

**Draft MINUTES of the  
Unitarian Universalist Congregation of Lake County (UUCLC) Florida  
Board of Trustees Meeting  
Meeting date: May 16, 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 May 16, 2013. The meeting convened at 5:05 pm, Vice President Russ Littlefield presiding as President Barbara Coats had a conflict and could not be present for the beginning of the meeting.

**Board Members in attendance:** Russ Littlefield, Barbara Coats, Jack Champion, Christina Higgins, Carl Hommel, Gina Rossi, and Carl Skiles

**Congregation Members in Attendance:** Kit Tatum, Secretary elect.

**Approval of minutes:** A motion was made by Gina Rossi and seconded by Carl Skiles to approve the minutes of the April 27, 2013 meeting. **Motion carried.**

### **Officers' reports**

**Treasurer** – Newly appointed Treasurer, Carl Hommel referred the Board to Pat Linfield's report for the month ending April, 2013 which was distributed via email. He said he had balanced the check book and that cash on hand is \$8,011.

To eliminate confusion regarding names of the UUCLC bank accounts, he recently revised the name of the account where the \$20,000 advance from Ruth's Bequest was deposited. It is now called the Ruth Gray Bequest Fund; current balance is \$18,786.44. Discussion ensued about the purpose of these funds. Reading of Barbara's December 31, 2012 letter to UUA requesting the transfer disclosed that the funds would be used for "rental of modest office space....preliminary consultations....research expenses such as demographic studies...unforeseen minor expenses related to the project." Since the cost of the demographic study (\$235) had not been charged to this account, Chris made a motion to do so; Carl Skiles seconded. **Motion carried.**

Regarding insurance, which was required by the landlord to allow the lease of the office, Carl Hommel asked whether the insurance company needs to be advised of the names of the new officers. ==> Chris said she would check the policy and advise. Also, regarding the charges to the Ruth Gray Bequest (RGB) Account, Chris made a motion to charge the cost of insurance related to the office to the RGB Account; Carl Skiles seconded. **Motion carried.**

### **Board and Committee Reports**

**Denominational Affairs** – The Board agreed that it is desirable to send representatives to 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.

Russ indicated that he might be able to attend, but had a conflict with the last day. Both Chris and Jack indicated that their summer plans are uncertain and they could not commit at this time. ==> Russ asked that the Board consider candidates for attendance and suggest them by this coming Sunday.

Jack attended a Northeast Cluster meeting regarding Grant Application on April 27 and indicated that UUCLC had not paid NE Cluster dues. This appears to have been an oversight and the Board agreed to pay last year's dues and budget for the next fiscal year dues at approximately \$60/year.

Summerfield UU is hosting a NE Cluster Presidents' Event June 7-9, 2013. Neither Russ nor Chris can attend; Barbara may attend.

Chris shared the substance of an email she received on 5/15/2013 from Martha Hartgering ([mmhartgering@gmail.com](mailto:mmhartgering@gmail.com)). Martha has requested a referral for communication of information about NE Cluster, UU Legislative Ministry and the Social Justice googlegroup of the First UU Congregation. Chris responded to Martha via email, with copies to certain Board and congregation members, and ==> will follow up to ensure communication channels are established.

**Membership** – No report.

**Sunday Service** – Carl outlined his plans for the Discussion Group sessions through the end of May: Justice Series, “The Claims of Community”-5/19; Open Forum-5/26; Sunday Service or Celebration of Life or...-6/2. Traditionally, the UUCLC summer schedule (July and August) calls for a single 10:30 am Discussion Group session. Jack conveyed Roger Seidner's suggestion that he (Roger) present a sermon on the last Sunday of July and August and that there be a Pot Luck Luncheon on that Sunday. This suggestion was endorsed and the Board determined that the July and August 10:30 am sessions will be a bit more structured to include chalice lighting, joys and concerns and an offertory. Carl will be soliciting the membership for Sunday discussion topics and presenters.

Jack shared his speaker schedule through June 23: May 19-Dr. Sheila Harty, “The Much-Maligned Mary Magdalene”; May 26-Roger Seidner, “A Service of Remembrance and Appreciation”; June 2-Ken LaRoe, “Green Living”, June 9-Deland Buddhist Leader; June 23-Roger Seidner. Barbara indicated that she would be announcing the Water Service in the Communicator for the first Sunday in November.

It was agreed that the Installation of new officers will take place on May 26 at the close of the service. Russ suggested some edits to the installation document that was used last year.

Jack asked Chris to share her notes related to brainstorming with the congregation on April 14, 2013, regarding their opinions about recent Sunday Service speakers. ==>Chris agreed.

**Social Justice** – Russ suggested that he would like to see this committee renamed to be: Social Justice and Environment, because often environmental concerns get short shrift. The Board liked the name and will suggest it to the committee chair, Alicia Sparks. The Social Justice committee conducted the May 12 Discussion Group, but there was little audience participation. Since attendance

was low (many snow birds have gone north), it was agreed that a similar presentation will be conducted again in the fall.

