

**Draft MINUTES of the  
Unitarian Universalist Congregation of Lake County (UUCLC) Florida  
Board of Trustees Meeting  
Meeting date: April 27, 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 April 27, 2013. The meeting convened at 12:12 pm, Vice President Russ Littlefield presiding in President Barbara Coats' absence.

**Board Members in attendance:** Russ Littlefield, Christina Higgins, Gina Rossi, and Carl Skiles

**Board Members not in attendance:** Barbara Coats, Jack Champion, and Pat Linfield

**Congregation Members in Attendance:** Eleanor and Ted Fessler, Henry Gray, Carl Hommel, and Kit Tatum.

**Approval of minutes:** A motion was made by Gina Rossi and seconded by Carl Skiles to approve the minutes of the March 23, 2013 meetings. **Motion carried.**

### **Officers' reports**

**Vice President** – Russ indicated that Barbara is absent because she had surgery to remove scar tissue around her stoma on Friday, but hopes to attend Services on Sunday. Jack is attending a FL District Northeast Cluster meeting regarding Grant Application.

**Treasurer** – Pat Linfield has submitted her resignation as Treasurer, effective April 30. Per UUCLC Bylaws, Article VI, Section 7, the Board “shall fill vacancies in elective offices until the next election at the Annual Meeting.” Via email on April 28, Chris made a motion to appoint Carl Hommel to serve out the remainder of Pat Linfield's term as Treasurer (May 1 through June 30). Jack seconded the motion. The Board approved the motion via email vote on April 29.

### **Board and Committee Reports**

**Restructuring Standing Committees** – At its February meeting the Board recommended the consolidation of committees in an effort to improve committee effectiveness and coordination. Russ's article in the April Communicator describes the process. Congregation members and friends will be invited to meet with the members of each committee to discuss what committee responsibilities should be and how that committee should be contributing to the life of our fellowship. The first meeting took place during the 9:45 am Discussion Period on April 14 to give input to the Sunday Service Committee which includes the Celebration of Life Service and the Discussion Group.

Carl Skiles suggested that each committee should write up duties and responsibilities and assign them to individual congregation members.

**Membership** – Eleanor Fessler indicated the need for Caring Committee given the need for services by a growing number of congregation members. The proposed new Committee structure has Caring as a sub-committee under Membership. Discussion followed. It was agreed that Committee chairs are appointed by the President with approval of the Board, and that the Committee Chairs

appoint sub-committee leaders. The Committee chair will coordinate with subcommittee leaders and provide status reports and issues to the Board.

Regarding a Caring Sub-committee, those present liked the concept of a 'dispatcher' who receives requests for services from congregation members and can call upon congregation members who have volunteered to provide services.

**Sunday Service** – Carl outlined his plans for the May Discussion Group sessions: Prayer-5/5; Social Justice Committee Topics-5/12; Justice Series-5/19; Open Forum-5/26. Jack was absent, but will submit the list of May Celebration of Life programs to Ted for publication in the May issue of the Communicator.

**Denominational Affairs** – Russ shared information that Barbara provided to him: the deadline for the reduced registration fee for UU General Assembly (From Promise to Commitment: June 19-23 in Louisville, KY) is Tuesday, April 30. Marge Hommel and Russ are considering attendance.

Tabled: discussion of the Dwight Brown Leadership Experience (August 4 - 9 at Texas Women's University in Denton, TX), the highest level of training available for lay leadership within the Southern Region of the Unitarian Universalist Association. It is a very intense, week long "experience" where congregational leaders dive deeply into both their own Unitarian Universalist faith, and the congregational systems and dynamics that must be understood in order for leaders to support thriving congregations. Submissions must be made by June 14; \$1,200 for the first two participants and \$550 for each additional team member due by July.

**Social Justice** – As reported by Carl Skiles, the Social Justice committee will conduct the May 12 Discussion Group. Chris reported that the School Board has tabled action on the student request to establish a Gay Straight Alliance in Lake County Middle Schools.

