

## Unitarian Universalist Congregation of Lake County

### MINUTES BOARD OF TRUSTEES MEETING June 23, 2016

The Meeting was called to order by Chris Higgins, President of the Board, at 12:30 PM.

**In Attendance:** Christina (Chris) Higgins, Russell (Russ) Littlefield, Carl Skiles, Suzanne (Suzie) Lockwood, Betty Emery, Stuart (Stu) Anderson, Pamela (Pam) Ward

**Minutes:** The May 19, 2016 minutes were distributed just shortly before this meeting, and edits were noted at the meeting. A revised draft will be circulated to Board members and then final minutes of the May 19 meeting will be approved.

**Treasurer's Report:** Stu Anderson, Treasurer, reported that we are approaching the end of the fiscal year. 92% of the year is finished, 96% of budgeted income has been collected, but only 70% of projected expenditures have been recorded. Therefore, we project that we will close the year well within our budget. He will be working with the finance committee to close out the fiscal year and set up the new year, which begins July 1.

#### **New Business:**

- UU Presidents' Convocation in Orlando, Friday, July 8, 2016 at 6:00 PM - Sunday, July 10, 2016 at 12:00 PM, \$267.50 to share a double room. Chris led a discussion about the merits of attending regional events and meeting with representatives from sister congregations and UUA. Although there was general agreement regarding the benefits, at this time, no one was able to attend the upcoming Presidents' Convocation.
- Interfaith Coalition Meeting, June 27, 10:30 am, Mosque, 826 E. Dixie Avenue, Leesburg. This is the first meeting of a new group being started in Lake County. Board members were invited to attend; Chris plans to attend.

#### **Ongoing Business:**

- Status of Chamber of Commerce Membership – Betty visited the Chamber and learned about ways that we might become known through the Chamber: displaying our brochure; magazine article (requires approval); sponsoring an event (for a fee); email blast (for a fee and which can be blocked). Membership dues are \$100/year for non-profits. Betty will discuss with Gina whether our membership in the Chamber would enhance our PR.
- Long Range Plan – Construct Building; Develop next leaders; develop additional programs; establish mid-sized congregation – tabled.
- Groundbreaking-- Chris will send a note with photos to Mayor Holland and Councilman Moran thanking them for their attendance. It was generally agreed that the groundbreaking was a success.

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- Posters to publicize UUCLC on exterior of Grove Street office – Tabled.

**Committee Reports and Issues:**

Leadership Council Meeting – of June 9. Membership Committee issues are of interest to most other committees. Gina (PR) is interested to know how visitors discovered us. Suzie and Pat will ask.

Discussion re: how to use Communicator to reach snowbirds; introduce new members via article; provide rides to Sunday service; provide materials related to Christianity, Buddhism, etc.

Perhaps the Sunday Bulletin should be sent to snowbirds, so they know what topics have been discussed?? See Ted?

Next Leadership Council Meeting: Thursday, September 8, 10:30 am.

Building and Design —

--On 5/15 Carl briefed the Congregation about the cash funding shortfall of between \$100,000 and \$200,000. The only practical ways to cover the cash shortage would be to sell property or get a loan (either Line of Credit, mortgage, or loan from member(s)). During Discussion Group on 5/22 brainstorming about fund raising resulted in the formation of a committee, with Robert Myatt volunteering to chair.

- Carl will contact a potential realtor and lender to get more information about property sale and loan options (Russ will attend re: loan) and report back.
- Russ will set up meeting with Robert Myatt, Chris and Carl to clarify roles.
- Decision re: suspension of beautification fund raising has been communicated during Leadership Council Meeting.

-- Inspector for the erection of the metal building components – Carl indicated that we need to hire an inspector or engineer at an estimated cost of about \$2000. Separately, Don Stearns may be available to help review construction progress. Update will be provided in future.

--A/V systems – Discussion of a proposal and locations of existing systems installed by Entertainment Arts. We need to make a decision regarding our A/V system configuration before we pour the slab. Therefore, Pam moved that we authorize Carl to provide Entertainment Arts with a letter of intent to contract for their services. The motion was seconded by Betty. No further discussion. **Motion was unanimously approved.**

--Roof and siding colors – Discussion of these samples resulted in board decision to select upgraded copper roof (+\$13k), using beautification funds as necessary. The copper roof will add a distinctive look to the building, require less maintenance, and have a high energy efficiency rating. NB: subsequent information disclosed that there was not a surcharge for the copper choice.

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--After discussion about the increasingly fast pace of construction and the need to be able to respond to the construction contractor in a timely manner, so as not to cause delay, the following motion was made. Carl Skiles moved that either of the Co-chairs of the Building and Design Committee be authorized to select materials, colors, equipment for the building after necessary consultation with the Board (including via email). The motion was seconded by Russ. No further discussion. **Motion was unanimously approved.**

-- Obtaining funds from UUA. \$900,000 was requested from our UUA contact, Cam Archibald.

--Insurance--Stu and Chris will visit Hillcrest Agency to discuss our needs now that we have transitioned from vacant to under development property, ensuring that it is clear that only 5 acres are being developed. The construction contract provides for Builders' Risk insurance to be purchased in our name.

--Document library—Carl will work with Pam to ensure proper maintenance of documents and check with Kit to see what documents she still has.

Education: The classes on Aging and Spirituality led by Susan Berryman were well received. Is there a way to continue the Wed. morning spirituality group sessions? In the absence of a leader and/or committee, such a class would be difficult to sustain.

Finance: The development of Confidentiality Rules is in process, such that only the President, VP, and Treasurer will have personal information about pledges.

The Board supported the Finance Committee recommendation to discontinue Century Link service, recognizing the \$200 cancellation fee (which amounts to less than 2 month's service). Stu will order Straight Talk service at \$23/month.

Membership: Fall orientation session is being planned.

Public Relations: needs a photographer/videographer; Discussion re: how to engage Snowbirds—Newsletter? weekly less formal newsletter?

Social Justice and Environment: No current Chair. However, Open Door is an ongoing project and is going well.

We Care: No current Chair. S. Mulholland may take lead to visit elderly (Buddy system) and/or help coordinate transportation; Debbie Miller sends cards from UUCLC.

WRAP: Summer Program 10:30am 6/1 – 9/11/16. Russ Littlefield submitted outline for upcoming speakers and topics for summer.

By-Laws Committee- Tabled.

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**The meeting was adjourned at 3:55 PM. The next meeting of the Board of Trustees will be on Thursday July 21, 2016 at 12:30 PM in the office on North Grove Street.**

**Respectfully submitted by:**

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**Date** September 18, 2016

**Chris Higgins, President**