

**Draft of the Minutes of
The Unitarian Universalist Congregation of Lake County (UUCLC) Florida
Board of Trustees (BOT) Meeting
On April 16, 2015**

This meeting was called to order at one in the afternoon by the President of the Congregation, Russell (Russ) Littlefield. The meeting was held at 127 North Grove Street, in Eustis, Florida. The members of the Board of Trustees who were present included Russ, Christina (Chris) Higgins, Carl Skiles, Katherine (Kit) Tatum, and Betty Emery. Members of the Congregation who attended were Reverend Susan Berryman, Susanne (Susie) Hanscom, Stuart Anderson, Gina and Ernie Rossi.

The minutes of the meeting held on March 16, 2015, were approved by a voice vote called by the President.

Treasurer's Report:

Treasurer's Report was made by Chris Higgins, the acting Treasurer. For the Fiscal Year (FY) 2015 we had income of \$35,284 and expenses of \$32,228. The report showed a projection in FY2016 of income of \$41,011 and expenses of \$42,500 rendering a shortfall of \$1,489. The shortfall would be corrected if all of the 2015 pledges are paid and plate collections of \$2,000 are realized.

On March 15, 2015 the Board of Trustees distributed pledge cards and proposed a Budget for FY2016 of \$59,524 in expenses and \$43,565 in income. During the Annual Meeting on April 12, 2015, comments resulted in minor revisions to the proposed budget, including an increase of the Publicity line item to \$3,378 making a new total of \$59,610.

If the fundraising efforts do not generate adequate income to balance the \$59,610 Budget, it is recommended to have the shortfall made up by reducing the expenses transferred from the Bequest Budget to the Operating Budget in FY2016. The proposed FY2016 recommended the operating budget absorb office and storage unit rent and insurance estimated at \$8,493.

The FY2016 Budget recommendation for income is as follows: Pledges \$48,600; Contributions \$4,000; Fundraisers \$7,010.

At the meeting today Carl Skiles made a **motion** to adopt the 2015-2016 Budget as presented by Chris Higgins. Betty Emery seconded the motion. The **motion passed by a voice vote.**

Committee Reports:

Social Justice was reported in writing by Sue Jantz. She reported no committee needs or achievements were discussed at the last meeting. The members discussed the pending Congregational Survey and agreed the questions from the last meeting would be adequate.

Russ Littlefield and Ozel Ward will schedule a meeting in the near future to define Social Justice Committee procedures and division of co-chair responsibilities. The final order and topics for Social Justice five minute presentations on Food Sustainability during the April 19 Discussion Group were determined.

WRAP Committee activity was reported, in writing, by the Chairperson, Christi Cleveland. Christi reported this committee has been working to finalize the service calendar through June 2015 and the calendar for September 2015 through May 2016. She attached the service calendars to her report.

Membership reported, in writing, by Eleanor Fessler. On Sunday, April 26, during the eleven o'clock service we will recognize eleven new members who have joined The UUCLC since last November. A new Member Pledge, by Susan Berryman, will replace the former one.

We are electronically sending 22 copies of the Communicator in response to requests received from the website. Ninety-five others are sent electronically each month. There are new brochures on the sign-in table. Susie recommended we give a copy of the "Welcome Books" to each new member.

Annual Review of Members: Eleanor Fessler recommends we send pledge cards with a letter of enquiry about their continued interest in UUCLC. In accordance with the By-laws "the official roster of members shall be reviewed at least annually." A members name can be removed by death, request to the President, and over one year of inactivity. An additional special case in which the member is removed by a 2/3 vote of the BOT for actions that threaten the well-being of the congregation.

We Care Committee chairperson did not make a report. Susan Berryman, who attends the meetings of this committee, noted they are having a problem with coordinating the programs to be offered to the needs of individuals.

