

**gDraft MINUTES of the
Unitarian Universalist Congregation of Lake County (UUCLC) Florida
Board of Trustees Meeting
Meeting date: February 18, 2013**

Call to order: A formal meeting of the UUCLC Board of Trustees was held at UUCLC Office at 127E Grove Street, Eustis, FL on February 18, 2013. The meeting convened at 5:50 pm, Vice President Russ Littlefield presiding.

Members in attendance: Russ Littlefield, Jack Champion, Christina Higgins, Pat Linfield, Gina Rossi and Carl Skiles.

Members not in attendance: Barbara Coats

Congregation Members in Attendance: Frank Bishop

Approval of minutes: A motion was made by Jack Champion and seconded by Carl Skiles to approve the minutes of the January 8 and 14, 2013 meetings. **Motion carried.**

Officers' reports

Vice President – Russ began the meeting with a report regarding Barbara's health, their joint review of the current meeting agenda and the rest of the Board in expressing wishes for Barbara's speedy recovery from her illness. Russ also expressed pleasure that the Board is able to meet in the new UUCLC office.

Treasurer – Pat indicated that she had received no comments regarding the financial reports that she had sent to Board members via email on February 2 and 3. She said that as of the end of January, expenses exceeded income by approximately \$2000. There was a brief discussion regarding the cost for UUCLC representatives to attend General Assembly (June 19-23, Louisville, KY).

Board and Committee Reports

Program – Jack outlined ideas he has been developing for March programs, including two speakers, who might separately speak about issues related to at-risk youth and a third speaker, who would address 'human trafficking'. Board members discussed the need for speakers to provide insights, about how the issues they discuss are personally meaningful to them

Roger Seidner will be the Easter Sunday speaker. It was agreed that several of Roger's talks will be video taped and featured on the UUCLC website.

Regarding concern about future speakers who may have books or other items that they sell, it was agreed that the lay leader would make an announcement about the products, and the speaker would be advised not to make a 'sales pitch'.

Adult Education – On March 3 Karen Woolhouse will describe and seek congregation input regarding a survey she has been asked to develop to identify congregation's program/service wants and needs and the talents, skills and interests of individual congregation members.

Jack and Carl have been considering a common sense economics discussion group series.

Membership – Eleanor Fessler submitted a draft Membership Committee Job Description, which Chris outlined to the Board. The Board would like to see membership outreach and growth functions added to the committee charge.

Nominating Committee – has been named: Phyllis Gillette-chair, Frank Bishop and Ernie Rossi.

Publicity – Gina indicated that she has been placing ads and/or articles in the Orlando Sentinel and in the Daily Commercial, as well as on a local radio station. Her son has offered to design 2 ads (one black and white and one color) for us, and the Board gratefully accepted.

The Board agreed with Gina's suggestion to advertise in the Plantation at Leesburg community paper and further discussed the merits of Cathy Giordano's recommendation to “Identify all free publications within your target radius and write an article for every event. Write articles geared toward the mission of the publication, eg, 'Bringing Up Moral Children in Today's World', “How to build a church', “Considerations in building a Green Building”.

Social Justice – UUCLC was represented with a decorated float and marchers in the Martin Luther King Parade in Leesburg on Saturday, January 19.

Individual Social Justice Committee members also attended the February 2 “Working Together for Farm Worker Justice” session at First UU of Orlando and the protest at the Orlando Publix. Committee members are considering how they will participate in the “March for Rights, Respect and Fair Food”, a 2 week, 175 mile trek which culminates on March 17 at Publix Corporate Headquarters in Lakeland to petition Publix to support the Fair Food Program and the 1 penny more per pound of tomatoes campaign.

SJ Committee and/or Interweave members also demonstrated their support of the Domestic Partnership Registry (approved February 6, 2013 by the Tavares, Florida City Council) and the formation of a Gay-Straight Alliance Club to combat bullying, as requested by a student in a Lake County middle school.

Unfinished business

Update of Bylaws - Carl shared Roger Seidner's comments and suggestions about the draft bylaws with the Board. The Board found Rogers's comments to be very thoughtful and useful, agreed to several edits and asked the Secretary to send Roger a note of thanks. Carl will make the needed revisions and send the final draft to the Board. After that, the draft bylaws will be proposed to the congregation, as stipulated in the current bylaws: “ Notice of the meeting shall contain in full the proposed change and shall be mailed to each member not less than ten (10) days prior to the called meeting. “ Following a comment period, a vote of the congregation will be conducted.

Stewardship Committee – Paulette Stewart-Johnson and Frank Bishop have agreed to co-chair the Stewardship Committee. Discussion centered around suggestions that Frank and others have made regarding the need for a two-pronged coordinated approach to develop and work on 1) a building project and 2) a “program project”. The objective of the Program Project is to develop programs and services that UUCLC can/will offer members and the community and to generate membership growth.

(Membership growth, in turn, will help to support the building project). Frank and Gina will work on refining a document to describe the 'program project'. This description will be used to engage the congregation and will be referred to in the upcoming pledge drive.

