

**March Board of Trustees Meeting Minutes**  
**The Unitarian Universalist Congregation Of Lake County**  
**1235 Mt. Homer Rd., Eustis, FL**  
**Thursday, March 8, 2018**

President, Chris Higgins called the meeting to order at 1:00 pm, and the chalice was lit. Present were Carl, Suzie, Chris, Stu, Joyce, Marion and Rev. Tracie. Also present were members Christie Cleveland (scribe) and Fred Lorch.

Marion has agreed to scribe the April 12, 2018 meeting.

I. a. --**Approval of February 8, 2018 Board Meeting Minutes**-Carl moved to accept minutes as revised; Suzie seconded motion. Passed

b.--**Treasurer's Report**-We are 67% through FY with total expenses at 63%. Building and grounds have spent 67%, denominations at 95.8 %, and programs have spent 78.8% of their budgets. Income is over budget at 78% and pledges are on-track. This month we spent about \$2,500 more than we have take in.

Our proposed annual operating budget for FY 2019 will be \$91,470. It was \$86,065 in FY 2018.

Our proposed perennial budget prioritized (items that take years to pay for and may vary) includes:

1. Two Church Signs by entrances -\$17,000. (2018) (city requirement). (need 50% deposit)
2. Chairs (25 black & 30 red)-\$3,300. (2018) (need 50% deposit-take 8-10 weeks)
3. Repay building loan-\$45,000 (by 2020)
4. Sidewalk Extension-\$15,000 (by 2022) (city requirement)
  - Antiglare windows-\$7,500 (2018)
  - AV Equipment-\$2,550 (2018)
  - Building Logo Light-\$1,000 (2018)
  - External Video Monitor-\$2,000 (2020)
  - Solar Photovoltaic System-\$80,000 (2023)

Stu suggested that we do **not** put Perennial Budget items into Operating Budget.

First 4 items were prioritized. Chris reminded us that there is no fund-raising committee. She will also call Bertolini (chair company) to see if shipping is less when we get both kinds of chairs shipped together.

We discussed that chairs and signs are tangible and congregants might be receptive to donating toward these items (ie. \$100 per red chair w/donor's name on chair plaque). It was decided to use "giving tree" to get donations. Tracie suggested that when people donate, they list on envelope what this congregation means to them. Tracie and Christie will work on setting up the giving tree for this purpose.

Tracie reminded us to imagine abundance-What would we do if much **more** than our operating budget is pledged this year?

Chris asked if we could transfer money for sign from operating budget one time. Stu said we don't want to make a habit of it, but it could be done. Stu moved to accept \$88,470 as our operating budget. Carl seconded. Passed.

Carl moved to share with the congregation, the prioritized perennial budget with changes . Stu seconded. Passed.

c.--**Congregation Member Issues** – Call for comments from the audience. No comments.

d.--**Minister's Report**-Tracie shared how she spent her time for UUCLC for the last month (attachment), and Expectations of Time (attachment) and definition of Ministerial Units (attachment). She also explained her expenses for attending UUA General Assembly. \$1,000 has been budgeted.

As a half-time minister, Tracie will be available by phone to BoT members anytime, but will not check email when not working for UUCLC. During months of employment, she will check email when

she returns to work. But during the summer, she will not check email and will delete all summer emails when she returns in September.

Tracie is open to adding an extra day to work when she is at home, which would include email, video chat, etc).

Chris asked how much pastoral care has been needed. Tracie will try to pick a small group to be a lay pastoral care team before she leaves for the summer.

Chris has asked Dave Jantz if the website can have a "board only" section for them to work on documents, etc. Tracie mentioned that Google Drive is a good way to store and edit documents.

## II. New Business

a. **UUCLC By Laws**—VII. Governing Structure. A. Board of Trustees. 1. Composition of the Board and Election Provision: "...Each Officer and Trustee shall attend in person at least every other monthly meeting of the Board..." B. Officers: "...Only a Voting Member who has been a member of the Congregation for at least one (1) year may serve as an Officer."

Our By Laws do not currently allow for part-time members to be BoT members. If anyone has suggestions for By Law amendments, they can submit ideas to BoT, for when they do revisions of By Laws.

XIV. Other Legal and Public Relations Provisions. G. Amendments to By Laws: "These By Laws, so far as allowed by law, may be amended or replaced at any meeting of the Congregation by a two-thirds vote of those Voting Members present and voting, providing that a quorum is present at the meeting. Proposed changes shall be announced and posted on the web site and at each Sunday service twenty-seven (27) days prior to the meeting. Amendments to these By Laws may be proposed by the Board or by petition to the Board of at least fifteen percent (15%) of the Voting Members."

Peter Pitzele has suggested allowing Part-Time Residents to serve as co-chairs on Board positions. He suggests that the rationale is simple; The executive work of UUCLC is more intense during the 6 month winter season, and having a co-chair join in that work can (a) engage more people in leadership roles (b) take some load off of year-round Board members and (c) provide a buddy system that can endure by phone call and e-mail even when the non-resident is absent.

b. **Jim Lenahan recently found two items on the outside of our building:** 1) a cell phone charger plugged into an outlet behind the AC compressors. 2) a garden hose faucet cover open and water running from the faucet at a slow rate. He suspected both items are a result of the homeless living in our woods. He turned off the water and secured the cover. He left the charger "as-is." What action should the Board take?

