

Approved Minutes
The Unitarian Universalist Congregation of Lake County (UUCLC) Florida
Board of Trustees (BOT) Meeting
On November 19, 2015

This meeting was called to order at 2:00 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, Carl Skiles, Katherine (Kit) Tatum, Betty Emery and Susanne (Suzie) Lockwood. Carl Hommel attended as a member of the Congregation.

Treasurer: Stu Anderson reviewed the Financial Report which had been provided, prior to this meeting, to the members of the BOT via email. He also informed the Board members the Finance Committee had met on November 18, 2015.

Stu Anderson discussed the Credit Card with Office Depot. The company had been addressing our statements to the Womans' Club address instead of our post office box. He has spent considerable effort to have this account updated to the proper address, but this company has not complied with his requests.

A motion was made by Carl Skiles and seconded by Suzie Lockwood to authorize Chris Higgins and Stu Anderson to get the paperwork from the PNC Bank for a Business Credit Card and report their recommendations to the BOT. The motion passed.

Chris Higgins noted we will develop a procedure for the use of a credit card and discuss how many cards will be needed and who should have one.

Stu Anderson will call Office Depot to confirm they will honor purchases made with credit cards issued to us by a bank.

Carl Hommel attended this meeting to call attention to the fact that the UUA General Assembly affirmed the Black Lives movement. Carl asked the board members to consider placing signs on our property saying "Black Lives Matter". He suggested we could add the signs to the ones now existing on the property. The board decided to discuss the matter at a later time.

Committee Reports and Issues

Finance: See "Treasurer" above.

Social Justice and Environment: We talked about the opportunity to speak at the Lake County Legislative Delegation Hearing, Lake Sumpter State College on December 9. Speakers do not speak for the UUCLC

The report from this committee noted \$281 was collected on Sunday, November 15, to be presented to the Apopka Migrant Farm Workers Thanksgiving Food Drive. The next meeting of this committee will be on December 8 at 2:00 p.m.

Membership: Dave Jantz has transferred the membership records from Ted Fessler.

wraP: Sunday Service; Discussion Group: The wraP group has been busy booking speakers for December and January through May of 2016. Carl Skiles reported Herb Grunning will speak on December 27. December 20 will be the Open Forum. Chris Higgins suggested we could use some a Discussion Group time to discuss the Covenant and Carl Skiles suggested one group time for reviewing the UU principles.

Building: Carl Skiles, the chairman of this committee reported bid packages, for our new building, have been sent to five contractors. The deadline to have their bids returned to Rispoli & Associates is November 30, 2015. There is a copy of the Bid Package in the office for the congregation to review in that location.

Carl Skiles brought a recorded copy of the Deed for the Road Right of Way we donated to Lake County, He handed it to Chris Higgins and asked her to keep it with the important papers of the Congregation.

Carl Skiles noted the bill from Rispoli & Associates in the amount \$7,970 is approved for payment. There was another bill in the amount of \$1,500 for additional services by the MEP-FP engineers. Carl Skiles recommended payment of this amount. A motion was made by Russ Littlefield, and seconded by Stu Anderson to read “ Move to pay \$1,500 for the additional charges from Rispoli & Associates”. The motion passed.

Design Sub-Committee: We will be billed approximately \$575 for the services of Roger Bills, designer. These will include the design of the rest rooms, exterior colors, etc. The items have not been selected at this time. Roger Bills is working on the design for the window in the sanctuary.

The Nominating Committee: Chris Higgins will contact June Sweeten, chairman of this committee, to ask her to convene this committee.

Ongoing Business

The Solar Proposal for the New Building: There has not been a formal reply from the UUCLC Solar Partners LLC to the questions compiled by the BOT members and sent to the representatives of the LLC. To call a Congregational Meeting to discuss this issue would be premature at this time.

Business Cards and Return Address Labels will be handled by Suzie Lockwood.

Development of Board Rules and/or Guidelines

The draft protocol for review and posting of Board Minutes and Budget Figures:

1. No Budget information will appear on the Website
2. With the approval of the members of the BOT we will permit Approved copies of the Board Minutes to be posted on the Website.
3. The Secretary will draft the minutes within seven days of the meeting and send copies by email to the members of the BOT. The members of the BOT will respond to the Secretary the receipt of the Draft and/or any improvements they wish to add within the next seven days.
4. The Secretary will maintain copies of the Minutes on his/her computer as well as hard copies for a back-up file.
5. The Treasurer will maintain a copy of the Budget on a computer dedicated to UUCLC records. A hard copy of the file should also be maintained. UUCLC Board Members as well as other members will have access to these documents per request.

Rationale:

- The Budget and the Draft Minutes are private documents no outsider should need to see. Members of the Congregation should be able to obtain them within the month they are posted.
- Research by the Website Committee supports this action. The UUA Website does not list the budget nor the minutes as necessary or recommended documents for inclusion on congregation sites.
- Further research shows that very few UU sites publish this information.

Safe Congregation Handbook

Chris Higgins and Susie Lockwood shared a telephone conversation with Maggie Lovins regarding safe practices, a transitioning congregation, an audio system for the new building, and our covenant. Ms. Lovins suggested we take a look at Growing the Beloved Community, perhaps first within the Board.

Ms. Lovins suggested we begin with our UUCLC covenant and move to create a right relations policy and a right relations team. The UUCLC Board is in the process of reviewing UUA materials including the Safe Congregations Handbook.

This meeting adjourned at 4:45 p.m. The next meeting of the Board of Trustees will be on December 17, 2015 at 1:00 p.m. in the building at 127 North Grove St. in Eustis, Florida.

Respectfully Submitted by
Kit Tatum, Secretary

Date: November 21, 2015

Corrected 11/23/2015