

Unitarian Universalist Congregation of Lake County

**MINUTES
BOARD OF TRUSTEES MEETING
May 19, 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, Suzanne (Suzie) Lockwood, Betty Emery, Stuart (Stu) Anderson, Pamela (Pam) Ward

Minutes: Discussion of April 21, 2016 Minutes: **Note** –Recommendation made to amend the minutes to include that a discussion was held regarding the expiration of the UULC membership in the Eustis Chamber of Commerce. Betty Emery is to approach the Eustis Chamber to determine how to reap the benefits of membership and report back to Board. After hearing Betty’s report, the Board will revisit renewal of membership. There was a motion by Stu Anderson and a second by Suzie Lockwood to approve the draft of the minutes as amended. **The motion was unanimously approved.**

Treasurer’s Report: Stu Anderson, Treasurer reported that the budget is on target year to date. He reported the following changes:

- CD2 has matured and the balance was transferred into a money market saving account.
- Ruth Russell Gray Building Account:
 - Paid \$15.5K to architect for completing revision of building plans
 - \$100K transferred into Building Account

Ongoing Business:

- Ministerial Relations Committee. Eloise Fisher, member of the ministerial relations committee, held the annual meeting with Susan and reported it went well. Russ and Chris also met with Susan, separately. Susan shared personal plans that require significant amounts of her time, treasure and energy to support a family venture in Arizona that will likely impact her ability to return in the same capacity in the fall. Chris and Russ reported a communications plan and timeline to smoothly transition into the summer. They also reported that Susan would like to leave her relationship with our congregation open to possibilities at this point. However, Susan fully supports our leadership in exploring other options as they deem appropriate.
- Approval of FY 2017 Budget and Pledge Drive Update. Stu reported that the proposed budget includes reduction in expenses reflective of discontinuation of internet services in the office, and increase in expenses reflective of increased insurance costs due to change from undeveloped property to “land under development “ insurance for the Mount Homer property. Stu also noted that this budget reflects a shortage of \$15.6K based on current pledges, but expressed confidence either donations will increase or that expenses could be reduced. There

Unitarian Universalist Congregation of Lake County

MINUTES BOARD OF TRUSTEES MEETING May 19, 2016

was a motion by Pam Ward and a second by Stu Anderson to approve the budget as proposed. No further discussion. **Motion was unanimously approved.**

- Woman's Club Lease. Chris Higgins sent a letter of thanks and request to Joe La Polla of the City of Eustis. The letter acknowledges an extension of our lease through the end of December, 2016 and requests month to month flexibility thereafter in light of our building project timeline. No response to date.
- General Assembly. Chris led a discussion on high potential value of having representation and to plan UULC participation at upcoming UU General Assembly meetings.
 - June 22-26 2016 Columbus, OH
 - June 21-25, 2017 New Orleans, LA (Russ Littlefield and Betty Emery may attend)
 - June 20-24, 2018 Kansas City, MO (No identified attendees to date)
 - June 19-23, 2019 Spokane, WA (Russ Littlefield may attend)
- Long Range Plan. Discussion led by Chris Higgins. Chris teed up a continuing discussion that it is time to revisit our long range plan and suggested a facilitated session to include the Board and the Leadership Council. Chris's idea was well received in light of the many changes before our congregation. Continued discussion and further development of details was suggested.

New Business:

- Posters to publicize UUCLC on exterior of Grove Street office. Discussion led by Chris Higgins. There is an opportunity to use the windows to advertise our presence and upcoming news and events. Traffic in front of windows is expected to increase due to anticipated new trade training venture next door. **Action:** Decision that Chris will approach Gina Rossi as Chair of Public Relations Committee to develop ideas and create visuals in windows.

Committee Reports and Issues:

Leadership Council Meeting: Next meeting to be held Thursday June, 9 at 10:30 AM. It will be led by Russ Littlefield. The Board discussed:

- The need to fill out the Committee Structure to include filling open Committee Chairs for Education, Social Justice and We Care.
- Our role as "Cheerleaders" for the Committees and for the "Basics" of our faith – an open and tolerant community championing Justice and Compassion.

Unitarian Universalist Congregation of Lake County

**MINUTES
BOARD OF TRUSTEES MEETING
May 19, 2016**

Also, a suggestion was made to add "Ushers" to Membership Committee whose duties would be to set up and breakdown before and after service.

By-Laws Committee- Tabled.

Building and Design- Carl Skiles and Betty Emery Co-Chairs. Betty reported that pews from Waterman Village are unavailable to us. She is continuing to explore proposals for furniture. She has received samples for siding and roof colors. Also, she has reached out to the artist regarding the chalice project and is waiting response. Other projects are actively being researched and will be reported on as they evolve.

A thorough discussion was held regarding signing of the Construction Contract. After careful review of documentation regarding process, there was a motion by Betty Emery and a second by Stuart Anderson to affirm: The Board President or Board Vice President has authority to sign the contract between UUCLC and Keator Construction when revisions from Carl Skiles are complete. **The motion was unanimously approved.** It was agreed to report to the congregation when contract was signed.

Education: The classes on Aging and Spirituality led by Susan Berryman were well received. The last class will be conducted on May 25.

Finance: The development of Confidentiality Rules is in process, Stu reported he will purchase an external hard drive to back up all financial information.

The Finance committee discussed the cost (over \$100/mo) for Century Link service in the office vs the benefit and is recommending to the Board that cheaper service be obtained. After discussion, the Board agreed that we could do without internet, until we move into the new building. The next step would be to buy the receiver, perhaps from Walmart, activate a new phone # via Straight Talk, and plug the existing phone instrument into the newly acquired Straight Talk transceiver. Stu will research and work on this through the finance committee.

Membership: No significant updates.

Public Relations: No significant updates.

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

We Care: No current Chair. Potential leader, members and focus were discussed. Russ will bring up[at Leadership Council.

WRAP: Russ Littlefield submitted outline for upcoming speakers and topics for summer.

