

NOVEMBER BOARD MEETING MINUTES

The Unitarian Universalist Congregation Lake County (UUCLC) Florida

Board of Trustees (BoT) Meeting

127 N. Grove Street., Eustis Florida

Thursday, November 17, 2016

The Board of Trustees Meeting began at 1:00 P.M. with members, Christina Higgins, Carl Skiles, Russ Littlefield, Stuart Anderson, Joyce Axelson, Betty Emery and Suzanne Lockwood in attendance.

Chris began the meeting with a moment of reflection and lighting the Chalice.

Stuart made a motion to accept the edited October minutes. Carl seconded the motion, and all members voted to accept the October minutes as edited.

TREASURER'S REPORT

Stuart gave the following report:

Income:

Very good, positive –

- Total Income: In excess of 33%.
- Pledges: Level at 33%
- Donations (cash): Above 33%
- Operating Expenses: Above at \$70K (due to Bldg expenses)

Larger expenses are anticipated with the New Building. It is suggested Fund Raising will help.

NEW BUSINESS:

- Committee Fair will be held on January 29th

- Grand Opening of New Building

Chris suggested that we develop a 5 month planning calendar that will include PR and community outreach.

A lengthy discussion followed that included Russ sharing his experience of attending the Dedication of the UU Church in Stuart, FL. Russ also shared the Program of the Dedication and will email all members a scanned copy of that program.

In addition the following points were discussed and will be used as a template task list for the Open House Task Force when it is formed:

- Date of the Grand Opening
- We will block out what needs to be done for Public Relations, and Community Outreach for the event.
- Contact Commissioner Robert Morin to determine what social issues we could get involved with.
- Attend a CAC meeting to find out what the local community actually needs
- Work specifically with housing entity geographically located near new building to possibly develop social service projects.
- Draw ideas from UUA document that included a section on Church Develop (Chris provided members of the board with this document via email)
- Decision about who to invite, who will officiate, where to advertise. Invitations will be printed so that a possible mass mailing to local zip codes is one idea,
- Suggestion for a a community open house and then a formal dedication for congregation.
- Reviewed possible speakers for each event
- Set up Task Force Group for the Grand Opening o Set up budget for the open house

ONGOING BUSINESS

- Part Time Minister Search
Chris offered the following:
- The Search is now open for a part time minister
- There is currently a copy of the posting on our website, the UUA website, and the Southern Florida Region UU has also put the posting on their website.
- Chris has worked with Ken Hurto on getting the word out.
- We have had one response – an inquiry from a FT minister about doing some consulting work for us

Nominating Committee – is needed to develop a slate of officers for church year 2018. Vacancies will exist for President, Vice President, Treasurer and Secretary.

A discussion followed on possible members for the committee. Chris indicated that John Landers and Joanne Reilly have volunteered to be on this committee. Chris also suggested that we consider chairs of committees and staffing for all committees.

Committee Reports and Issues

Leadership Council Meeting—

- Was held on Thursday, October 27 10:30 am.
- Discussed fund raising
- Next Leadership Meeting: December 12 at 1 pm.

Building and Design—

Betty Emery offered the following update on Design:

The furnishings sub-committee met several times this past month. During this time, a final decision was made to select Bertolini Sanctuary Seating for the chairs in the celebration and social halls. With an expected 12-week production time, if the order is placed by the end of November they will be ready just before the building is completed.

The proposed order is for #90 chairs that are 22'' wide and for #10 chairs 20'' wide with arms. All chairs are able to be interlocked, and all chairs are stackable. All chairs will have a fabric pocket on the seatback and bookracks underneath.

A comfortable high density stackable chair for use in the social hall and in the classrooms was also selected. The proposed order is for #50 of these chairs and included in the order are two chair dollies at no additional charge. Two additional chair dollies have been added to the purchase to help move and store the chairs for the celebration hall. The total for all the chairs, dollies and shipping is \$9203.00.

Discussion and Decision:

A discussion was held on the chairs, and it was decided to order the chairs now. A Purchase Order and a check for 50% of the cost will be issued to Bertolini for the chairs. Betty will assure that chairs will be ready prior to when we move into the building. Bertolini has said they will hold the chairs without penalty as long as needed.

Betty is authorized to sign and initial all line items on contract as well as to sign it. Betty will then forward to Stu so that a check can be sent along with the PO and Contract.

The Design Committee also met at the storage unit to evaluate the furniture and determine where they could go in the new building. The dining table will go in a classroom as a meeting room table. The sideboard will go in the foyer and the hutch will go in the social hall.

