

July Board of Trustees Meeting Minutes
The Unitarian Universalist Congregation of Lake County
1235 Mt. Homer Rd., Eustis, FL
Thursday, July 12, 2018

The meeting came to order at 1:30 p.m., with Betty Emery lighting the chalice and Joyce Axelson leading a few moments of quiet reflection.

Present:

Betty Emery, President

Suzie Lockwood, Vice-President

Stu Anderson, Treasurer

Joyce Axelson, Trustee

Peter Conde, Trustee

Lois Sanford, Trustee

Glen Bryan, Congregation Member

Carl Skiles, Congregation Member

Fred Lorch, Congregation Member

Minutes of the June 14th meeting were approved with no corrections or objections.

Treasurer's Report. Stu provided the Financial Report for June 30, 2018, which coincides with the end of FY 2018. He also provided an analysis of FY 2018 Annual Budget and Actual Expenses. Highlights:

1. We ended the fiscal year with expenses 2.9% under and income more than 13% over budget.
 - a. Programs up 106% over budget. Some committees, primarily Hospitality, were also over budget. FY 2019 Program and Committee budgets have been increased as needed.
 - b. Donor income was 2 ½ times what was expected. Twelve members have not completed their pledges and will be notified.
 - c. The FY 2018 budget was well-done, given the unknowns of being at the new site.
2. FY 2019 budget is \$114,000+, with approximately \$88,500 budgeted for pledged and unpledged donations. Pledges from 48 people totaling approximately \$76,500. Stu estimates \$12,000 non-pledge donations. We will continue to solicit pledges.
3. We have a surplus of more than \$67,000 in undedicated funds which has accumulated over the years. In the past, these funds have been left in the General Fund. The Finance Committee would like to use the FY 2018 surplus of \$10,390.75 for two special items:
 - a. \$10,000 toward the \$45,000 member loan repayment
 - b. \$390.75 toward street signs

Stu made a motion to this effect. Pete seconded. Discussion:

- The \$10,000 for the member loan repayment will be in addition to the \$10,000 already set aside in the FY19 budget.
- Unanticipated inspection fees not budgeted for is not part of this motion.

The motion passed.

Minister's Report. None given. Reverend Tracie is on summer break.

Leadership Council Report. Given by Joyce:

1. We collected and donated 48 pounds of peanut butter and jelly to Lake Cares. Thanks to all.
2. The building should be locked when meetings are taking place.
3. Do not give out personal phone numbers other than to congregation members and friends.
4. If anyone comes to the door asking for help, refer to the Care and Connect book located in the classroom on where to refer them.
5. Upcoming events:
 - a. Workshop on Homeless "camping" on the grounds. Saturday, July 14, 2018. Generated a lot of discussion in the Leadership Council. More on this later.
 - b. Spiritual Matinees will be on second Saturdays beginning July 14. Will include movie, popcorn, and discussion. Val and Pete are sponsoring.
6. How to be proactive in introducing new members on how committees work and flow.
 - Buddy system for new members has been established.
 - Chairpersons have been tasked with developing job descriptions.
 - Need for leadership training for all who are in leadership roles, particularly in how Chairs can diffuse situations that may arise.
7. Need inventory so that we know what we have for insurance purposes and to be cognizant of the resources that we have available. Also to address "the borrowing situation."
8. Who is responsible for lawn, stump removal? Discuss further during Building and Grounds report.
9. What happened to the plaque for the stained glass windows donation? Suzie will follow up.
10. Many thanks to Stu for his spreadsheet outlining individual committee expenses. This is very helpful in managing committee expenditures. Stu can only do this semi-annually. Chairs must track their own expenses.
11. Workshop on homeless situation will take place Saturday. Leadership Committee recommends having the meeting as a fact-finding exercise, possibly forming a task force to investigate issues, solutions.
12. Many committee chairs were not aware that Russ Littlefield is taking over as Chair for Social Justice. Leadership needs to be cognizant of leadership links. Still no chair for Public Relations. Dave Jantz is acting.
13. Lifespan Committee. Concerned about the library's organization of space. Congratulations to the Lifespan Committee for two very successful covenant circles bringing forth ideas and making them happen.
14. WRAP Committee. Has had some difficult discussions on a variety of issues. Coming to resolution.
15. Hospitality Committee. Betty officially announced that Lyn Holland, has agreed to be Hospitality Chair.
16. From WRAP: Fred Lorch presented their request to install a big screen TV in the Narthex to show announcements and upcoming events. We have the TV and computer, would just need to build a shelf. Fred would maintain the content, which is already being created and

shown on the sanctuary screens Sunday mornings. The TV will be locked to the frame and separate from the setup in the computer room. A motion was made, seconded, and passed to move this initiative forward.

All present wish to recognize Ann Medley for her above and beyond Hospitality work in the kitchen this past Sunday, as well as everything else she does.

All would also like to recognize Jim Lenahan; how to do so will be discussed under New Business.

