

DRAFT MINUTES FOR 29 JUNE 2017 BOARD

- Meeting called to order by President Chris Higgins at 1:05 PM
- Those in attendance included
 - a. Chris Higgins – President
 - b. Suzie Lockwood – Vice President
 - c. Stu Anderson – Treasurer
 - d. Carl Skiles – Trustee
 - e. Betty Emery – Trustee
 - f. Joyce Axelson – Trustee
 - g. Tracie Barrett-Welser – Consulting Minister
 - h. Cecelia Everist – Congregation Member
 - i. Jim Lenahan – Congregation Member
 - j. Fred Lorch – Congregation Member
 - k. Robert Myatt – Congregation Member
- Tracie lit the chalice and offered words.
- Approval of 11 May and 25 May 2017 Minutes
 - a. MM: Suzie “Approve minutes of 11 and 25 May 2017.
 - b. MS: Joyce Axelson
 - c. Discussion: None
 - i. Motion approved 6-0-0-1
- Treasurers Report
 - a. Stu reported FY 2017 Financial Status
 - i. Financial Report complete as of 29 June 2017
 - ii. Final expenses were 71% of budget.
 - iii. Programs, Rentals (including new building maintenance) and Admin Costs (including insurance for new building) exceeded their budgeted amounts.
 - iv. Total income was even with budgeted amount.
 - v. Pledges were low, but donations made up the difference.
 - b. Stu reported on Member Loan Program
 - i. Loan Fund income has been added to operating checking account.
 - c. Stu reported on Ruth Gray Building Account
 - i. This account will be depleted when expected payments are made.
 - d. Chris reported on 2017 Financial Status
 - i. Expected expenses for 2017 were \$47,000, income was \$70,000, leaving budget surplus of \$23,000.
 - e. Stu reported on 2018 Pledge Drive Status
 - i. 2018 Pledge Drive status is \$61,498, this is a little below last year’s pledges however more are expected.
 - ii. Members of the Financial Committee will contact members of the congregation who pledged last year, but have not pledged this year.
 - f. Chris reported on 2018 Budget
 - i. 2018 Budgeted Expenses are \$82,364, 2018 Budgeted Pledges are \$76,364, and 2018 Budgeted Donations are \$6,000.
 - ii. Not comfortable reducing budget.

- g. Stu reported on 2018 Budget
 - i. Finance Committee recommends adoption of 2018 Budget
- h. MM: Stu "Adopt Budget as proposed:
 - i. MS: Carl
- j. Discussion: Jim
 - i. The amount budgeted for electrical utilities should be increased by \$3,700 from \$4,800 to \$8,500, based on last two month's electrical bills.
- k. MA: Stu "Adopt Budget with additional funds for electric utilities (\$8,500), thus increasing total budget to \$86,000.
 - l. MS: Carl
 - i. Motion Approved 6-0-0-1
- m. Carl reported on Building Fund.
 - i. The expected remaining expenses for the building are approximately \$260,000. This amount will be paid from the Ruth Gray Building Fund, existing Money Market Fund(s) and Member Loan Program. At this point in time we must not incur any new expenses.
 - ii. Jim raised issue of buying round tables. Jim and Betty to resolve size (4 foot diameter or 5 foot diameter) and number of tables to be purchased for \$1500.00
 - iii. Carl requested that Suzie and Stu sign Member Loan Forms.
- n. Stu reported on the Seidner Challenge Fund
 - i. MM: Stu "The UUCLC Congregation donate \$641 out of the General Fund to bring the Challenge Total to \$4,000, and to then donate \$2,000 to UUA and \$2,000 to CRC.
 - ii. MS: Betty
 - 1. Motion Approved 6-0-0-1
- Congregation Member Issues
 - a. Cecelia indicated we are looking at starting classes. Needs information on:
 - i. What days and hours are open?
 - ii. How does one gain entry into the building?
 - iii. How do proposals get approved?
 - b. Chris responded
 - i. We are attempting to find volunteers to provide scheduling.
 - ii. Need to determine these needs, most should be ironed out at the Leadership Council.
 - iii. Board is acting as safe guard of congregation assets.
 - iv. Board liaison works with committees to guide and assist. (see attachment 1 for paragraph on committee reports and issues).
 - c. Cecelia requested leadership training.
 - d. Chris and Traciee responded
 - i. A Leadership Training Program that is open to the congregation by invitation is needed.
 - e. Tracie responded
 - i. Protocols for the Committees, Leadership Council and Board are needed.

