

## The Unitarian Universalist Congregation of Lake County (UUCLC) Florida

### Board of Trustees (BoT) Meeting

127 N. Grove Street., Eustis Florida

Thursday, September 15, 2016

Meeting began at 2:30 with Christina Higgins, Carl Skiles, Russ Littlefield, Stuart Anderson, Joyce Axelson, Betty Emery present.

President Chris Higgins opened the meeting with a centering, quieting moment inviting members to clear their minds so that we might all focus on the tasks at hand.

A motion was made by Stuart Anderson to accept the minutes of the August 18th meeting as they are written. The motion was seconded and all voted to accept the minutes.

A discussion developed on the need to fill the position of Secretary and comply with the current bylaws due to the resignation of Pam Ward as Board Secretary, July 29, 2016—Bylaws VII.A.3.g. Board Meetings and other provisions: “Vacancies--A vacancy in any elected position, except President, shall be filled within sixty(60) days by vote of the Board, and the appointee shall hold office until a successor takes office on the following May 1st...”

*VII.A.1. Composition of the Board and Election Provision: “...Only a Voting Member who has been a member of the Congregation for at least one (1) year may serve as an officer or trustee....The Board may waive the one (1) year qualification limit for a voting member who is a prospective officer or trustee, for the benefit of the Congregation....”*

Chris Higgins suggested that due to the emergency situation that this vacancy presented and the fact that the position was offered to all members of the Congregation with no response and in accordance with paragraph VII.A.1 UULC Bylaws ‘Composition of the Board and Election Provision: ‘The Board may waive the one (1) year qualification limit for a voting member who is a prospective officer or trustee, for the benefit of the Congregation’ that it was appropriate to have a motion made by a board member to appoint an interim secretary who would serve as Secretary until the upcoming Congregational Election in May 2017.

Russ Littlefield made a motion to appoint Joyce Axelson as Interim Secretary of the Board until the upcoming Congregational Election in May 2017.

Carl Skiles seconded the motion and all present voted to appoint Joyce Axelson as Interim Secretary of the Board.

### Treasurer’s Report:

Stuart Anderson reviewed the current budget (copy attached) and reported that we are operating at less than the proposed budget. Income is slightly under projections due to seasonality offerings in summer. Contributions are doing well. Operating Account: \$66,000.00; Building Account:

\$980,000.00. CD matured and was transferred into Money Market Account balance currently, \$49,573.00. Financial status is good.

**New Business:**

- Now is the time to put in place a Dispute Resolution/Mediation/Right Relations Committee to help safeguard the wellbeing of our congregation. UUA has wealth of material including an online 184 page Safe Congregations Handbook. Nominees???

Chris Higgins facilitated a discussion on what committees are needed to sustain and safeguard the health of the Congregation especially with the upcoming transition to the new site. The UUA Publication 'Effective Resources for New Congregations/Effective Committees' cites a suggested list of effective committees that has been reviewed and was referenced during the discussion.

This publication gives an overview of ideas for vision, goals, purpose of committees as well as a definitive approach to decision making on what committees seem appropriate for particular congregations.

Russ Littlefield offered information about the term that the UUA uses for Ministerial Relations. The old model was named Ministerial Relations Committee the new model (current at this time) is Committee on Ministry with a broad focus on the various Ministries of the congregation.

The following is a list of committees have been suggested as appropriate for the stage of growth that the UULC that is at this time.

Committee on Ministry- x limited purview committee in place

Finance Committee – x in place and meeting monthly

Nominating Committee – is needed to develop a slate of officers for church year 2018.

Vacancies will exist for President, Vice President, Treasurer and Secretary.

Membership Committee - x in place and meeting monthly

WRAP - x in place and meeting weekly or every second week

Building Committee – eventually possibly Building and Grounds Committee – very active

Public Relations Committee (Publicity) – x in place

Social Justice Committee – activities, but no committee per se

Caring (Pastoral Care Committee) Committee – new committee is re-forming

Congregational Health Committee (Safe Congregations) – under discussion as needing to be formed

Education Committee – needed

Development and Fund Raising Committee – being formed as a sub-committee under finance

- **127 Grove Street Office Repair Issues**

A lengthy informational and brainstorming discussion included past and current issues with the condition of and lack of response to issues from the landlord. During recent storms there was a partial ceiling disintegration that destroyed the phone, and left the room out of service. On Tuesday when Chris arrived for a meeting there was no electricity; the air conditioning is unsatisfactory, and ceiling repairs have never been addressed.

