

**MINUTES of the Unitarian Universalist Congregation of Lake County (UUCLC) Florida  
Special Board of Trustees Meeting  
Meeting date: November 26, 2012**

**Call to order:** A formal meeting of the UUCLC Board of Trustees was held at the home of Russ Littlefield and called to order at 1:51 pm by Barbara Coats, Presiding.

**Members in attendance:** Barbara Coats, Russ Littlefield, Jack Champion, Pat Linfield, Gina Rossi, and Carl Skiles

**Guests in attendance:** Rev. Roger Seidner, Mary McDaniel, Rev. Terry Sweetser, Katrina Foster

The Chalice was lit by Barbara, and Rev. Seidner spoke briefly, saying our congregation had voted to accept Ruth Gray's bequest, and in so doing we voted to make a wider impact in the community beyond our present number.

Barb then turned the meeting over to Russ. For the benefit of Terry and Katrina, UUA representatives from Boston, Russ gave a brief history of UUCLC, pointing out that in our years of existence our membership number has not changed, remaining around 61. This is attributed to the nature of our congregation. We are an older group of people who move away and pass away. We are constantly in flux. He also pointed out that Ruth had always wanted us to have our own building so that we could grow.

Terry Sweetser began by saying that what is in writing holds. He has experience in two other similar situations.

- It is clearly stated in the codicil that the funds are strictly for ground purchase for building, or purchase of an existing building or church, and remodeling to suit our needs.
- In addition to constructing or buying a building, the money in the bequest can be used for whatever we need for due diligence and upkeep of the building we erect. He said that one congregation set aside 5% for maintenance. If we need a consultant, the grant will pay for that, providing that the consultation is clearly connected to the building of a spiritual home for the UUCLC.
- We need a plan and a timetable.
- UUA will expect reasonableness and common sense regarding the amount of money we require.
- Panels can be expensive and unwieldy.
- The UUA views the codicil as the real governing document, and the governing

- document as just advisory in nature.
- We can opt out of having a panel.
- Terry will not make any decisions for us.

A discussion ensued about the consultant issue. He advised us that persons at the Albans Institute and within the District have expertise specific to our project. He advised us to be frugal, that some would see us as a blank check, and possibly use up monies unnecessarily. Using someone from the District would cost us nothing if we should need someone to shepherd us through this process. He suggested that perhaps we should trust ourselves to make right decisions and to forge ahead and get on with it. Terry recommends having the visioning process done for free by the District.

- Pat Linfield asked if the grant would cover our renting a building to establish ourselves in a new location. Terry replied that the grant would cover a rental if it would conform to our plan. The grant will also cover rental space for Ruth's furniture that we have in storage. The bequest funds have not grown through investment nor have they diminished. They have been set aside in a money market account at an extremely low interest rate. All or a portion of the monies could be moved into the UUA Pooled Income Fund to allow them to grow at a faster rate, but they would also be subject to the vicissitudes of the market. The funds could lose value based on the stock market. And, bonds could lose value if inflation pushes interest rates higher.

The ongoing working fund would be placed in a separate account. Terry suggests not getting a consultant, saying we should do this as cheaply as we can at this point. Barb interjected that in her experience, congregations that work to raise the money themselves for a building have a sense of pride and are extremely aware of what they spend their money on. We have been given a large sum of money we did not work for, so we must be vigilant and prudent in how we use it. We are working not only to satisfy Ruth's dream, but also our shared dream.

Russ asked about establishing lines of communication between us and Terry. Terry said Katrina will be our main contact and we will keep it simple: e-mails, conference calls, maybe "go to meeting" online conferences. Our next step is to mull over what we need to do. It is important that we set up internal controls such as board approvals, limits, etc. Katrina will send us some guidelines for doing this.

Summary:

1. We need to create a plan with a timeline.
2. We need to create a budget that reflects our overall plan.
3. We will get \$20,000 seed money from UUA, which will be used ad hoc to cover expenses incurred. Accurate records and receipts will need to be kept.
4. We will video conference in a couple of weeks re the start-up grant and to discuss questions that will likely arise as we digest the many items and ideas mentioned today.

Barbara adjourned the meeting and extinguished the chalice at 4:00 pm.

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Respectfully submitted by Gina Rossi for  
Christina Higgins, Secretary  
UUCLC Board of Trustees

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Date of approval