

2nd BOT March Meeting
March 30, 2017
AMENDED

March (Second) 2017 Minutes

The Unitarian Universalist Congregation Lake County (UUCLC) Florida

Board of Trustees (BoT) Meeting

127 N. Bay Street., Eustis Florida

Thursday, March 30, 2017

In Attendance:

The following BOT Officers and Trustees attended the meeting: Chris Higgins, Russ Littlefield, Stuart Anderson, Joyce Axelson, Trustees, Carl Skiles, Betty Emery, and Suzanne Lockwood, in addition the following members attended the meeting: Peter Pitzele, Jim Lenahan and Don Stearns.

Chris Higgins began the meeting with a few moments of centering and then lighting the Chalice and asking that each member remember we are here to focus on the work of UUCLC.

Chris asked for a motion to approve the 2nd meeting in February and the 1st meeting in March Board Minutes. Carl Skiles made a motion to approved the minutes. Stuart Anderson seconded the motion and there was a unanimous vote to accept the minutes.

Treasurer's Report:

There was no report as this was the second meeting in March.

ONGOING BUSINESS:

Annual Meeting:

Annual meeting will be April 9th and was first announced at the March 12th in the order of service and during announcements. The agenda for the meeting will include election of Officers and presentation of the 2018 Budget.

Members of the Nominating Committee, John Landers, Joanne Reilly, and Gina Rossi have announced the slate of officers to be voted on at the Annual Meeting.

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President: Chris Higgins (for a 1 year term)

Vice President: Suzie Lockwood for Vice President

Treasurer: Stuart Anderson

Secretary: Don Stearns

Trustee: Russ Littlefield (temporary)

Per the UUCLC by-laws the usual term for Officers is 2 years and the term for Trustees is 3 years.

A discussion followed which addressed the following:

- Catered Lunch
 - What is budget for this?
 - Who will cater it?
 - Is it better to have this catered or to do pot luck?
 - Discussion on how pot-luck and too much focus on the food will fatigue Fund Raising portion of the Annual Meeting.
 - Discussion including concerns about how busy kitchen staff would be with potluck or anything beyond the Crisper's idea of boxed lunches.
 - A simple salad from crispers might be best idea, people have allergies and the salad would cover consideration for that.
 - It was agreed that Peter and Suzie would get pricing on different options and work on getting this part of the Annual Meeting Done.

FY 2017-2018 Pledge Drive – Amended FY 2018 Budget

- Chris Higgins reminded BOT that Budget should reflect the priorities that Board and members have set for UUCLC.

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- The Budget proposal is \$81,558.00, 2017 budget was \$67,200.00.
 - Part of increase is the Part Time Minister
 - Part of the increase is due to the fact we will be in our own building and therefore our expenses have increased to maintain and manage that building.

GENERAL ASSEMBLY 2017 :

General Assembly will take place June 21-25 in New Orleans, LA.

Points made during general discussion and review of GA 2017:

- ✓ GA and other regional UUA and UU meetings are important for UUCLC BOT members and members of congregation to attend to develop a better understanding of the breadth and width of UUA. It is also important to Board Members to develop contacts with other congregations for resource and information.

Costs of GA and Who is Attending Discussion points:

- ✓ Who is attending? Betty Emery and Suzie Lockwood
- ✓ Cost: Approximately \$1500 per person without mileage
- ✓ We could pay up to \$1K per person to support two people attending
- ✓ Jim Lenahan, member, asked 'Who is UUA'? Question was answered by president of the Board, Chris Higgins.
- ✓ Peter Pitzele, member, inquired whether our nominated minister would be attending. Question was answered by the President of Board, Chris Higgins, our nominated minister will be attending.
- ✓ We have 2 delegate votes.
- ✓ Next year we will be able to have televised portions broadcast for congregation.

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- ✓ UUCLC Banner will be brought to General Assembly

After a long discussion, a motion was made:

'Move to support delegates to General Assembly, \$1K pp using maximum 2017 Budget that does not refer to line item for this year.'

Motion was seconded, carried and more discussion followed.

- ✓ Training and Conferences: need to set aside monies for other conferences.
- ✓ All monies going for UUA
- ✓ Are we setting a precedent this year with amount we are subsidizing?

PART -TIME MINISTER INTERVIEW COMMITTEE – 4/23 Ordination Attendance and Contribution, Housing, letter of Agreement to be Amended and signed.

Our nominated Part Time Minister, Tracie, will be ordained on April 23rd at UU Fellowship of Marion County at 4:00 p.m. An email invitation was received by the President of our Board Chris Higgins, inviting us to participate in this event and offering us the opportunity to donate monies towards the festivities and a possible gift to Tracie.

- ✓ Discussion followed including the following points:
 - Should we have a congregational collection towards gift?
 - Should we have our own celebration?
 - Seven people plan to attend ordination from UUCLC
 - Amounts to donate towards Marion County's efforts were reviewed and discussed
 - A special collection will be announced on May 7th and taken on May 14th. Announce collection on May 7th.

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- A motion was made and amended a couple of times...the following is the motion made by Russ Littlefield:
 - ✓ '\$300.00 to be allocated as seed money for the reception. Graduation gift to be determined by amount collected from the congregation on May 14th.
 - ✓ Betty Emery seconded the motion and the vote was unanimous.