Building and Grounds Report. Given by Carl:

1. Warranty List. A lot of things have been done. Carl will continue working down the list.
2. Two sanctuary lights are out. Waiting to receive them.
3. Electric service to signs needs to be found. May require electrician.
4. Rope delineating parking area broke. Carl will follow up.
5. Water bottle filler and filter issues. Bottle filler issues may be user error. Haven't installed a filter new yet, don't know what will be involved. The filter light is on. The filters are \$60.00 and need replacing approximately annually. Having the light on gives the appearance of neglect. Are the filters necessary? What do they actually filter? How many use it? Can the red light be turned off? Drinking fountain and kitchen water is unfiltered. Betty suggests we defer to next month, allowing time to find manual and research further.
6. AC clogged drain taken care of. Routine maintenance will prevent this from happening again.
7. Carl is concerned about floor scratches. Doesn't know what's causing them or how to fix.
8. We have some pads for the chairs that will get installed.
9. It will cost approximately \$200 to purchase shelves for the closet. Making them ourselves is not cost effective.
10. Periodic inspections are required for sprinkler system, fire alarm, fire suppression system on hood on stove, fire extinguishers. Also backflow preventer tests. This was not anticipated nor included in budget, but we must comply. Carl suggests DynaFire the logical choice for the systems they installed. He doesn't believe other bids would differ much. Hazardous materials are stored in the closet, which is in compliance. All agreed to have Carl go forward with arrangements.
11. Fred is concerned about spider sacs on building, would like to see them removed, preferably before September, when a fire drill is planned. Carl recommends the company No Pressure Wash. Rather than pressure washing, building is sprayed down with a citrus-based solution that is non-toxic to humans then washed off. Carl will get quote.
12. Landscaping issues:
 - a. We received a City of Eustis Notice of Violation requiring mowing in certain areas of the property, including the retention area. Compliance date is July 11; however, City primarily needs to see progress. Some areas are difficult to mow because of slopes, stumps, hedge. Stu will research bush hogger used previously; Carl will follow up.
 - b. Schedule for mowing regular grass. Some confusion on schedule. Betty had hoped to extend interim, because of cost, but this time of year needs to be every two weeks.

Extended growth can help with seeding, but unsightly and adds to parking difficulty. Will be mowed this Saturday.

- c. Who is responsible for weeding? Joan Anderson suggested a monthly or quarterly service/work day for pulling weeds, interior work, etc. Christina Wilkins would like to organize it. Carl approves of the idea, and all were in favor of a “congregational workday.” Could potentially include students seeking community service hours, but focus should be congregation members. Betty will email Christina.

Carl would like to step back from his Building and Grounds leadership role. He wants to remain involved and will remain on Land Use Committee. Board will work on finding a replacement.

Congregation / Member Issues. None.

New Business.

1. UUCLC Safety Policy. Kudos to Fred Lorch and the Safety Committee for a comprehensive, well thought out and professional document. Fred acknowledged it is a living document, but wanted to get the policy document on the books so implementation can begin. General highlights:
 - a. Two members of the Safety team will be permanent greeters.
 - b. Need to be aware of domestic issues that could impact congregation.
 - c. “No Firearms” notice posted on front door.
 - d. Working on evacuation plan.
 - e. Looking into in-house camera system, panic button. Panic buttons would be in sanctuary and AV room to notify safety team to evacuate building, call 911, scare intruder. Not connected to police. Concern for Tracie, who may need to notify police surreptitiously when counseling someone troubled. Joyce would like to see a panic button connected to the police in Tracie’s office. It would need to run thru the security system at a monthly cost. Joyce wants it further investigated.
 - f. Fred will get quote for security guard.
 - g. We need a second security alarm for the building. Can’t hear current single alarm in all parts of the building.
2. Congregational Workshop Regarding the Homeless. Discussions with leadership and members reveal different factions on how to handle the situation. This workshop is to educate the congregation and will take place as scheduled on July 14. Participation will be limited to congregation members. Carl will lead the workshop. Several points were then made that many may not be aware of:
 - a. Betty spoke to City. Concern about possible code violations. She was referred to Eustis City Police Department. Spoke to Sergeant Toler, who is aware of multiple camps on the property, one with a particularly elaborate set-up. He states they are not the kind of people who we would want there. Meth lab last year. Stolen vehicle on property in woods as of last week. Owner contacted, but may still be there.
 - b. Police are unclear on property boundary which abuts to City property. Betty asked Carl for survey, which she will take to the Chief of Police.

- c. Process for removal: Police tell campers leave immediately. If they don't, police will come back and arrest them.
- d. Erica from Lake Cares told Betty no one was there now. Apparently, Eustis police came last Sunday thinking it was city property. Sgt. Toler did not know about it, perhaps a visit to the Chief of Police is in order.
- e. While we may sympathize with these people, we have a fiduciary and community responsibility to protect our assets and keep homeless off the property. All agreed Board needs to be unified in this position.
- f. Betty passed out legal definition of trespasser, squatters in Florida, criminal trespassing.
- g. Notice of public hearing for 8-acre parcel on Mt. Homer Rd to be zoned for low-income housing. Could impact our liability if homeless remain. If homeless living there, could move to our property.
- h. Royal Brothers, who bought property from us would cooperate.
- i. Lake County Notice of Nuisance Abatement or something similar could happen if situation continues.

Betty wants the Board to represent a united front and wants all of this information shared with workshop attendees. Goal of workshop is to educate members and get their feedback, after which the Board will decide how to go forward.

- 3. Glen brought up ordering chairs. Not a board action, but good for the Board to know. Still need funds for last few chairs, but will place order.

Ongoing Business.

- 1. Verbiage for Covenant of Right Relations. Betty and Suzie will schedule a meeting to discuss.
- 2. Need one more member for Committee on Ministry.
- 3. Consideration for hiring an admin person in lieu of Secretary vacancy tabled. Met with a candidate who might be interested, but costly.
- 4. By-laws and Mission/Vision statement revisions – placeholder
- 5. Black Lives Matter tabled.

Scribe's note: Recognition for Jim Lenahan was not further discussed.

Next meeting: Thursday, August 16, 2018, 1:30 p.m.

Meeting adjourned at 3:43 p.m.

Submitted by Barbara Marrow