- f. Robert indicated that the congregation in general are thrilled with the new building, sympathetic with Jim Lenahan, and thinks the board should hire an employee to assist Jim.
- Ministers Report for the period 28 May thru 28 June 2017
 - a. Planned and Conducted
 - i. Sermon on 5/28/17
 - ii. Preached on 6/11/17 at Friendship Fellowship in Pineada
 - iii. Led service on 6/25/17
 - b. Wrote newsletter articles for June & July
 - c. Conferred via phone or email
 - i. WRaP in regards to service on 5/28
 - ii. WRaP in regards to service on 6/25
 - iii. Board President
 - iv. Delegates to GA
 - v. PR chairperson
 - vi. Safe Congregations team regarding AED unit
 - d. Met with
 - i. Minister at Tri-County UU
 - ii. Contractor at UUCLC
 - iii. Membership chair
 - iv. Social Justice chair
 - v. Building team
 - vi. GA Delegates
 - e. Attended
 - i. Safe Congregations Committee meeting
 - ii. Education Committee meeting
 - iii. WRaP Meeting
 - iv. Training on new building for alarm system, fire system, air conditioning, water, electrical and plumbing
 - v. PR Committee meeting
 - vi. Ministry Days and General Assembly (via livestreaming)
 - f. In role of
 - i. Pastoral Care: Introduced myself to new visitors, introduced myself via mail to chaplain at Waterman Village, personally contacted three congregants
 - ii. Preliminary Fellowship: Began paperwork process for renewing Preliminary Fellowship, contacted potential mentor
- New Business
 - a. Traciee would like to do a Board retreat to establish goals.
 - i. Tentatively scheduled as a Brunch on site at 10:30 AM August 3rd.
 - b. Joyce reported on the UUCLC SKILLS AND INTEREST SURVEY
 - i. A summer service **Time, Talent and Watermelon** (16 July) has been planned for this survey.
 - ii. This survey will be presented to new members at the new member orientation.
 - c. Chris reported that the Lake Concert Band would like to use our building for their rehearsals. They would rehearse once a week (Thursday evening from 6:00 to 9:00 PM) from mid-September through May. They would also need a small space to store

- percussion equipment (bass drum, cymbals and a few other small items). They currently use space in the Morrison Methodist Church at a cost of \$1,000 per year.
- i. MM Carl: “The UUCLC offer space to the Lake Concert Band at a cost of \$900 per year”
 - ii. MS Stu:
 - iii. No Discussion
 - 1. Motion approved 6-0-0-1
- d. Life Line Screening Proposal
- i. LLSP would like to rent our facility for their public medical screening services, 200 to 300 people per day for 1 to 2 days each quarter.
 - 1. Tabled until next meeting, Carl to obtain more information.
- e. Business Cards for the UUCLC
- i. Suzie will champion the design and production of Business Cards.
- f. National Organization of Women
- i. Betty reported NOW is seeking location for staff meetings. She shall obtain more information for next meeting.
- g. Class Reunion
- i. Betty Emery would like to rent our facility for her daughter’s class reunion in May.
- h. Policy and Guidelines for Facility Rental
- i. Tracie reported we need policy and guidelines for facility rental. Betty, Traciee and Carl Hommel (possibly) will form a task force to investigate this issue.
- i. Librarian
- i. Carl reported we will need a librarian soon as building information will be arriving soon. An announcement will be made at the 9 July Service.
- j. Contractor Request
- i. Carl reported the contractor would like to photograph the building and grounds for their publicity. Board approved.
- k. Committee Minutes
- i. Chris reported the committee minutes will be sent to Board Members, the Leadership Council and the Minister as they are completed. Action taken and decisions made should be listed as bullet items at the top of the minutes.
- l. Scheduling
- i. Robert suggested that a calendar be established so that 1st week of the month is for committee meetings, 2nd week is for leadership and 3rd week is for board.
- m. Betty reported on state of building completion
- i. Meeting Room Relocation
 - 1. The meeting room and class room spaces should be swapped. Sound transmission from the current classroom location is objectionable in the Celebration Hall. For this reason the two rooms should be swapped so that there will be no problem when the classroom is used during the Celebration Service.
 - ii. Table in Meeting Room
 - 1. The table in the meeting room (Ruth Gray’s Dining Room Table) should be relocated to the lobby. A replacement table will be needed.
 - iii. Glare in Celebration Hall
 - 1. The source of the glare is being investigated. Possible solutions may include installing stained glass windows and painting the stage wall.