Chris addressed these issues with the landlord who in turn suggested that UULC might want to consider moving to another space, such as 33 Center Street, or the Wells Fargo Financial Building on the second floor for comparable rent.

Chris along with some other board members and members of UULC will visit the two sites on Monday to determine if those sites would work for us.

**--Consultation with the Reverend Kenneth Gordon Hurto**, Lead Executive for the UUA's Southern Region, who has served UU ministry for over 40 years in a variety of parish settings regarding developing a Congregation including assistance in seeking a part time minister.

Chris and Russ shared the ideas and support from Reverend Ken Hurto with the Board.

The beginning of the process for doing a search for a Minister is to identify and write down the priorities that UULC has for a Minister followed by the development of a job description for the Minister clearly describing the position. Reverend Hurto was very optimistic and suggested we could plan on getting a Minister by January if we start advertising soon.

Reverend Hurto spoke about different ministries including:

- shared ministry and/or Yoked Ministry – a minister, who is shared by UULC and another UU congregation.
  - Problem: Sometimes a shared ministry creates complications, how are logistics worked out, who is the governing body.

Funding for a minister was discussed...the salaries for different options are:

- ✓ \$60,000.00 == Full Time
- ✓ \$30,000.00 – Part Time
- ✓ \$15,000.00 - \$18,000.00
- ✓ \$25,000.00 – previously paid ---
  - There would be a savings on speakers with a Part Time minister

Question to consider for future programs might be what are the issues in the local community? For example: immigration, English as a second language (ESL) programs, some local churches offer this, the Nazarene Church, and Mt Dora Catholic Church.

The discussion included input from the leadership council where eight members of the leadership council said it would be helpful to have a minister Part Time with the following attributes:

- A strong UU background and experience
- Spiritual depth and maturity
- Be the heart of the church
- Capable of leading us in spiritual growth

Additional input about the description of what we are looking for included

- We want a minister w/ spiritual depth and maturity who can lead us in exploration and application of our UU faith.

- Someone who can bring the principles of UU to the congregation and encourage ‘spiritual’ growth within the congregation
- Someone who will be a support in times of need.
  
- The successful part time minister candidate will be an engaging, uplifting presence in the pulpit.
- Will be able to minister one on one to the congregation member's pastoral needs.
  
- In meeting these primary objectives, the part time minister will help the congregation in its broader goals for growth, as we prepare to expand into a new church building.

The discussion concluded with necessary and timely tasks to be done:

- Job Description
- Advertising with the help of Kenn Hurto
  - Southern Region Newsletter
  - Search around this region and perhaps beyond

### **Ongoing Business**

- Long Range Plan – Continue Building construction; Name Planning task group: define goals and priorities; establish mid-sized congregation; develop additional programs. Not quite ready to do this...Tabled
  
- Posters to publicize UUCLC on exterior of Grove St Office – tabled

### **Committee Reports and Issues**

**Leadership Council Meeting**—was held on Thursday, September 8 at 10:30 am; discussed need to formalize planning. Straw vote for Part-time minister. Eight members voted in favor of getting a Part Time Minister.

**Building and Design**— Betty Emery reported on status of the Design of Building

- We have submitted to Keator Construction, the flooring selections, interior paint colors, tile for bathrooms, the color for exterior window frames, exterior siding and trim as well as the exterior stone veneer.
  
- The samples were presented to the congregation during church services on August 11.
  
- These being some of the most important aesthetic decisions, they were thankfully pre-determined by Roger Bills, the designer we hired. In a previous decision by the Board, the roof color selection was copper.
  
- It has been Betty's goal to respond to requests by Keator Construction for sample selection decisions as quickly as possible. She hopes to continue to have a turnaround time of 5 days or less.

- Betty plans to call a furnishings sub-committee meeting in October to discuss the furniture options for our building. It appears that we will go with Bertolini for our celebration hall chairs, but no final decisions have been made.

**Additional Comments:**

Russ looked at Waterman chairs – will provide Betty with photos. More discussion followed about Bertolini chairs including getting another sample with different dimensions, and a quote on that sample.

Russ also mentioned Doug Hayes, local sculptor, who will be creating some artwork for the building.

Carl suggested that we need everything in place sooner rather than later as the building project is on schedule and moving along without issues.

