

25th May BOT Meeting
May 25, 2017

BOT Minutes

The Unitarian Universalist Congregation Lake County (UUCLC) Florida

Board of Trustees (BOT) Meeting

127 N. Bay Street, Eustis, Florida

Thursday, May 25, 2017

In Attendance:

The following BOT Officers and Trustees attended the meeting: Suzie Lockwood, and Stuart Anderson Trustees, Carl Skiles, and Betty Emery

In addition the meeting was attended by: Phyllis Gillette, Jim Lenahan, Russ Littlefield, and Fred Lorch (acting secretary).

Suzie Lockwood began the meeting at 1:20 PM with the usual lighting the Chalice and then asked for any comments or edits on the May 11th BOT minutes. There were many unresolved edits required. All members agreed to vote, by email, to accept the May 11th minutes after amended.

On-going Business:

Preparing for FY 2018

Stuart Anderson presented a review of the Finances through the third week of May.

- New Insurance policy signed at annual premium of \$2038.32
- Old insurance policy cancelled
- Pledges for 2017-2018 remain at 37 received
- Two water bills received for \$1100 and \$1400 respectively. Jim Lenahan and Carl Skiles to investigate reasons as to why these bills are as high as they are.
- New address "1235 Mount Homer Road, Eustis, Florida 32726" has been updated on UUA Site. Google maps is being worked on. UUCLC Website and Facebook need action.
- Stu will be on vacation 5/29 thru 6/8, Suzie will have charge of the money pouch during that time.

UUCLC Congregation Building Loan Status

- Carl Skiles to prepare and distribute (after approval) an invitation to UUCLC members Participate in the Member Loan Program for Completion of the New UUCLC Building. Carl will also extend the invitation during the 4 June Service.
- Presently have \$35,000 at 0% interest

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- Question was raised concerning possible loss of 501.C status if loan program is instituted. Response was that there is no threat if the interest rate is 0%.
- Russ Littlefield raised the issue of having an independent auditor. Russ will contact his CPA and Betty Emery will contact her mother-in-law (CPA).

General Assembly

- A discussion group on GA was held 14 May, Betty announced that member preferences for UUA President were being received.

Part Time Minister

- First pay check for minister was given to Suzie Lockwood. This will be given to Tracie at 28 May Service, after which she will sign the agreement.
- Graduation gift of \$300.00 to be presented to Tracie at 28 May service.
- Tracie will be meeting with various committee chairs between 28 May and 1 June. Membership, Safe Congregation and wrap have been scheduled. Life Span, Education, Hospitality, Social Justice and Finance have not been scheduled at the time of this meeting.

Building and Design

- Service Contracts
 - Jim Lenahan recommended ZUES SERVICES LLC of Claremont to provide cleaning services twice a month. Service provided will clean everything except high glass areas. Floors will be dry swept and damp mopped. All cleaning will use nontoxic materials from the automatic dispensers located in the shower room. This firm has had experience in church cleaning. The cost for this service was reported as \$145.00 per cleaning (\$290.00 per month).
 - Jim Lenahan recommended PRISTINE GREEN SERVICES of Eustis to provide mowing, trimming, edging and blowing of our lawn areas. A glowing reference was received from KIVA Assisted Living Facility. The cost for this service was reported as \$200 per visit or \$650 per month.
 - MM Carl Skiles: MS Betty Emery to authorize Jim Lenahan to employ church cleaning and lawn care contractors. Motion Approved 4-0-0-3
 - Jim Lenahan to meet with contractors on 5/26 or 5/27 to finalize contract services.
- Cover for AC lines
 - All above ground copper lines have been covered with sheet metal casings.
- Progress on stove permit and installation
 - Currently do not have city approval for installation of stove and exhaust hood. Additional costs could exceed \$15,000.
 - Received invoice for \$2000 for stove and exhaust hood engineered drawings.

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- Moving pile of excess roofing materials
 - Contractor is willing to do this for free, if the \$2000 invoice for the stove drawings is approved. Carl Skiles will follow up with contractor.
- Quote for repairing washouts in retention areas.
 - \$1000 quote received, Carl Skiles will negotiate with contractor.
- Quote for Mop Over
 - \$380 quote received. Not approved, service not required.
- Quote for Screen Fence Around Air-Conditioners
 - \$1800 quote received. Not approved, service not required.
- Quotes for Trim Work and Baseboard Shoe Mold (Quarter Round)
 - Quotes have not been received.
- Security System
 - Security system is ready for activation. Members of Access and Security System Staff will be trained on its use. System to remain inactive until contractor has finished all work.
- Chairs
 - Betty Emery reported that seven (7) chairs have factory defects and will be repaired by vendor.
- AV System
 - Fred Lorch reported the audio system in the Worship Hall is fully functional, however the video system is not.

Meeting adjourned at 3:44 PM

Next UUCLC Board of Trustees Meeting June 29, 2017

- Don Stearns will be away but Fred Lorch has volunteered to cover the secretarial duties for that meeting.
- Meeting will be at 1235 Mount Homer Road, Eustis, Florida 32726.