

May 11, 2017 (Fifth Draft) BOT Minutes
The Unitarian Universalist Congregation Lake County (UUCLC) Florida
Board of Trustees (BOT) Meeting
127 N. Bay Street, Eustis, Florida
Thursday, May 11, 2017

In Attendance:

The following BOT Officers and Trustees attended the meeting: Chris Higgins, Suzie Lockwood, Stuart Anderson and Don Stearns; Trustees, Carl Skiles, Betty Emery, and Joyce Axelson and in addition the meeting was attended by: Robert Myatt, Fred Lorch and Bob Cleveland.

Chris Higgins began the meeting with the usual lighting the Chalice and then asked for any comments or edits on the April 27th BOT minutes. Betty Emery made a motion to accept the April 27th meeting minutes as amended and Don Stearns seconded the motion. All members voted to approve the April 27th amended minutes.

The next order of business was to read Bob Cleveland's letter of May 9th to the Board into the meeting minutes. The subject letter is hereby attached in Appendix A and includes the Board response:

Treasurer's Report

Stuart Anderson presented a review of the Budget through the first week of May.

Expenses: are at 49%, so we are underspending projections

Income: 90% income a bit above projections. Donations have increased with cash received in basket at 86.5%.

Pledges: are 70 %

Reminders about pledges that have not been paid will go out in a couple of days (May 13, 2017).

Stuart commented that Donors in general were overperforming. He also noted that Monthly Account Expenses were within bounds except for September being a little behind.

ONGOING BUSINESS:

UUCLC Board of Trustees Covenant May XX, 2017

The Leadership Council Covenant draft has been reviewed by the Leadership Council. Joyce lead the discussion in reading through the articles with highlights being committee chair/member behavior, confidentiality and the goal of limiting meetings to 2 hours.

The latest BOT covenant draft is attached as Appendix B of these minutes. It is the one the BOT currently uses that Chris Higgins sent out for all of us to

comment on/edit. We believe it has been suggested that committees, Leadership Council and the Board all use the same covenant.

Next UCLC Board of Trustees Meeting May 25, 2017

Don Stearns will be away but Fred Lorch has volunteered to cover the secretarial duties for that meeting.

Member Concern Item by Bob Cleveland: Stormwater Retention Area Water Level Sight Gauge Installation to monitor pond retention. Motion moved by Carl Skiles and seconded by Don Stearns for Bob Cleveland to purchase and install the gauge as his own expense.

In the future, members concerns to be heard right after Treasurer's Report.

Committee Liaison Members and Overseeing Trustees

- Care Committee – Joyce Lenahan and Suzie Lockwood.
- Lifespan – Christie Cleveland/Eloise Fisher and Betty Emery/Joyce Axelson
- WRAP - Russ Littlefield and Joyce Axelson/Carl Skiles.
- Hospitality – Phyllis Gillette/Julie Champion and Betty Emery for now.
- Social Justice – Robert Myatt and Stuart Anderson/Suzie Lockwood.
- Safe Congregation - Chris Higgins.
- Ministerial Relations – Carl Skiles.

Update on 2018 Pledge Drive –

So far 37 pledges in totaling \$61,288.00, presently about \$14K short of budget. The Pledge tally will be updated in June before the Budget is voted on. There was a total of 42 pledges last year.

General Assembly 2017 June 21 – 25 at New Orleans, LA –

Betty Emery and Suzie Lockwood scheduled to attend and bring back pertinent information. GA related Group Meetings for May 14 and July 9 were discussed.

Also mention was made of possibly live streaming the GA meeting at the new church through internet.

Part time Minister -

Tracie's phone number is (863) 206-9086 for handy reference.

Housing for Tracie discussed further and there will be a slide show of the Ordination.

MAY 28th will be our Occupied Sunday in the new Church!

BUILDING and DESIGN -

Schedule - CO (Certificate of Occupancy) expected to be issued in about 1 week with Kitchen locked up until Exhaust Hood/Fire Suppression systems ready for operation.