Carl suggested we put up No Trespassing signs along our property lines and will do this. Diane, from Open Door, recommended that we phone Eustis Police on their business line about the homeless and have them ask them to "move along" and tell them where camping is permitted and about Open Door during the day. Chris will do this after we post no trespassing signs .

c. **U. S. Flag Protocol-** Lois Sanford expressed concern to Rev Tracie because the flag in the sanctuary cannot physically be lowered. She shared some information. Previously, when Lois suggested adding a FL flag, the Board indicated additional research would be helpful. Lois was not interested in researching;

Rev Tracie indicated that to her knowledge most churches do not have flags in their sanctuary. What further action is needed?

The Flag Guys resource for flag protocol [flagguys@aol.com](mailto:flagguys@aol.com) phone # 845-562-0088

Because of separation of church and state, we do not want the US flag in our sanctuary. It will be moved to Social Hall. Also flag protocol says that outdoor flags can be put at “half staff”, not indoor flags.

d. **Peter Berryman Eagle** – “The eagle is a gift from me to the church , it was sent to Connie via her son Mark who was traveling from New Hampshire to Florida . The sculpture did not have a base to mount it on because I was unsure of the placement at the new church. Susan told me recently the piece was to live in the library; I have a table base that I would be glad to send to you. Fond Regards Peter”

### **III. Ongoing Business**

a. **Annual Meeting** – April 8: Election—per By Laws, VII.A.1. The new “Terms...shall begin on the first Sunday in May...” ; Budget

Chris suggested that the budget be presented and discussed by treasurer, Stu Anderson. Stu agreed. Chris asked Suzie (WRAP) to send her a sequence of annual meeting. Lunch will be **after** annual meeting.

b. **Mission and Goals Workshop** with UUA Southern Region Congregational Life Staff and Co-Lead Connie Goodbread—Saturday, April 21, 2018. Plan on all day.

Tracie will check with Connie Goodbread about who should attend this training with new BoT. Former BoT? Leadership Council members?

c. **Security and Safe Congregations** – We need a safety team for fire, medical emergency and intruder. Fred has 3 people on team so far, and needs 3 more. Fred used a UUA document and a FEMA document to create our Safe Congregation Policy (attached). Chris suggested that Fred also write an introduction for the Safe Congregation Policy that explains that part of the plan is for the future, when we have more resources for purchases of equipment. We do need to have a fire evacuation plan and have at least 2 fire drills a year. Fred’s goal is to start having drills in September 2018. Fred and Tracie have seen Church Mutual’s videos, but do not recommend showing them to the congregation. It is for training the Safety Team.

d. **Events protocol** – status

Jazzercise – rental agreement formalized; 2 months rent collected. Added second Saturday of month.

Joyce explained that we now have an Event/Class Proposal form with protocol on the back. Temporarily we send form to Joyce and Kit, who are fielding proposals. Tracie reminded us that form may need to be tweaked in half a year.

e. **Comprehensive Land Use Plan** -- task group had its first meeting March 1. Next meeting is after March 25th Sunday service.

They divided land use planning into 2 parts:

1. Quick changes we can do cheaply
2. Identify potential, future land uses

There are about 10 items in each list.

f. **Building and Design**

Building Maintenance Issues and Updated Org chart; Permanent Signs are a top priority. Carl will get quotes for two signs, which are required by Eustis by September. Door to sanctuary has a broken bar and it’s still under warrantee. Door on 114 is scraping on floor tile.

Interior Design Issues-Get chairs ordered.

#### **IV. Committee Reports and Issues**

Help Wanted Ad – Theresa Huck, Environmental Film Festival, 530-265-5961 x20;  
Chairpersons needed for SJ and Caring Committees and PR. Committee chairs serve at pleasure of president. The new president may choose different chairpersons. The board liaisons will also be reviewed when we have a new Board.

Leadership Council Meeting— Report from March 5 meeting-Dave Jantz gave an overview of new website and got some feedback. We have some innovative ways of doing chair-personships. We might have internet meetings in the future.

Education – Has 4 sub committees (adult, child, small groups, library). Will call classes “CIRCLES”, which should fit into UU principles or sources (not just facts). Working on scheduling Circles for summer '18-spring '19. Has taken responsibility for 3rd Sunday 9:30 time slot.

Finance –are in good order.

Hospitality-75 attended wonderful Phyllis G. potluck. No more Corelle needed. Working on safer coffee station, Seder dinner and annual meeting lunch.

Membership-will try announcing importance of talent survey and make it available at membership table. Dave J. will try to put it on website.

Care –Julie T. volunteered to do follow-ups w/new visitors.

Public Relations -May also work with many sub-chairs, but needs a facilitator.

WRAP-concentrating on completing programs for this season and starting on summer sessions.

Social Justice and Environment –needs an organizer or communicator (in lieu of chair) Maybe subcommittees(environmental, political, Open Door, etc.) Open Door needs more help. Maybe use 9:30 Sunday to work on SJ.

**Next Board Meeting — Second Thursday of the month at 1pm: April 12, 2018**

Meeting adjourned at 4 pm.

**P.S.** A motion to increase Budget item 11(Minister) by \$3,000 to \$30,000, proposed by Stu and emailed to Board Members, was approved via email or phone by Joyce, Suzie, Betty, Carl, and Chris. The motion passes.

Stu will revise the Budget documents and email them to Board Members. (These minutes have been edited to include revised budget figures.)