

**Draft of the Minutes and Attachment of
The Unitarian Universalist Congregation of Lake County (UUCLC) Florida
Board of Trustees (BOT) Meeting
On May 11, 2015**

This meeting was called to order at 1:10 p.m. in the afternoon by the President of the Congregation, Christina (Chris) Higgins. 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, Carl Skiles, Katherine (Kit) Tatum, Betty Emery and Susanne (Suzie) Hanscom. Members of the Congregation who attended were Reverend Susan Berryman, Gina and Ernie Rossi, Frank Bishop and Bernie Greenberg.

The minutes of the meeting held on April 16, 2015, were approved by a by a motion made by Russ Littlefield and a show of hands. The motion passed.

Chris Higgins introduced the two new members of the Board, Stu Anderson, Treasurer and Suzie Hanscom, Trustee.

The Treasurer's report through April 30, 2015, was given by Chris Higgins, who had been the acting treasurer after Carl Hommel fell ill. She noted the highlights of the expenses, income, checking, money market, building fund, memorial, children's, ministry reserve, two CDs and the bequest fund. The total of these funds is \$149,277.58. She also pointed out projections for income and expenses for June 2015 and the coming 2015-2016 fiscal year.

Committee Reports

Leadership Council: Reported by Kit Tatum. Chris Higgins wanted the Council to suggest the frequency of the meetings. Gina Rossi reported there has been a sign added to the two signs already on our property stating where we are meeting for services.

Russ Littlefield asked the chair persons to report to the Board of Trustees in writing each month regarding the activities of their committees.

Stuart Anderson, Chairman of the Finance Committee, noted they had a draft of the Mission & Goals rules. They will coordinate with the Membership Committee regarding lapsed members. Chris Higgins asked us to think about a 20th Anniversary of the UUCLC Party in November. She noted November 29 would be a good date and a budget for the event should be given consideration.

Janeane Reagan and Suzie Hanscom appeared for the Membership Committee. They reported we inducted eleven new members on April 26.

Building and Design: Carl Skiles reported as follows for the Building Committee.

-- We answered the architects list of questions and the team is continuing with the preparation of the plans. There are still some decisions to be made about windows, doors, hot water heating and exterior lighting.

-- Don Griffey is working on assembling the plans, traffic study and documents needed for the site plan approval by the City of Eustis.

-- Joe Rispoli has engaged the landscape architect and he is working on the L/S plan for the site plan submittal.

-- We can get the City to install a one inch water meter for \$820.00 for irrigation and construction use. A backflow device must be installed with the meter and we must hire a plumber to do this work for an estimated price of \$1,000.00. The meter will be a useful source of water if we want to temporarily install some of the plants donated by members.

--The topo and tree survey has been completed and the geotechnical testing work completed.

Betty Emery reported for the Design Sub-committee. They did not meet this month prior to this BOT meeting, but many of the members are continuing to work and are in communication via email.

Ernie Rossi reported the "Green Committee" had been gathering information regarding possible solar power for the new building. Representatives of Universal Solar Services made a presentation on April 29 at 127 North Grove, in Eustis. Karen Woolhouse has been doing research on the cost of signs for the finished building. Carl Skiles met with the Sanctuary committee on April 22. They made a few changes to the design of the room and discussed material selections for the windows, floor and ceiling. ~~Betty~~ Emery met with designer, Roger Bills on April 17 to discuss the scope of the project and inspect some material samples. The first invoice from Mr. Bills was in the amount of \$345 and was paid.

On April 27 Betty Emery, Karen Woolhouse, Susan Berryman, Chris Higgins had a meeting. Carl Skiles joined them by telephone. The architect submitted 20 questions necessary for completion of the architectural drawings and this group was able to answer almost all of them.

A call was made to the Congregation for suggestions for a chalice logo to be used on the exterior of the building. The logos were presented to the BOT. A motion was made by Betty Emery to submit a logo concept design for future use by the congregation. Russ Littlefield seconded the motion and it passed.

