dan Hale and Dan Secrest attended the EMEAC board meeting on Zoom on October 15. Dan Hale submitted minutes and EMEAC approved them. Nothing has changed on their finances; they are fluid through January. The EMEAC board wants to expand its membership and have submitted a list of possible candidates. They listed one member because Jennifer Teed (used to be religious education chair) is involved with 1<sup>st</sup> UU. She’s a political activist and strong in a community outreach group. Steve Curtin, who is a member of EMEAC, would like to become an EMEAC board member but, right now, EMEAC has only approved two members from 1<sup>st</sup> UU; he wants to be more official. Dan Secrest suggested that Steve Curtin write up a report of what he wants to become involved in. Further discussion will be taken up at the November board meeting. They will have their meeting at the same time each month.

**CLOSING WORDS FROM DAN SECREST.** Dan Secrest read closing words for hard times, ending with the words “be strong, be connected. Each day act so you may be a little more whole.”

**MEETING ADJOURNED.**

Dan Secrest adjourned the meeting at 2:00 pm. The next board meeting is November 15, 2020.