

**Draft of the Minutes of  
The Unitarian Universalist Congregation of Lake County (UUCLC) Florida  
Board of Trustees (BOT) Meeting  
On January 30, 2014**

**Call to order:** The formal meeting of the UUCLC Board of Trustees was held at 127 North Grove Street in Eustis, Florida. The meeting was called to order at 5:00 p.m. by the President, Russ Littlefield.

**Board Members in Attendance:** Russ Littlefield, Christina Higgins, Jack Champion, Carl Hommel, Carl Skiles, Betty Emery, and Kit Tatum.

**Treasurers Report:** Carl Hommel reported he had registered our organization with the Florida Department of State; the fee was \$61.00. He has sent the Federal Tax Form numbers 1049, showing salaries, to the IRS, and Form 1099-Misc to Lynette, an attorney we used, who earned more than \$600 in 2013, and also to the IRS..

Carl Hommel also reported we had a balance of \$15,146.42 in the UUCLC checking account at the end of December 2013.

Carl Hommel said he would send a copy of the chart showing the amount of rent, electricity, and water we were charged for the Grove Street location in 2013. The actual bills show that we paid forty percent of the total water bill for the entire building, each month. We also paid forty percent of the total electrical bill in July, and eighty percent in the other months. Carl Hommel noted he did not have a copy of the lease, so did not know why we were charged these percentages.

Chris Higgins produced a copy of the lease and found that the termination date is January 31, 2014. Chris and Carl Hommel will meet with Virginia Barker, Executive Director of the Lake County Foundation, to go over the lease details and renewal of the suite of rooms at 127 North Grove, in Eustis, Florida.

Russ Littlefield showed us the “Honor Congregation” certificate from the UUA. This certificate is given to congregations who fulfill their “Fair Share” to the UUA.

**Social Justice:** We made a review of the Hearts and Hands food bank organization. Carl Skiles **made a motion** to give the Share the Plate proceeds from December and subsequent collections to this organization until the BOT determines otherwise. Chris Higgins seconded the motion. The **motion was approved** with a show of hands.

**Discussion Group:** Carl Skiles reported the following programs will be held during the month of February: On February 2 we will present the 2013 Ware Lecture given by Eboo Patel at the General Assembly; on February 9, there will be a presentation by the “National Farm Worker Ministry”; February 16 Ernie Rossi will make a presentation about “Science and Religion – The Star of Bethlehem; on February 23 the UU Building Design Committee will present “Ideas for the New UU Church Building” with comments and suggestions being requested from the congregation.

Carl Skiles requested to have the topic for the next Discussion Group publicized in the bulletin each Sunday.

**Certification:** Kit Tatum reported the Certification process with the UUA has been completed. This was confirmed in the email address for the UUCLC and her personal email account.

Also, the revised list of members was sent to the UUA. This list was compiled with the help of the Membership Chairperson, Eleanor Fessler.

**A Record of** a count of the attendees at the COL service on each Sunday will be kept by Christina Higgins. She will receive assistance when she cannot be present on Sunday.

**Caring Committee:** The Chairperson of this committee, Pat Linfield, reported the committee did not have any activity for this month. Betty Emery volunteered to tell Pat Linfield about Carl Scott's hip surgery, so a card could be sent to him. Carl Hommel reminded the panel that we have two members taking chemo therapy at the present time.

**Building Committee:** Carl Skiles said he has been in communication with the representative from Atkins North America, Inc. Because of the recent rain their study was interrupted after the first visit.

Carl Skiles also reported the contract to purchase the 25.51 acres on the corner of Mount Homer Road and David Walker Drive has been extended to March 30, 2014. The extended contract reads "in the event Buyer fails to notify Seller that all contingencies have been met and approved by Buyer including change of land use, on or before March 22, 2014, all monies will be forfeited to Seller".

**Design Committee:** Betty Emery is the Chair of this committee. She reported the committee met on January 21, to go over the worksheets provided by Rispoli & Associates. This committee decided to create five subcommittees which would be responsible for various areas of the future building and grounds.

The Design Committee will meet again on Sunday, February 9, after the COL service. The meeting will be held in the building at 127 North Grove.

Betty Emery proposed a pot luck breakfast on February 23, in lieu of the usual lunch held on the last Sunday of the month. The discussion for that date is a presentation by the Design Committee to present ideas for the new church building, with comments and suggestions being requested from the congregation. Betty Emery will coordinate with Phyllis Gillette regarding the serving of breakfast.

Betty Emery also proposed the use of an "Idea Box" to be placed on the "sign-in" table at the Woman's Club on Sunday. This box would be used for the congregation members to deposit their thoughts on the design aspects of a new church. The members of the BOT approved the use of this box.

## **Continuing Concerns**

**Nominating Committee:** The Board of Trustees is vested in the By-Laws of the congregation to name a three member nominating committee to serve for the coming year. The BOT named June Sweeten to be the Chairperson, with Bill Herman and Wayne Linfield as members. The alternate member will be Jean Burda. At the time of this meeting we do not have the commitment from these persons.

Russ Littlefield stated he hopes this committee will stay in place after the one year appointed time to develop guides for the next two years.

At this time there will be one vacancy on the BOT to be considered.

**Pledge Committee:** The pledging from the congregation has to be finished by the first Sunday in April. By consent of the members present at this meeting Russ Littlefield will ask Karen Woolhouse and David Lewis to be the co-chairpersons for this Committee.

**Congregational Concerns:** Russ Littlefield proposed we adopt a covenant as a clear and specific message about our mission because, otherwise, how do we know what you have signed up for. He proposed we work with the following covenant for the present time:

Love is the spirit of this church, and service is its law.  
This is our great covenant: to dwell together in peace,  
To seek the truth in love, and to help one another.

Russ Littlefield will contact Roger Seidner about introducing this covenant to the congregation.

**Liturgical Planning:** We need to pay attention to our time line in long term planning. Christina Higgins made a month by month schedule to plan the activities for the year. Russ Littlefield suggested a time line for the entire liturgical year, with a Liturgical Committee thinking in themes. The goal would be a liturgy in themes and time lines for the committees.

Russ Littlefield stated in his opinion the Core Themes for Unitarian Universalists are Worship and Social Justice.

**Other Concerns:** Kit Tatum asked for a motion to purchase twenty additional copies of the hymnal *Singing the Journey*. Carl Skiles made the motion which was seconded by Jack Champion and **passed** by a voice vote.

**North East Cluster:** Russ Littlefield read a letter from Martha Hartgering who is the Coordinator on the North East Cluster. They had a meeting on November 2 to discuss governance structure. They want the name of our liaison person.

Jack Champion volunteered to be the liaison to the North East Cluster.

There will be an annual meeting April 25 through the 27 to plan the activities for the coming year. They requested we send our representative to this meeting.

**Upcoming Concerns:** We will discuss Committee Structure at the next meeting of the BOT.

The next meeting of the Board of Trustees will be on February 27, 2014 at 5:00 p.m. The meeting will be held at 127 North Grove Street, in Eustis, Florida.

Submitted by Kit Tatum, Secretary