

**Approved Minutes**  
**The Unitarian Universalist Congregation of Lake County (UUCLC) Florida**  
**Board of Trustees (BOT) Meeting**  
**On October 15, 2015**

This meeting was called to order at 2:05 p.m., by Christina (Chris) Higgins, the President of the Congregation. The meeting was held at 127 North Grove Street, in Eustis, Florida. The members of the Board of Trustees who were present included, Christina (Chris) Higgins, Russ Littlefield, Stuart (Stu) Anderson, Katherine (Kit) Tatum, Betty Emery and Susanne (Suzie) Lockwood. Gina Rossi was present as the Chairperson of the Publicity Committee.

Corrections to the minutes of the September 17, were read by the Secretary, Kit Tatum. Russ Littlefield made a motion to approve these minutes. Suzie Lockwood made a second to the motion and a vote was called by Chris Higgins. The motion was approved.

**Treasurer's Report:** Stuart Anderson reported the Finance Committee had a meeting on October 12, 2015.

The Treasurer noted we had paid four months rental on the Woman's Club. The storage building and the office space will be paid out of the operating expenses instead of the Bequest Fund.

Stu Anderson gave members of the BOT Tax Exemption Certificates so we could make purchases for the UUCLC and advise others who purchase goods for the congregation how to make purchases without paying sales taxes.

He also reported we will apply to the bank we use for an additional non Office Depot credit card.

**Committee Reports and Issues**

**Social Justice:** The minutes from the meeting of this committee on September 29, 2015, stated a recommendation to donate the Food Pantry and Share the Plate collections through March 31, 2015, to the Lake Cares Food Pantry in the amount of \$968.41. Betty Emery made a recommendation to the BOT to donate \$1,000. Suzie Lockwood seconded the recommended amount and the members of the BOT affirmed in the positive. Some of our members will contact the Director of this organization to present this donation in person and use a photo of the presentation for our website and other publicity.

This committee will inquire to members of the congregation regarding interest in future advocacy workshops on various social justice topics.

Membership: This committee has a new chairperson, Janeane Reagan. Her written report stated thanks to Eleanor Fessler for serving in this capacity. The first meeting with the new chairperson will be on October 20, at 2:00 p.m.

Dave Jantz has offered to help with the computer work needed by this committee.

Publicity: Gina Rossi recommended we continue for our website hosting by Go Daddy at the rate of \$5 per month. She will also send a document stating the work completed by Christopher Ayers, our web master. She recommended we continue the employment of Christopher Ayers.

Wrap: This committee met on September 23. The meeting was a discussion of speakers to fill the sermons which had been scheduled for Susan Berryman, who is away due to an illness in her family.

The Discussion Group chairman, Carl Skiles was not present. A report was made for him: the October 18 discussion will center on a talk by Bernie Greenberg titled "Brain Talk". On October 25, we will have an open forum.

Building and Design: The Chairman of the Building Committee, Carl Skiles, was not present at this meeting. We did note from the information read from emails from Carl, he authorized Joe Rispoli, Architect, to send invitations to contractors to bid on the construction of the new building.

The chairperson of the Design Sub-Committee, Betty Emery brought a sample chair to the meeting. This chair is from the Bertolini Chair Company. It will be brought to the Womans' Club so the congregation can see it. The base chair, is \$52.00 each. We can add a rack for hymnals, etc. at an additional cost per chair.

Roger Bills, the interior designer, has billed for his completed services and will render a written estimate for the remainder of the project.

### **Ongoing Business**

Solar Proposal for the new building: Questions for Solar LLC were submitted to their representatives via e-mail on October 15, 2015. There have not been any responses from representatives of this LLC.

### **Other Concerns:**

We discussed the design and purchase of business cards and return address labels for the UUCLC. Susie Lockwood will work on the design and price of a stock of cards that we can use until our church is built. Russ Littlefield suggested the

chalice design on our Sunday Service banner. We agreed to use the P.O. Box 1761 address on the cards.

There was a discussion of a Common Data Base to serve the needs of various functions and committees of the UUCLC. We need to determine if there are electronic communication protocols we might observe that will make congregation communications more easily accessible. Dave Jantz will be asked to study these needs and solutions for them.

#### Development of Board Rules and/or Guidelines:

We are working on manuals, to be kept in the office, on procedures and due dates for duties performed by members of the Congregation and BOT. Various members have been asked to write procedures for the duties they perform.

We will develop guidelines for sending “Blast” announcements by email.

#### New Business:

Chris Higgins, UUCLC Board President, expressed concern for the responsibility for the safety and well-being of the congregation.

As we grow such questions will arise with increasing frequency. Therefore, now is the time, *before* we have concerns about safety or conflict, for the Board to review and establish rules in the areas which may impact the safety of the congregation. Chris stated she would like for us to consider these areas of responsibility and develop an action plan for how we can/will proceed.

She brought this subject to the BOT under NEW BUSINESS at this Board meeting. At minimum we could decide whether we need a separate workshop to address this topic or whether we can tackle it as part of future Board meetings, 2) whether we want to solicit others, and 3) define a plan of action.

Chris Higgins has used the UUA website for material on this subject and will ask for some guidance from Maggie Lovins.

A motion to adjourn was made by Russ Littlefield and seconded by Stu Anderson.  
The motion passed at 4:32 p.m.

The next meeting of the Board of Trustees will be on November 19, at 2:00 p.m. in  
the building at 127 North Grove Street, in Eustis, Florida.

Respectfully Submitted: \_\_\_\_\_ October 16, 2015  
By Kit Tatum, Secretary

These minutes approved at the meeting of the Board of Trustees on November 19, 2015.