**Publicity** – Gina reported about the April 19 meeting she attended with Jack and Chris to discuss PR opportunities with Mandy Wettstein at Th@t! Company (not a typo). Mandy's suggestions included: 1) develop logo, branding; 2) enhance website; 3) Develop Face book page; 4) direct mail. The Board will discuss when we have a better sense of the FY 2013-14 Budget.

### **Continuing Concerns**

**Annual Meeting** – Sunday April 28 at the end of the CoL Service, but before the closing words and final hymn. Agenda: Russ will conduct the election of FY 2013-14 officers; Frank Bishop will oversee the presentation and review of the proposed budget with support from Pat; status of the Pledge Drive. Ted will have 50 copies printed of the Budget Options for 2013-14/Items We Hope to Add to the Budget for distribution.

**Building Committee Reports** – Carl reported on behalf of Betty Emery's Building Design Committee which met on April 14 to discuss the results of the congregational survey of building related activities and used the results as a basis for determining priority features of a new or existing building. The Design Committee will meet on Tuesday, April 30th at 6pm to develop an initial design concept to be used as part of the due diligence process for several properties of interest, as well as on May 14.

The Joint Building Committee has been meeting regularly to discuss possible building sites. At their last meeting on April 24, the committee voted to investigate 4 sites. As a result, Carl circulated information sheets and photos of the 4 sites and recommended that the committee be authorized to proceed to perform due diligence review of the sites, including obtaining quotes for assistance to explore DOT, zoning, utility, and other site related questions. The sites are:

- 3 acres near Green Bank, north side of US 441, Eustis
- 6.5 acres SR 19 and County 452, north Eustis
- 5.6 acres south side of US 441, Mt Dora (Alternate Key 1477344 and 3372913)
- 4.5 acres across from Walmart north side of US 441, Eustis (Alternate Key 3690575 and 1743460)

Chris made a motion to approve Carl's request, subject to review of the quotes. Gina seconded the motion. **Motion carried.**

**Three Member Decision-making Panel** – A draft panel agreement was provided to the Board after the 3/23/13 meeting. Because of the legal references in the agreement, it was suggested that Jack seek legal review. Jack reported that the attorney he wants to consult has been out-of-town. Jack hopes to visit with the attorney next week and will provide a report at that time.

**Building Vision Statement** – Katrina Foster shared a statement from the UUs of Central Oregon, suggesting that it would be helpful for UUCLC to develop our own Vision. Russ suggested that he and Chris put together a draft document, using the Oregon document as a model. The UUCLC statement will reflect the "Report - UUCLC Survey on Building Based Activities," the "Building Criteria Brainstorm" of February 10, 2013, our current Mission Statement as well as any other related documents. The draft would then be brought to the board, the building/design committees, and the congregation for discussion and amendment. The Board endorsed Russ's suggestion.

**Update of Bylaws** – Carl Skiles recommended revisions related to the duties of the second Vice-President. He indicated that he can have a revised draft for circulation next week. Following congregation review and discussion, a formal congregational vote of acceptance can be scheduled for May 19.

**Lucy Landis Memorial** – \$350 has been donated to be used for an offering plate or chalice. Pat Linfield provided information about sources of plates (from \$42 to \$700) and chalices. Ted will continue to research chalices and advise regarding the various forms of 'flame'.

**Interweave** – has requested to use the office for 2 hours per month for monthly Transgender Support Group Meetings. At the February meeting, the Board supported designating one Friday evening a month and asked Chris to review the office liability insurance terms and advise. Chris advised that the new insurance makes reference to procedures which must be followed to guard against misconduct, especially when working with children. Chris will draft guidelines, which upon approval of the Board, will be shared with Interweave.

**New business** -- Kit expressed concern about how and where the choir will meet to rehearse during June, September and October when Paulette is away. It was agreed that the choir can move the keyboard and plan to meet in the office. Coordination with the Building Committees will be necessary.

**Next Board Meeting**

Thursday, May 16 at 5pm in the UUCLC Office, 127E Grove Street, Eustis. Bring a bag dinner.

**Adjournment:** Gina made a motion to adjourn the meeting; Carl seconded. **Motion carried.** The meeting was adjourned at 4:06 pm.

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Christina Higgins, Secretary  
UUCLC Board of Trustees

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Date of approval