Kit Tatum and Bill Herman offered to explore options for having the hutch refinished. The rest of the furniture in the storage room should be given away with the possible exception of the folding metal chairs and folding card table.

The following was discussed relative to purchasing tables:

- Folding tables are available from Sam's Club, Costco or other place.
- We will need a combination of round and rectangle

The final item selected this month for the building is the front door. The proposed door is made by Buffelen Doors from Tacoma, Washington. It is a wood door, made of fir, which will need to be finished (Betty recommends having the door stained) when it arrives. The following is a detailed description:

- It is an 8ft high craftsman style double door.
- The budget for the door was \$3600.
- The door selected is slightly over budget at \$3800 if the jamb is not included (\$3975 with the jamb).
- There is a 10 week lead time for delivery of the front door.

A discussion on the door, design of and the need of a 50% deposit and a change order once we decide on door. It was agreed to order the door and a check for 50% of the agreed upon price will be sent to Buffelen Doors.

Next month the committee will be discussing:

- Furnishings for the library
- Children's furniture for a classroom.
- Kitchen committee
- Building a lectern
- Chalice Table
- Presentation Table

BUILDING

Carl Skiles provided the Board with an update on the construction of the building. That update follows:

- Repair on foundations is almost complete Currently building roads and driveway
- Need flooring deposit
- Electricity will be connected
- Gas to be connected next week
- Utilities
- Two groups will be doing the steel beams and inside columns
- Question: Are there scheduled inspections set up for each stage of the construction?

- Sub-contractor should have caught the error that caused the delay
Project manager would have found the error if he had done in-depth inspections
- Project Manager and Engineer Surveyor should be checking
- Cursory inspection not detailed it will cost more to have individual inspector on the construction site
- Curbs and sidewalks and road base are in

Signage

1. Gina has picture and bid on signage □
2. We will need electrical line to where sign will be located
3. Cost is \$13K for 2 signs

Line Of Credit

Carl Skiles provided an overview of where we are in the Line of Credit application process. A long discussion followed bringing up the following points:

- Is this the best financial path to follow, or would a different loan work better for this?
- Should we get funds from Boston?
- What is the contractual obligation?
- Fees associated with obtaining a line of credit
- Bank needs to see our projected budget
- Optimistic about getting line of Credit
- Discussion on whether or not to have all accounts in one Bank
- Carl will run details of Line of Credit with us before we go forward

Sale of a portion of the property

A discussion and brainstorming session was held on the sale of the property

Education Committee

A discussion on Education occurred and then we looked at our volunteer base and discovered perhaps more education is needed for our members. Religious Education for both children and adults.

Suggestions for Committee Coordinator were discussed. At minimum we need to be collecting Weave a Tapestry of Faith UU World center sections.

Finance Committee

A discussion amongst members reinforced the information Stuart presented in the first part of the meeting.

Membership Committee

Committee meeting will be on Monday, November 22nd.

Public Relations

Discussion on where and when to advertise for Grand Opening

Social Justice and Environment

- UUCLC volunteers are staffing Open Door on Fridays from 11am to 2pm.
- Lake County Interfaith Council – Chris is a member of the Interfaith Council Interim Board. On November 27th Imman Sykes will lead discussion and give Sermon at the service.

Care Committee --

Debbie Miller continues to send cards from UUCLC. Committee will meet on Sunday, November 27th during pot luck.

WRAP

Church Year 2016-17 Theme: Building a Beloved Community

WRAP is the only committee that meets weekly with the mission of putting together the highest quality discussion groups and services we can every Sunday.

Wrap offered a particularly strong program of service speakers for November, the month of our returning snowbirds. November included the following services:

- A retired UU minister from Lakeland, Dr Robert Tucker
- Marketing expert Dr Ron Hammerle
- UU folk singer from Sarasota, Mindy Simmons
- The month will end with a conversation with and a sermon by Muslim Imam A Sykes.

The aim of our December services is to draw us closer together in community and are as follows:

- Dec 4 A Special Musical Service with famed UU performer Jim Scott
- Dec 11 Water Ceremony and Induction of New Members
- Dec 18 Coexistence Service - How the Grinch Stole Christmas
- There not be services on December 25th or January 1st because the City Buildings are closed on those days.

Bylaws Committee – Tabled

THE BOARD MEETING SCHEDULE

The board meeting schedule for the next two months follows:

- Thursday, December 15th at 1:00 p.m. □
- Thursday, January 19th at 1:00 p.m.

A motion to close the meeting was made by Stuart and the motion was seconded by Carl. The meeting adjourned at 3:30 p.m.

Respectfully submitted by

Joyce K. Axelson