

**Draft of the Minutes of  
The Unitarian Universalist Congregation of Lake County (UUCLC) Florida  
Board of Trustees (BOT) Meeting  
On May 22, 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 5:10 p.m. by the President, Russ Littlefield.

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

**Betty Emery** made a motion to approve the minutes of the meeting on April 24, 2014. Jack Champion seconded this motion. **The motion was approved.**

**Carl Skiles** made a motion to approve the minutes of the meeting on May 8, 2014. The motion was seconded by Betty Emery. **The motion was approved.**

**Treasurer's Report:** Our Treasurer, Carl Hommel, was not present at this meeting. Carl Hommel reported by email the pledge total is \$27,861 compared with \$37,333 last year. There are several pledge cards that have not been turned in. These cards are from several individuals who did pledge last year.

There was a discussion regarding quality control of the mailing of pledge cards. Some of the cards that were mailed this year went to the wrong addresses.

Karen Woolhouse recently attended a meeting in Vero Beach, which addressed the processes of a Pledge Drive. It was agreed to ask her for information from her notes of this meeting.

## **CONCERNS**

### **Approval and Choice of an Architect:**

**Betty Emery** opened the discussion with a statement regarding the names of some additional architects who had been recommended by Bobby Rhodes, President of Eco Construction (<http://www.ecoconstructionllc.com/>), but had not been interviewed by this Board or the Building Committee. It was not her intention to confuse or stall the selection of an architect, as she told us, but to make sure we had made the best possible survey of the talent available. Mr. Rhodes provided the names of two architects and one designer. We decided we could further investigate these firms at a later time, but to act on following **motion made by Carl Skiles.**

“ I move that we open a discussion with Rispoli Architects about providing architectural services for our new building, and that we request a proposal to include fees and a description of the firm’s services for each of the five phases of the project being:

1. Schematic Design
2. Design Development
3. Construction Documents
4. Bidding
5. Construction Administration

And, request information about services to be subcontracted being:

1. Structural Engineering
2. M E P Engineering
3. Civil Engineering
4. Landscape Design
5. Others

(Close quotation)

**The motion was seconded by Jack Champion. The President asked for a show of hands for approval or not. The motion passed. There were no negative votes.** Carl Skiles will call Mr. Rispoli on Friday to start the process as outlined above.

**Wayne Linfield** prepared a report to the BOT stressing what a great opportunity it is to build a new building for our congregation. We have had many good thoughts and ideas for the building and grounds from the congregation. His concern is “what we narrow it down to and how do we afford it”. He noted we have approximately \$950,000 for the design and construction of this building with seating for 200 people , a kitchen, office, restrooms, storage and space for RE meetings. Originally calculating 8000 sq. ft. to include these areas, Wayne figured the cost between \$100 and \$120 per sq. ft. would be eight hundred thousand dollars to nine hundred and sixty thousand dollars; still no furnishings and no landscaping.

The desire to “go GREEN” is strong among a number of people. Not having anything against GREEN he noted a cost problem. Solar power, from garden path lights to a system that could cost \$480,000 to cover all of our electric requirements. On the other hand the cost of extra insulation would not be prohibitive during construction. Other GREEN items should be considered on the basis of cost now as opposed to cost of installation later.

In summary Wayne proposes “the building design must be such that additions can be made later as we need more space than we cannot afford at the present time”. This proposal would keep construction costs within the money we have available.

**Redesign of our Website:** We have received a proposal from Chris Ayers, who is a web developer, to develop a website based on the preferences stated from a “UUCLC Website Wish List” submitted to him by Chris Higgins and Gina Rossi. The cost of the project will be \$3,000. Carl Skiles made a motion to approve the contract. Chris Higgins seconded the motion. **The motion was passed.**

**Renewal of the contract with the City of Eustis** to continue the rental of The Woman’s Club building. The current agreement is ending December 14, 2014. We will request that our current lease agreement be extended for another eighteen months to July 2016. A letter to Mr. Joe LaPolla, Director of Parks and Recreation for the City of Eustis, is being drafted.