**Construction Project** – Carl Skiles reported that the building project is progressing without incident.

- Need cashier's check by Friday, September 23<sup>rd</sup> when steel for building arrives.
- Bob Craft recommended that tree clumps be cleared out and cleaned up. He obtained quotes of \$5,000.00 and \$3,000.00 to have work done. It will look better doing it prior to construction. Carl will go ahead with this project.
- Current commission on vacant land is 10%. Glenn Tyre is one realtor option.
- Russ will contact a commercial realtor to obtain further information and will give information to Carl. Betty is also looking into realtor --- Caldwell Banker.
- Line of Credit Application was reviewed and tasks assigned so that form will be completed in a timely fashion. Email Carl Skiles with particulars at Clskiles1@gmail.com. Chris will get financial information and get back to Carl. A target date of October 7<sup>th</sup> was set to have information and application completed. Interest Rate is between 4-5% currently. Our ability to pay back was discussed and it is clear that we have a surplus every year
- Builder has been easy to work with, utilities were not easy to work with.
- Building Slab due to be poured next week. Photos needed of progress
- Beautification was discussed

**Education** –

- Need a Coordinator/Committee Chair.

**Finance** –

- Committee will extend an invitation to Fund Raising for 2<sup>nd</sup> hour of the meeting to help provide a forum for working together. Next meeting is October 10<sup>th</sup> from 3-4 p.m.

**Membership** –

- A decision was made that new members who have been members in UU Congregations in other geographical locations will be allowed to sign the membership book immediately. In those cases an invitation to attend, at a minimum, the second half of the two-part orientation class will be extended.

- Plans for October orientation are on-going, with preferred dates by October 15<sup>th</sup> or October 22.
- Membership Committee Meeting dates and time are changed to third Monday of the month at 10:30 a.m. Next Meeting is September 19<sup>th</sup> at 10:30 at the UU Office.

### **Public Relations** –

- Gina will change signs at site of new building quickly – has requested suggestions for wording from leadership council and/or congregation members
- Discussion on members only tab on website...only actual members would have access to this tab. Since there was negligible cost associated with Members Only section, it was determined this should be added to the website. Content might include the Directory, congregation financial info, board minutes, etc.
- We should consider using generic contact information for Board Members in the public area of the website. That is, Uutreasurer@xx.com instead of a personal email address and the office phone number.

### **Social Justice and Environment** –

- UUCLC volunteers are staffing Open Door on Fridays from 11am to 2pm.
- Lake County Interfaith Council – By virtue of her interest in the Education Committee, Chris is a member of the Interfaith Council Interim Board which met in Lady Lake on September 7.

### **We Care** --

- Hinda Jonathan has expressed interest in coordinating this committee. Debbie Miller continues to send cards from UUCLC.

### **WRAP**

We continue to work on making our services as meaningful as possible for as many as possible. We will need a Lay leader for October.

The following is what we are working on and have done:

- Review every service looking for ways to improve.
- We are creating a guide for our lay leaders.
- We are working to schedule the most effective message givers we can find for our new fall-winter-spring season.
- The following Services have been scheduled:

### **SEPT 18:**

- **DISCUSSION GROUP, MODERATOR, CARL SKILES:**

***Janeane Reagan "How Understanding Developmental Trauma Helps explain Antisocial Behaviors"***

- **SERVICE: SUZIE LOCKWOOD, LAY LEADER**
- ***Reverend Janet Onnie: Blest Be the Tie That Binds***  
***Synopsis: Building a Unitarian Universalist Beloved Community is based on the concept of Covenant. Let's look at that concept as this congregation moves into the dual promise of a new year and a new building.***

**SEPT 25:**

- **DISCUSSION GROUP: Video The Aging Brain \_ The Aging Mind: What Changes? , By Prof. Thad A. Polk, Univ of Michigan**
- **SERVICE: WARE LECTURE - Listening and Questioning and Love**

**OCTOBER --- We are in need of a lay leader for this month.**

**Oct 2 Doug Worthington: "Robert Frost's Poems through the eyes of a Unitarian." Three poems are read and interpreted. The speaker finds support for social justice efforts in Frost's writings.**

**Oct 9 Randy Becker**

**Oct 16 Dan Gribbin: Unitarianism and American Transcendentalism**

**October 23 Dr Robert Tucker**

**Oct 30 Rev Roger Seidner**

**Bylaws Committee – Tabled**

**Future Board Meetings:**

**October Board Meeting will be on October 13<sup>th</sup> at 1:00 p.m.**

**November Board Meeting will be on November 17<sup>th</sup> at 1:00 p.m.**

A motion to adjourn the meeting was made by Russ, seconded, and the meeting adjourned  
At 4:30 p.m.

Respectfully submitted,

Joyce K. Axelson  
Board Secretary