SJ committee members have attended numerous Lake County School Board meetings. UU Summerfield members were very visible, wearing their "Standing on the Side of Love" shirts. A while ago, UUCLC ordered blue tee shirts with emblems from Tip Top which were sold at cost. Some size XL remain. ==> Kit will check with Tip Top regarding the cost and minimum order.

**Publicity** – On April 19 Jack, Gina and Chris met with Mandy Wettstein at Th@t! Company (not a typo) to discuss PR opportunities . Mandy's suggestions included: 1) develop logo, branding; 2) enhance website; 3) develop Face book page; 4) direct mail. While it was agreed that [Th@t!](#) Company and Mandy are very competent, Mandy did not appear to share UUCLC social goals and the 'fit' may not be good. Therefore, ==>Gina agreed to search for alternative PR companies through contacts in the Gainesville, Deland, Orlando and UU Southern Region communities.

### **Continuing Concerns**

**FY 2013-14 Budget** – Carl H. reported that as of 5/12/13 pledges total \$30,435. We hope to get approximately 15 additional pledges. The Board developed a budget which totals \$41,750. Chris made a motion to approve the budget as discussed; Gina seconded. **Motion carried.** Russ would like to post the budget on Sunday, May 19. Copy attached to these minutes.

We pay \$44 per month to store furniture bequeathed by Ruth Gray for use in our future building. An anonymous donation of \$500 is being used to pay these costs. Barb will review past communication with UUA to determine if they indicated that these costs are chargeable to the bequest. Pending this information, storage cost of \$500 has been included in the FY 2013-14 Budget.

**Restructuring Standing Committees** – The Board is in process of consolidating and restructuring UUCLC committees in an effort to improve committee effectiveness and coordination. So far the congregation has had discussion about the Sunday Service and Social Justice Committees. This will require ongoing effort.

**Update of Bylaws** – The Board discussed advantages and disadvantages of having a second Vice-President. Pro: help overseeing committees and coverage in absence of president. Con: limited number of candidates for the job, even number of Board members. Jack made a motion to remove the second Vice-President from the proposed bylaws; Carl H seconded. **Motion carried.**

The Board discussed when the term of new officers should begin: July 1 (in current Bylaws) or May 1, about 1 month after the election (as proposed in the current draft of the Bylaw revision). The Board agreed to propose the date as May 1, primarily to avoid a lengthy 'lame duck' period.

The Board agreed to an edit of the language related to frequency of Board meetings to allow for 'as needed' meeting in the months of July and August.

Carl said that the draft Bylaws have been posted on our website. He can have a revised draft posted for the congregational review by May 26. Following congregation review and discussion, a formal

congregational vote of acceptance can be scheduled for June 9.

Barbara formally thanked Carl Skiles for his diligence and good work in drafting and redrafting the revised Bylaws. The other members of the Board concurred.

**Building Committee Reports** – Formal report not given, due to time. Russ acknowledged that many Board members have been involved with Building committee activities and that minutes have been shared and are posted on the website.

**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, Jack was asked to seek legal review. Jack reported that he spoke to attorney Buzz Bowen. Buzz indicated that a legal agreement may not be necessary. Perhaps a simple agreement to hold panel members harmless will suffice. He will get back to Jack.

**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. The Board and Building Committee members found that the Oregon statement reflected many of our dreams for a building. Russ and Chris prepared a document for UUCLC, beginning with the Oregon UU statement. They added references to the UUCLC mission and two major points that surfaced in the Woolhouse survey: social issue exploration and community service. The draft was circulated to the Board on Friday, the day after the Board meeting. Once Board comments and edits are received and addressed, the Building Vision Statement will be shared with the congregation and most especially, the building committees.

**Interweave** – has requested to use the office for 2 hours per month for monthly Transgender Support Group Meetings. Chris reviewed the terms of our liability insurance and UUA policies related to working with children. It was acknowledged that a thorough assessment of UUCLC's needs related to 'Safe Congregation' guidelines must be conducted. However, in order to expedite the meeting of the support group, ==> Chris will draft an abbreviated agreement for support group conveners. Chris will discuss the meeting time and date with Robyn Kelly (tentatively the first Tuesday or Wednesday of the month) and obtain the signed agreement.

### New Concerns

Based upon Joint Building Committee review, Carl Skiles recommended the performance of due diligence evaluation of the following sites:

- 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)
- 2 acres on Hazard Avenue in Eustis

The firm of Griffey Engineering was recommended by Don Sterns and interviewed by Carl Skiles to perform the due diligence evaluations of those sites. The evaluation shall address the 13 items outlined in

the due diligence summary. Carl requested approval of the Board to engage Griffey engineering to perform these 4 studies at a cost of \$2,100. Jack made a motion to approve Carl's request. Carl Hommel seconded the motion. **Motion carried.**

**Next Board Meeting**

The date for the next Board meeting is to be determined.

**Adjournment:** Jack made a motion to adjourn the meeting; Carl seconded. **Motion carried.** The meeting was adjourned at 9:35 pm.

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Christina Higgins, Secretary  
UUCLC Board of Trustees

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Date of approval

Attachments: FY 2013-14 Budget