Emergency Phone Call Up Tree - Need member volunteers to take calls in the event of an alarm activation or other emergency occurring or a City Business License matter.

- Robert Myatt and Suzie Lockwood willing to take emergency/trouble calls.
- Chris Higgins and Stuart Anderson willing to take calls re City Licenses.

Operation and Maintenance (O & M) Manuals -

O & M Manuals are being prepared for all Church Building equipment and operating systems. Jim Lenahan will administer the use of these manuals.

An initial draft schematic of the Member Maintenance Staff is included below where we have the UUCLC President at the top over the Building Manager who will head up the six (6) O & M areas;

- 1 – Building & Grounds
- 2 – Access & Security
- 3 – Kitchen
- 4 – Scheduling & Uses
- 5 – Lighting & HVAC
- 6 – A/V Systems

See the Building O & M Table being populated with church member names.

Construction Funds Shortfall –

Solicitation for Loans from Members by UUCLC for the purpose of meeting the present \$50K shortfall.

Form of each loan will have a promissory note. Terms of the Loan not less than \$1000 with Revision 1 plus notes including Note 7 re Heirs presentment for payment. If Solicitation drive exceeds \$50K, then proration will be required.

Schedule for start date vote on May 21, 2017. Closeout end date June 4, 2017 with execution by June 11, 2017. Absentee ballots were sent out by E-mail on May 7, 2017.

Motion moved by Stuart Anderson and seconded by Carl Skiles to move forward with the solicitation.

See the separate minutes (no longer Appendix C of these minutes) for an update by Chris Higgins on the special meeting held on May 21, 2017 regarding the Solicitation for Loans.

Moving into new church building -

UUCLC Items to be moved from Woman's Center, Storage Cell and Wells Fargo Building to new church.

Betty asked two moving companies for proposals but only "Two Men and a Truck" responded with a \$350 - \$450 estimate. Plan has been for church members (Bernie Greenberg with help) to move our stuff out of basement.

Proposed Schedule going into the week of May 22, 2017 is to vacate the Woman's Center on May 21, 2017 and follow up by moving everything else into the new church by May 28, 2017.

Printer/Copier and Lecturn Needs -

Office Depot has a multifunctional HP 8740 good for 25 pages per minute for \$340.

(A big machine would cost \$1100 plus there would be a regular maintenance charge)

See the E-mail shared.

We are too close to May 28th to order a new lecturn so we will find a used one locally.

Winter Residents ("Snow birds") -

Fred Lorch needs a list of winter residents for possible video Streaming recognizing that users would probably need to share in camera costs.

COMMITTEE REPORTS -

Joyce Axelson e-mailed Leadership Council Minutes that included Committee Reports to BOT members. Joyce also covered highlights of Leadership Council Minutes which included the updated Mission Statement.

Joyce also shared with the BOT the tool that will be used to gather information from congregation members and friends in order to develop a Data Base Table of Skills.

Next Board Meeting will be at 1PM on Thursday, May 25, 2017

(At Wells Fargo presumably?)

Appendix A

Christie and Bob Cleveland <clevelandbc@yahoo.com> 5/9/11

To Chris Higgins Joyce Axelson Suzie Lockwood Betty Emery Carl Skiles Stuart Anderson Donald Stearns Carl Skiles Frank Bishop Ernie Rossi Ginny Morgan Russ Littlefield Russ Littlefield Ted & Eleanor Fessler Bob Cleveland

Dear People

I will bring copies of this e-mail to the 5/11/17 BOT meeting. I would like to also respectfully submit it into the record of minutes and to be publicly available on the church website. But I know that what I want isn't necessarily what will happen.

I am concerned that BOT communications with the congregants are not more robust. It seems to me that an air of secrecy, out of all proportion, surrounds the Board. As you know for yourselves,

it's not always easy to attend a Board meeting, and the minutes of BOT meetings are not being posted in a timely manner on the website.