- iv. Unpacking
 - 1. The boxes in all rooms need to be unpacked.
- n. Carl reported on state of building completion
 - i. Procedure for paying back member loans.
 - 1. A sinking fund should be established to raise money to pay back loans.
 - ii. Existing Signs
 - 1. Existing signs should be removed or painted over (note: signs have been painted over since this meeting)
 - 2. Contractor signs should be removed
 - 3. Betty responded "What is the Eustis Code on signage?"
 - 4. Carl responded "The city inspectors have not mentioned the signs."
 - iii. Permanent Sign
 - 1. The design and construction of a permanent sign should be started. Members are encouraged to photograph interesting signs around town. Electricity is available at the sign locations.
 - iv. Flagpole
 - 1. A flag pole for a US flag (3' by 5') and UUCLC flag can be contributed by Carl Skiles.
 - 2. The offer of the flagpole and flag was referred to a committee for consideration
- o. Jim reported on Priorities for Maintenance as of 29 June 2017.
 - i. Irrigation
 - 1. The high irrigation water costs should be reimbursed by the landscaper. The irrigation water will be turned off.
 - ii. Lawn Management
 - 1. The lawn maintenance is under control. The volunteer force has too much labor and not enough volunteers.
 - iii. Building Access and Security
 - 1. Building access and security is under the supervision of Fred Lorch. A lock box has been installed next to the lobby door to provide access for those without a key. Contact Fred for the combination. The security system procedures and instructions will be presented to select members of the congregation after the contractor has completed all work.
 - iv. AC Controls
 - 1. The AC controls (Thermostats) have instruction cards at each location.
 - v. Cleaning Management
 - 1. Cleaning Management is proceeding well.
 - 2. Need mats at entrance doors to reduce amount of sand being tracked into the building. Cost of mats is \$250.
 - vi. Electric Bill
 - vii. Air Quality
 - viii. Safety
 - 1. The steps to the stage will be pin stripped so that visibility is improved
 - 2. The parking blocks in the parking lot need to be painted to increase visibility
- Committee Issues
 - a. Leadership Council

- i. Joyce A. reported
 - 1. The committee liaison list needs to be reviewed
 - 2. The skills and interests survey will provide information on potential new committee members
 - b. Public Relations
 - i. Suzie reported the Trifold is not progressing.
 - ii. Betty reported she is not being notified of committee meeting times, and is not receiving emails from the committee.
 - iii. Chris suggested that Betty contact Gina
 - iv. Information to be posted on our web site for upcoming week must be received before 6:00 PM on Tuesdays
 - c. Membership
 - i. There are twelve applicants for the new member orientation
 - d. Hospitality
 - i. Phyllis Gillette will continue as chair until replacement can be found.
 - e. Care and Connect
 - i. C&C is requesting leadership training.
 - f. Other
 - i. Betty has information from GA for phone assistance. There is a northern UU Fellowship that provides telephone service for other UU organizations.
- Next Board Meetings
 - a. The next two Board Meetings are set for
 - i. 13 July at 1:00 PM
 - ii. 9 August at 1:00 PM
- Meeting adjourned at 4:55 PM

Attachment 1: Role of Board Liaisons

Committees do the “work” of the Congregation and have an annual budget. They communicate with one another both informally and more formally via the Leadership Council and Committee reports, bringing questions for decision to the Board. If the BoT Liaison has concerns about Committee activities, he/she consults with fellow BoT members and/or the Minister, asking the Committee Chair to hold off until the “question” is addressed. What Committee issues require Board approval? To date this has been determined ad hoc.