- ✓ Discussion on Housing for Part Time Minister:
 - The nominated Part Time Minister resides in Winter Haven with her family.
 - Marion County provided small quarters for Tracie (PT Minister) while she was an intern there.
 - Housing would be needed from mid-September through mid-June
 - Decision to announce the need for housing will be announced to the congregation at the Annual Meeting. An opportunity for perhaps a winter resident to offer temporary housing.
 - Revision to letter of agreement for Part Minister are being made based on comments received and will be sent to Tracie to request her comments.
 - Committee on Ministry: Maybe use selection committee to serve in this capacity. Judith is currently willing to serve on this committee.
 - We will provide in agreement 'Committee on Ministry'

BOY SCOUTS OF AMERICA

The following points were brought forth by Don Stearns and Peter Pitzele

- Still need to sort a few items out

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- Have looked at trails, and currently need a plot plan for Northern Trail
 - Needs professional clearing
- Boy Scouts of America carries a \$1M liability insurance policy, Chris wants to see the wording of the coverage to assure that UUCLC cannot be held liable for any liabilities that may occur because of use of the property.
- Need a line of site, and site line clearing
- Carl advised that south of line trail could be anywhere.
- Stuart has been very helpful in this process
- Boy Scouts need room for executives for trainings, etc. This is not a request to house a troop, although this may come later.
- Don suggested that we need more coordination on this project, not aware of hierarchy or structure of organization. Possibly set up a meeting to discuss.
- Peter is leaving for New York the end of April and Don and Stu will oversee project when Peter returns to New York.

COMMITTEE MEETINGS:

- ✓ **Leadership committee meeting** took place on March 20th and the committee chairs have assumed ownership of this committee. They will take and submit minutes to the Board and come up with agendas and run meetings on their own. Next Committee Meeting 4/17 at noon.
- ✓ **Public Relations: FY2018 Budget**
 - May 13, 2017 reception postponed until November–
 - Planning Meeting of 3/15, report sent by Gina Rossi.
 - Ted suggested including photos of the writer/contributors in the next edition.

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- What is PR Strategy long term?
- Some brainstorming on PR was discussed by Board members

✓ **Building and Design:**

Betty Emery gave the following report:

- ✓ Delivery of the chairs has been set for Monday, April 17th at 10am. Christie Cleveland has collected names of members of the congregation who are willing to help off-load the chairs. I will be contacting them with the details and hope that as many on the list as possible will be able to help. The chairs have been paid in full. No balance is due.
- ✓ Delivery of the appliances is scheduled for next Thursday, April 6th. The balance due on appliances is \$5407.72
- ✓ Delivery of the 8 X 8 chalice sign for the building is scheduled for Monday, April 3rd. The balance due on the sign is \$1125.00
- ✓ On March 17th, a group of us: Russ Littlefield, June Sweeten, Bill Herman, Kit Tatum met with Rosemarie Brown of Stained Glass Design at the church building to measure the windows. Then that afternoon another group of us (Gina Rossi, Joyce Axelson, Russ littlefield and June Sweeten) met with Rosemarie at her studio in Mt. Dora. We talked about design ideas for the windows and colors of glass we liked. She said she could start working on some design concepts for us. Her fee for the design aspect of the project is \$500 and is applied to the price of the windows. She gave an estimate of \$8000 total for both windows. I would like to make a recommendation to the Board that we move forward with working with Ms. Brown for our stained-glass windows.
- ✓ Roger Bills, the designer has sent me a final invoice for his services—no payment is due. We had a credit which was applied. He will be visiting our church building in the next week and will be assisting with the pattern for the layout of the ceramic tiles in the foyer. He has graciously offered to do that at no additional charge.

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- Carl Skiles and Jim Lenahan gave a comprehensive review of their budget for FY2018
 - Occupancy was promised by April 14th
 - May have to be without the Kitchen installed due to issue with hood
 - Landscaping is 90% done
 - Sidewalls to go up
 - AC installed this week
 - AV installed as soon as ceiling and doors are in
 - Grass is planted
 - Water bill estimated at \$80.00 per month -- \$175.00 per month including sewer
 - A spreadsheet of items with assignment of tasks was reviewed
 - Egor and Fred suggested to be librarian to store and keep records
 - Building access keys – who needs keys to Building, should be controlled
 - Residential key pad, 2 enough?
 - Key closet
 - Star Security
 - HVAC – annual maintenance
 - Cleaning – hire someone, or use volunteers from congregation
 - Jim Lenahan to obtain quotes on cleaning

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- Monument signs and mailbox, or PO box, too early to decide. PO Box cost is \$56.00 per year

✓ **Finance**

- A proposal was made, seconded and vote was unanimous to donate \$1000.00 to Lake Cares.
- Should be publicity around event
- Information given to Gina to have a formal presentation.

✓ **Education Committee**

- Christie Cleveland will be chair and co-chair is Eloise Fisher.

✓ **Social Justice Committee**

- **Need a Committee Chairperson**

✓ **Caring Committee**

- Joyce Lenahan has volunteered to Chair this Committee
 - Debbie continues to send cards out

✓ **Membership Committee**

- Met on March 20th.

The Board decided it to have a second April meeting on April 27th at 1:30 p.m.

A motion to adjourn the meeting was made by Stuart Anderson at 4:30 p.m. Russ Littlefield seconded the motion and the meeting adjourned.

Respectfully submitted,

Joyce K. Axelson

Secretary

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