Also, I am requesting more information be made available, absolutely and effectively, to the congregation about the proposed Member Loan Program PRIOR to the voting congregational meeting on 5/21/17, so that UUCLC members can more fully consider the transaction. I mean, what is this 'up to 5%' stuff?

And,--- Would it be wise , after the dust settles and we're moved into the new building, to have an independent audit conducted of the churches financials (no offense intended, Stu) and especially to include spending on the church property and cost of construction. There have been some surprises during the last couple of years, and it might be reassuring to investors and members alike (and maybe Stu as well). It would also lend an air of transparency to the Board.

I realize that I am fast becoming a trouble maker and a conspiracy nut in some of your eyes. But I feel that I have finally awoken to the machinations of Power. I am sorry if this makes any of you uncomfortable, but I must 'be a lamp unto myself'. To do otherwise is death to me....

Sincerely,
Bob Cleveland

UUCLC Board Response

As requested by Bob Cleveland in his email of May 9, 2017, the Board hereby submits his email into the record of Board minutes which are available publicly on the church website. Further, Bob requested orally during the 5/11 meeting that the Board's response not be interlaced into his email. Therefore, the Board response is appended here.

Regarding Bob's concerns about BOT communications, the Board points out that Board meetings are open to all members and announced in the Order of Service on Sunday and posted on the Website Calendar. The Board minutes are generally approved at the meeting following the one in question and then posted on our Website. A summary of the meeting is usually included in the Newsletter.

Regarding Bob's request for more information about the proposed Member Loan Program PRIOR to the voting congregational meeting on 5/21/17, the Board advises that the primary purpose of the vote is to authorize the Board to incur debt up to \$50,000. Details related to a Member Loan Program will be available on Sunday, May 14.

Regarding Bob's suggestion to have an independent audit conducted of the churches financials, the Board advises that an audit of the UUCLC Operating Accounts is conducted annually. Records related to the Building Construction and Property project will be included in the FY2017 Audit.

Appendix B

UUCLC Board of Trustees (BoT)
Covenant
Revised May xx, 2017

1. The president or person chairing the meeting will circulate a draft agenda to Board members one week before a scheduled Board of Trustees meeting.
2. All people attending the meetings will come prepared and, insofar as possible, will keep to the agenda.
3. The chair will begin meetings on time. The goal is to have no meeting exceed 2 hours.
4. All attending will listen and respond respectfully.
5. All attending will be considerate of 'air' time, giving each person the opportunity to speak.
6. Board members and guests will respect the confidentiality appropriate to sensitive issues.
7. The Board will speak with one voice.
8. Each Board member will work to help fellow BoT members succeed.

Appendix C

INVITATION TO UUCLC MEMBERS

to

Participate in the Member Loan Program for Completion of the New UUCLC Building

On May 21, 2017, by a vote of 48 yes, one no, and one abstention, the congregation authorized a member loan program to obtain loans from members to fund the completion of the new building.

Since the final payment for the building construction will be due in about 30 days, the members are now invited to participate in the loan program by making loans to cover the final payment. The loans would be secured by a promissory note from the congregation to the lender, and be in multiples of \$1,000.00 for a period of three years. The total amount of all loans that may be accepted by the congregation is \$50,000.00.

The maximum interest rate cannot exceed five percent. However, the actual interest rate will be the lowest rate acceptable to the lenders which will allow the total amount of loans to be \$50,000.00.

Several members have indicated their generosity and love for the congregation by being willing to make loans for zero percent interest. The BOT invites all members to join these loyal members and make loans for zero percent interest. If you cannot participate at the zero percent rate, please indicate what rate you can accept.

If you are willing to participate in the loan program, please notify our president, Chris Higgins, by email at cphiggins14@yahoo.com, or our vice president, Suzie Lockwood, by voice or email at finallyfree1204@hotmail.com.

Please confirm your participation in the loan program by June 8, 2017.