**Year End Highlights and Challenges:** This subject was prompted by an email from Frank Bishop to the members of the BOT. Frank Bishop suggested we apply the Plan, Action, Review (P.A.R.) formula to each new thrust we undertake as well as each program year in total. He outlined the Plan to work towards a new building, larger membership, stronger financing and broader, better quality programming. Action have the minutes reveal the monumental effort that was put forth. Review as are we on track and how did we do.

The consensus at the meeting was the purchase of the land for a new building was the highlight of our year. The challenges will be to promote a larger membership and build the church.

A suggestion was made to place a section in the bulletin called “Soap Box” to give members a place to express opinions. There was no motion on this suggestion.

## **New Concerns**

**Stewardship Challenge from Roger Seidner:** In a letter addressed to the attention of Carl Hommel, Roger Seidner enclosed a donation which would double his pledge for the calendar year. He decided this action would set an example and challenge the congregational leadership to set an example to the congregation by doing the same with their pledges.

**Susan Berryman:** Because there was some interest expressed among some of the members of the UUCLC congregation about the possibility of having Susan Berryman as a part-time minister Susan sent a proposal to the Board. This document stated her education, experience in education, health, art and theology and a willingness to serve our congregation. She states a background in community volunteer and development programs and that she has been a hospital Chaplain and a trainer of chaplains.

Susan Berryman proposes to serve the needs of the trustees and the congregation in such activities as ministerial and managerial duties, pastoral outreach, speak once each month, help with fund raising, develop educational program(s) and be available in any other areas where she can be helpful. Her salary proposal is approximately \$15,000 per year based on eight to nine months of full-time work.

The Board members discussed the compensation for a part-time minister. We do have a fund, dedicated to pay a minister. If that fund falls short of what is needed we can use some of the money in one of our CD's.

There was no motion on the floor at this time because the BOT members wanted to discuss the requirements in our by-laws and discuss with our representative, Maggie Lovins, who is serving our area as one of the seven-member Congregational Life Staff of the Southern Region, regarding the fact that Susan Berryman is not in Fellowship with the UUA.

## **Committee Reports**

**Social Justice and Environment:** The chairman of this committee, Alicia Sparks, reported by email the committee is looking into the UU Justice Florida network. There is also a strong/positive sentiment among the group to pursue the "Move to Amend" resolution as a springboard for further awareness and action around Citizens United and removing big money from politics/campaigns. This is on the radar as the election season draws closer.

There is also serious interest in helping develop a community garden on the new property.

**Public Relations and Website:** Gina Rossi reported a contract for the new website has been signed and delivered to Chris Ayers. Mr. Ayers reports the website construction has begun. Soon we will send him the content from the existing site. He will give a one day training session for no more than five people.

The sign has been completed and placed on our new location at Mount Homer and David Walker Drive.

**Caring Committee:** Pat Linfield reported that Carol Ann Paton has moved. Her new address will be circulated via email.

**Upcoming Discussion Groups:** Carl Skiles said the discussions on May 18 and June 1 will use the video presentation of the Spiritual Brain. May 25 is an open forum and on June 8 he will present the video on the Making of the New Testament, narrated by Prof. Bart Ehrman.

**Sunday Services:** The COL service, on May 25 will include the induction of nine new members and the memorial for deceased members. He also reported he has arranged to have Robert Tucker speak on June 15 and June 22.

Jack said he would like to have two services based on the talk Tandi Rogers gave at the assemblage of the representatives of the Southern Region, in Vero Beach earlier this month.

### **Continuing Concerns**

**Amending the Bylaws** will be discussed at a future meeting.

**Parting words** from Russ Littlefield were to state that while he is away, in New York, during the coming months Chris Higgins, Vice President, will act in his stead on all matters that may arise concerning the governing of the UUCLC.

The meeting adjourned by general consent of the members.

**The next meeting** of the BOT will be on June 19 at 5:00 p.m. The location and the mode of communication for all of the members will be announced at a later time.

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Submitted by Kit Tatum, Secretary

May 26, 2014