The actions of the Publicity Committee were reported in writing by Gina Rossi. The big news this month was the unexpected expiration of our domain name. The website was offline for about 48 hours. Our designer Chris Ayres came to our rescue; he found the problem, got us our new domain name which is essentially the same with the exception of the .org. We now end with .net. Chris also restored the site which kind of fell apart in this process. Once it was restored, I set to getting the new web address changed on all of our

signs, ads, etc, with the exception of the ads in the two local playbills. Those ads expire with the end of the show season. In the fall I will send them the new, updated ads.

- We are still looking for a videographer volunteer.
- I would like to have the church phone number changed to one controlled at the office. I will be going away in June, so no one will be answering our phone.

The Social Justice report was sent by Sue Jantz. The committee members agreed on the Vision/Mission to read: To provide leadership to our congregation and community to promote justice, equity and compassion through advocacy, education and service. This committee voted to bring to the BOT their support for solar energy for our future home. They agreed to seek at least three cost estimates after the electrical plan is available from the architect before positive steps are taken.

The WRAP committee met on April 22 and May 4th. During the April 22 meeting a mission and goals was developed. However on May 4 it was agreed this committee will evolve into the Sunday Services committee. It will be the work of this group to plan the Sunday Services in the future, obtain speakers and suggest the music for the services.

The BOT **approved** having the summer Sunday Services begin on June 21st and have the regular services commence again on September 13. The BOT also approved the starting time of 10:30 a.m. during the June to September dates.

The Discussion Group will direct the Sunday Services from June 21st to September 13. Until the end of May there will be discussions on the 17th on Sustainability as nature's way of pest control with Clyde Stephens as the speaker. On May 24 the Discussion of "Worship Vocabulary" will continue from the one held on May 10. May 31 will be an Open Forum.

This report from the Education Committee is condensed from material presented by Christi Cleveland and Susan Berryman. The committee developed covenants, mission and goals. They analyzed results from the Congregational Survey and will brainstorm ideas for classes, curses and workshops to offer next fall. The committee will continue meeting during the summer. Some of the offerings discussed could be poetry, painting, dancing, writing, drawing, and story-telling.

This committee talked about expanding to each more people in the community and offer more variety when we are in the new building.

The chairman of the By-Laws Committee, Carl Skiles, suggested the members of the BOT and others in the Congregation send suggestions on areas of the by-laws they think need to be changed.

Ongoing Business

The Ministerial Relations Committee: Eloise Fisher and Gina Rossi were selected by Rev. Berryman. Ted Fessler was selected by the BOT and accepted the position for one year “to maintain a channel of communication between the Minister and the Congregation”.

Carl Skiles reported he is still talking with the realtor regarding the sale of some of our property. There has not been a mention of the price or how much land the interested buyer would purchase.

The congregational Survey will be published on May 13, via email and printed.

The selection of business cards has been tabled for the final adoption of a logo.

Other Concerns

Chris Higgins stated a need to develop Standard Operating Procedures to identify critical dates and substitutes for critical functions.

We were reminded of the protocols for UUCLC board meetings. It was proposed that if an agenda item requires further development or extensive discussion, the item will be tabled and scheduled for discussion, perhaps at a “Workshop Meeting—see by-laws VII.3.e. Note that prospective agenda items may be scheduled for “Workshop” without being listed on a BOT agenda.

It is the job of the sponsor to provide background material and recommendation to the Board members before the meeting preferably in writing.

Committee Chairs will be asked to submit their reports one week before the BOT meeting.

The meeting adjourned at 3:30 p.m. The next meeting of the Board of Trustees will be on June 18, at one o'clock in the afternoon, in the building at 127 North Grove Street in Eustis, Florida.

Respectfully Submitted by:

Kit Tatum, Secretary

May 14, 2015

See Attachment following this page. kt

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