Publicity was submitted, in writing, by Gina Rossi. "At the Leadership Committee meeting we discussed adding a banner to the construction signs which are now the church grounds to advertise where we are now meeting and our website. I contacted Tom Rudd at Mid Florida Signs and he was most helpful, as

usual. He said he can create 2 (each) 12" x 8" add-ons with our text for \$110.00 total. He will install for free. I am going to tell him to go ahead today because he will do a fine, professional job. He wanted to know ASAP because he has other large jobs for permanent signs that he must get to by the end of this week."

Gina noted she is still looking for a videographer/photographer and is requesting suggestions from the congregation for such a professional

Education committee was reported by Christi Cleveland. This committee is soliciting the congregation ideas for adult classes for fall 2015-spring 2016 via a sign-up sheet. (Kit Tatum suggested she could send this request by email to the members. The suggestion was approved.)

The committee has identified three categories of offerings: 1. Skills/techniques; 2. Small group interactive; 3. Courses/UUA curricula.

The committee also began a small group facilitator training experiential group made up of our members. It will continue to meet probably twice each month. The hope is these people can begin facilitating small (8-10 individuals) groups for interested congregants by next fall.

Finance Committee report can be read in the Treasurer's report.

Building and Design Committee: Carl Skiles reported the present overview is we are 50% to 80% complete with the Architecture, MEP and Engineering plans. We need a list from Joe Rispoli of the items he needs from us in order to complete the plans.

The civil engineering, landscape-surveys, and geotechnical will be received on Friday from Griffey Engineering. The City of Eustis requires a sidewalk to be built on the Mount Homer Road side of the property. Carl Skiles said we can apply for a variance to build it later. We will construct a sewer line inside the property along a section of Mt. Homer road and the City will assume ownership and maintenance of the line.

Meetings with the Sanctuary and By-laws committees will be held during the week of April 20.

The Design Sub-committee is in the process of engaging the services of an interior designer, Roger A. Bills who will help expedite the decisions needed for the completion of the architectural drawings. Betty Emery will meet with Mr. Bills on April 17. Mr. Rispoli will have the budget restraints for areas of the building.

Wayne Linfield gave a detailed report on his design for the audio/visual set up for the new building.

Betty Emery reported we have received approximately \$52,000 in donations to be used for the beautification of the new building; \$19,000 of those funds is un-designated and can be used by the various sub-committees for needed items.

Ernie Rossi will present information on solar power as soon as possible.

The By-laws Committee will meet with Carl Skiles the week of April 20.

Upcoming Sunday Speakers was reported by Rev. Susan Berryman. She brought a very complete report, in writing, listing speakers through May 2015 with themes for each month. She noted her Developmental Role included attending nine on-going committee meetings, establishing an Education Committee and the organization of a Leadership Council.

Discussion Group schedule was given, in writing, through the end of May by Carl Skiles.

Ongoing Business:

Ministerial Relations Committee had a report by Rev. Susan Berryman. She said she had asked Eloise Fisher and Gina Rossi to serve on the committee and both had accepted her invitation.

Bill Hermann was invited as the representative from the Board of Trustees. He declined to serve on this committee. The members of the BOT then asked Russ Littlefield to contact Ted Fessler to ask him to fill this vacancy.

Other Concerns:

Carl Skiles has heard verbally from the Realtor, Glen Tyre, there are some people interested in purchasing part of our land. There were no monetary amounts discussed or how much land the parties would require. The land would be used as an adult assisted living facility.

The members of the BOT requested Carl Skiles to continue the conversation with Mr. Tyre to learn more about the interested parties requirements and offers.

Another concern is the designing of a chalice logo to be used in, on and around our new building. It was decided to go to the Congregation asking for designs. There will be an announcement of this in the bulletin April 19. After the designs are submitted Betty Emery will bring three to five designs to the BOT for

approval of one design.

The next meeting of the Board of Trustees will be held at 1:00 p.m. on May 11, 2015, in the building at 127 North Grove Street, in Eustis, Florida.

The meeting was closed by the president at 3:30 p.m.

Kit Tatum, Secretary

April 18, 2015