Public Relations Program for UUCLC – Within the next month, Jack intends to contact a representative of That Company (Leesburg) regarding a PR program for UUCLC, as described at the January 8 Board meeting. He requested that Gina accompany him. Also, the Board discussed the successful mass mailing campaign of the Frontier Church of Leesburg as a strategy to consider and will contact the Frontier Church to see what PR services they used. It was also suggested that the upcoming congregation member survey may identify folks with PR experience or interest. Lastly, we will contact UUA for their advice.

Defining Standing Committees – Barbara and Chris consolidated the 'old' committees and functions into a smaller number (as was suggested by Kenn Hurto). Grouping committees into teams is intended to:

- Foster collaboration – fellow team members will be able to cover for one another, brainstorm issues, help to prevent burn out and can help to generate more innovative ideas than one person alone might. Collaboration is expected to energize the congregation, create synergy and efficient action.
- Facilitate reporting and communication between the board and committees/teams.

The next step is to work with the congregation to define what committee functions are needed in the context of our new mission and vision and commitment to a building project, supported by Ruth Gray's bequest. As described under stewardship above, it is anticipated that because we have new expectations, we will want to enhance UUCLC programs and services to support membership growth and building development.

Note that the emphasis at this point will be on functions. Many of us are currently serving on committees, and the insights from previous service are valuable. But, we also want to brainstorm about new approaches that will be productive (and fun?!).

Board members and Frank Bishop have volunteered to facilitate the brainstorming of the Committee Team functions. The individual Facilitator(s) will convene a meeting(s) of congregation members to brainstorm and identify the needs of the congregation related to specified broad functional area. The upshot will be new definitions of committee/team purpose and goals for the current (and perhaps future) church year.

Russ will announce the beginning of this effort at the end of the Sunday Service on February 24. The working list of committee teams and board liaisons is attached to these minutes.

Bequest Related Activities

Building Related Committees – On February 13, Carl convened a meeting, attended by fourteen members of the two Building Sub-committees. Carl reported that the joint committee identified building location criteria and individual committee members will be looking for sites and reporting back at or before the next meeting, March 5. Committee members will also be contacting 8

local banks to inquire about whether they have any distressed property that meet our criteria. A large map will be hung in the office to record/display sites investigated, zoning information, etc.

127E Grove Street Office Rental – Lease took effect 2/1/2013; rent \$360 plus utilities. Liability insurance is a requirement of the lease and was secured through Brown & Brown in Leesburg; the annual premium of \$409.50 has been paid. The underwriter (GuideOne) has raised questions because UUCLC has no past insurance history and will cancel the policy with a 75-day grace period. Chris will look into getting replacement insurance before the GuideOne policy expires.

Discussion regarding individual liability of Board Members suggested the need to review the UUCLC Articles of Incorporation. Pat will provide a copy to Chris. Carl suggested that Chris speak to Roger about his umbrella insurance policy.

Three Member Decision-making Panel – The Bequest “Governing Document” outlines the function of a panel to make “decisions about whether conditions have been met...probably (to) include her attorney, someone from the congregation, a paid third party (totally neutral) to be chosen by unanimous consent of the other two...” Mary McDaniel and Phyllis Gillette have agreed to serve as panel members. Today, Russ sent an email to Mary and Phyllis asking them to select a third panel member.

It was agreed that a bequest-related project time line and plan must be developed, as such a plan would form the basis for the panel to determine whether the conditions of the bequest are being met.

UUA contact – No further information regarding Terry Sweetser and/or Katrina Foster's next visit.

New business

Pledge Cards – the Board reviewed drafts on line and agreed that the last version is final.

Kathleen Cook Memorial Service – April 7 at 3 pm, reception to follow at the American Legion. The family has been coordinating with Barbara. Pat will check with Phyllis to see if additional help is needed.

Order of Service – Lynette will not be printing the Order of Service. Ted drafted and printed the February 17 one, but prefers not to be responsible for the printing. Russ will coordinate with Ted and Jack and determine if the print ready copy can be emailed to the printer and who will pick up the folded documents.

Website, Members Only Section – It was agreed that Board meeting minutes and updates regarding the building project and other activities are appropriate to be reviewed by friends, as well as members. Chris will coordinate with Robyn to move these documents to the general area of the UUCLC website. The Directory will remain in the Members Only section.

Also, Carl is looking into use of an e-calendar to help coordinate church events and will advise the Board.

Announcements – During the Sunday Service are taking an increasingly long time. Beginning in April, people will be asked to submit their announcements in writing. Depending upon when the announcements are available, they will be printed in the newsletter (Communicator) or the Order of Service or both; or the lay leader will read the announcements. Russ will advise the congregation of this (ironically) during the announcement portion of the next several Sunday Services and there will be a notice about the new procedure in the Communicator.

Interweave – has requested to use the office for 2 hours per month for monthly Transgender Support Group Meetings. The Board supported designating one Friday evening a month and asked Chris to review the office liability insurance terms and advise if there are any concerns. If the insurance policy is limited to UUCLC members, perhaps a waiver, signed by non-members would adequately deal with liability questions.

The Transgender Day of Remembrance is November 24. Interweave would like to schedule a remembrance during Sunday Service. Given the lengthy board agenda, the late hour and the fact that this event is 10 months in the future, this item was tabled.

Next Board Meeting

TBD

Adjournment: The meeting was adjourned at 10:10 pm.

Christina Higgins, Secretary
UUCLC Board of Trustees

Date of approval