

**Draft of the Minutes of
The Unitarian Universalist Congregation of Lake County (UUCLC) Florida
Board of Trustees (BOT) Meeting
On March 17, 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: Christina Higgins, Jack Champion, Carl Hommel, Carl Skiles, Betty Emery, Kit Tatum, and Russ Littlefield.

Chris Higgins made a motion to approve the minutes of the Board of Trustees meeting on February 27, 2014. Carl Hommel seconded the motion. **The motion passed.**

Treasurer's Report: Carl Hommel reported we have thirty-two pledge units. He has received ten Pledge Cards from the current Pledge Drive. Two pledges were reduced by a net amount of \$2,000. Carl Hommel has been using Memtec software to inform our pledging members of the status of their pledges. This software gives the amount of the pledge, amount and date paid and the balance paid.

The checking account balance at the end of February was \$17,374.24.

Jack Champion made a motion and Chris Higgins seconded it to set up a reserve fund for the expense of finding and paying a Minister and a Religious Education Director. This will be called the "Ministry Reserve Fund". The motion was amended to read: the BOT, from time to time, shall allocate money to this fund. **The motion passed.**

Pledge Drive and Annual Meeting: Russ Littlefield indicated we have not received all of the pledges thus a budget for 2014-2015 has not been formulated. He suggested we hold the meeting on April 6. We would tell the congregation the election of the Trustee would take place, but the budget discussion would be deferred for two weeks when more pledge commitments would have been received. That way the Pledge Drive can be extended to April 13 and a budget can be formulated based on the total amount of the pledges.

These dates and the reasons for the delays were approved by a general consensus of the members of the BOT.

Card Bundles: Hinda Ramsay has requested permission to sell her handmade greeting cards in bundles with the proceeds going to the UUCLC. Carl Skiles made a motion to let her do this and Carl Hommel seconded the motion. **The motion passed.**

Telephone Listing Progress: Kit Tatum reported that to put a commercial phone number listing in a public directory, in this area, would mean we would have to have a commercial phone line installed. A location for this installation was not determined. The line could go to a private home, but would be separate from their personal phone service.

To simply put another private line in a home would cost approximately \$30.00 per month. There would be an additional charge for the installation. This number could be added to our advertising, bulletins on Sunday, newsletter, and any other publications, but not listed in a local directory.

At the present time the BOT members decided to wait for a separate and permanent location for an additional phone number.

Process for a choice of architect: The first step is to decide what we want to build in terms of whether the building will be all “green” or something in between.

The possibility of using a temporary structure on the proposed site was investigated by Chris Higgins and Carl Hommel. They found if we rent a single-wide, from Williams Scotsman, plus a ramp and steps for 18 months the total expense would be \$11,857, without insurance, landscaping, or skirting around the bottom of the building. The cost of a double-wide building would be \$30,313; again without the added features outlined above.

It was determined a temporary building could serve for office space, but if we consider use for Sunday Service, we need to evaluate the cost and the impact on the ambiance and on the music program. The decision to put a temporary building on our site was not settled by a motion from the floor, but held as an option if we deem it to be needed at a later date.

To select an architect we decided Betty Emery will send a mass e-mailing to all members of the Building and Design committees inviting them to attend a meeting in which the five phases of architectural services for designing and constructing a building will be explained by Carl Skiles. Each potential architectural firm can then be rated according to its ability to carry out the responsibilities of each phase. Each attendee will be given a rating sheet to record his/her rating and recommendations and these will be tabulated and presented to the BOT as the committee's recommendations for selecting and architectural firm.

Betty Emery handed out copies of a preliminary budget of the costs of the building, which was composed by Karen Woolhouse. This was not discussed.

Some of the members of the committees noted above were not able to visit Senatore, Inc. Betty Emery will set a date to visit this firm so that all of the committee members will have interviewed all three firms.

Signage for the property was not discussed.

Membership Concerns: Russ Littlefield cited there many people who come to the meetings on Sunday on a regular basis, but do not join the membership. Chris Higgins noted that she has been keeping track of the attendance on Sunday morning and has noted how many non-members attend. She noted we have many snow-birds and most of them contribute either by effort, monetary or both. She suggested we approach some of the non-snowbird people and encourage them to join. We need to be able to point to the advantages of being a member of UUCLC.

The District Assembly: This meeting will be on April 25-26, with an individual cost of \$95 per person. We need to know who will be going. Jack Champion has agreed to attend. Kit Tatum sent the notice of this meeting to the membership via e-mail on February 22. To date no other people have volunteered to attend the meeting.

General Assembly: The GA will be held in Providence, Rhode Island on June 25 through the 29. Kit Tatum sent a mass e-mail to the congregation on March 8, with the announcement and individual cost(s). We need to certify any of our representatives who decide to attend.

Committee Reports

Caring: Pat Linfield reported they are in touch by phone with several members of the congregation who need assistance or need to be called on a regular basis. She keeps a log on these calls and can make it available to read.

Chairs: Pat Linfield informed us the Lake Port Square retirement community will be replacing fifty of their chairs in their hospitality center and there is a possibility we could acquire them; no price was set. Chris Higgins will be going to a Circle Lunch at that complex and will look at the chairs while she is there. She will report her opinion to the BOT.

Discussion Group: The schedule for the Discussions are: March 23, UU Hymns by Russ Littlefield; March 30, The Spiritual Brain, from the Great Courses; April 6, Medieval Treachery and Violence by Franklin Pennington; April 13, Why Do We Have a Spiritual Brain, from the Great Courses.

Sunday Services: Roger Seidner will be with us on March 30. The proposed Congregational Covenant has been in the bulletin since March 16. Jack Champion will continue to print it in the bulletin.

Building Committee and Design Committee: Please see “Process for a choice of architect” above.

Upcoming Concerns

Liability Insurance: Chris Higgins conferred with our agent and the agent indicated the liability coverage for our 25 plus acres will cost about \$800 per year. Our current policy expires on March 31, 2014. If we close before that date, which we plan to do on March 21, we will have to have insurance several days in advance. The agent quoted an annual premium of \$2092.73 to cover our current spaces; i.e. Woman's Club and Grove Street plus the vacant property. Once we begin the construction we will need to rewrite the policy.

Russ Littlefield referenced the Lifespan movement in the UUA. There is a great amount of information about Lifespan on the UUA.org site.

The meeting adjourned at 7:00 p.m. with a motion by Carl Hommel and was seconded by Jack Champion. **The motion passed.**

On March 19, 2014

Submitted by Kit Tatum, Secretary

