

August Board of Trustees Meeting Minutes
The Unitarian Universalist Congregation of Lake County
1235 Mt. Homer Rd., Eustis, FL
Thursday, August 16, 2018

The meeting came to order at 1:35 p.m., with the lighting of the chalice and a moment of quiet reflection led by Betty Emery. Betty thanked everyone for being here.

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 July 12 meeting were approved with no corrections or objections. All thanked July's scribe, Barbara Marrow, for her thoroughness.

Betty reminded all that there was much to cover and the need to make decisions rather than pushing things out to meet the 2-hour timeline.

Treasurer's Report. July was the first month of the new fiscal year, representing 8.3 % of the full fiscal year (FY). Total Operating Expense was 2.6 % of FY plan. Highest expenditure was Buildings and Grounds. Total Income was 10.3% of FY plan, as was Pledges. Named and Unnamed donors were 8.1% and 12.0% of FY plan, respectively. Operating and Building accounts reflect the \$10,390.75 from last year to be used toward the loan payoff (\$10,000.00 moved) and street signs (\$395.75 moved).

Minister's Report. None given. Reverend Tracie is on summer break. She will be returning later in the week.

Leadership Council Report. Leadership Council met earlier in the week, with twelve members present, two people missing. Report was given by Joyce.

Old Business:

1. Committee Informational and Sign Up Fair. The fair is set for Sunday, October 28, with a Halloween theme and potluck. Closed committees will not recruit members. Pete Conde and Cecelia Everist will chair the event.

2. Job Descriptions. Joyce has received one to date. We need to provide guidelines to new committee chairs and sub-chairs, including importance of public perception.
3. Open Positions. Secretary of BOT and Administrator positions remain open. Stu will be retiring in May. We need to be on the outlook for a new Treasurer so that Stu will have time to train the new person. Public Relations Chair and someone for website maintenance still needed.

Items for the board:

1. Donation to BLUU. A motion was made and seconded for the Board to consider making up the difference between the amount collected and the amount suggested by UUA for our BLUU donation. Suggested donation is \$880; \$418 has been collected, \$462 still needed. Also request explanation of how money will be spent. A discussion followed:
 - a. Additional collection vs using existing funds. Need for making up the difference, no immediate time limit. Purpose of funds. Social justice for one particular group vs all groups seeking social justice. Two congregants have offered a match if a congregation donates \$10 per member. This is a one-time only collection. Fred and others are concerned about accountability and how the funds will be used/managed.
 - b. Following the discussion, Joyce withdrew the original motion and moved to send what we have now with a letter asking for accountability. Send more when/if collected. BOT will draft letter to sign and include with payment. Motion was seconded and passed, with two abstentions.
2. Placement of Hands Quilt/Banner. There has been some concern regarding its placement, as well as other art work, in terms of what will or will not be displayed in the Sanctuary. Gina is to make decision at Interior Design meeting in September. BOT decided the banner will go on a wall in the Sanctuary once it's ready for hanging (mounting), art will be in the more public spaces. The mounting is such that it can remain and be used for other banners over time. Betty will inform Gina, suggesting that she be involved in the placement of the hands quilt and subsequent pieces.
Where does the eagle fall in this discussion?
3. Buddy System for New Members. Is being implemented. Joyce has asked for additional information from Janeane.
4. Members Facing Homelessness. Lois and Janeane are developing a policy for responding to UUCLC members who may be facing homelessness. Will present to Leadership then to BOT for approval.
5. Window Film. What is status of placing window film on north-facing windows and in the social hall on the doors. Gina would also like them placed on west windows. BOT voted previously to not do it at the time. Joyce is concerned about glare of front facing windows. Fred suggests the Board considers financial priorities, which currently is the signs. Betty suggests we revisit once the signs are taken care of.
6. Rotating Art Show. Is in the works. Local art, changing quarterly. Joyce has spoken to and will be meeting with a potential new member who can help with curating. Joyce wants all to know this is in motion to alleviate offers to do something similar.
7. Leadership Training. BOT needs to move on this. UUA? Joyce will contact Connie Goodbreath of UAA, who plans to in October.
8. Mid-Florida Homeless Coalition. Pete attended meeting. Things are percolating. There is an intersection with Care and Connect. What are the connections, protocols so as not to overstep

or duplicate? Lois received materials on Community Services. Will put on same shelf as book, have Tracie review.

Building and Grounds Report. Given by Carl:

1. Warranty Issues. Contractor still waiting for replacement parts from the manufacturer. Arrangements made with electrical contractor to locate electrical box for sign on David Walker Drive.
 2. Other Repair Issues. Some question whether outlet over range is a warranty issue. Emergency light in men's room still not repaired. Will probably need to bring in an electrician for both issues. Hose on side of building not working. Will probably need to get a plumber to repair.
 3. Lawn Service Bid from Kris Cuts. Bid includes two mowings a month, edging, trash removal for \$400 per month. Includes retention area, triangle area along David Walker Drive. Trimming shrubs and spraying would be an additional \$100 per month.
 - a. Motion made to accept Kris Cut's proposal to include both services for \$500 per month, seconded. Discussion:
 - b. Can scheduling be flexible? No, but schedule can be determined by Board, etc. Can we try on trial? Will ask, but not likely. Can always fire if not satisfied. Will twice a month satisfy city requirements and congregants' expectations? What about Christina? We cannot continue on a volunteer basis. This would free Christina for more creative endeavors, rather than maintenance. Betty will call Christina. One more cut before beginning new service. Contract effective September 1. Betty will talk to Isaac, who has been cutting the lawn (can't provide service city requires). Proposal appears to be more work for less money relative to current mowing and bush hogging arrangements.
 - c. Motion passed, with one abstention.
 4. Building Cleaning Bid from No Pressure Company. Bid is for \$300.00 to do the exterior walls, not ceiling of entryway or sidewalks or floor of entryway. Carl anticipates this may be needed annually, unless we are able to keep up with it on our own, Betty is looking into ceiling separately through Zeus cleaning services. Motion to accept the bid was seconded and passed unanimously.
 5. Can prayer flags be removed? They have become unreadable and unsightly. Joyce will note for Leadership (WRAP).
 6. Signs for Driveways. Signs are being built. The City requires a two-foot perimeter of landscaping around each sign. Volunteers are needed. This is a good job for Christina and her committee.
 7. Insect Spider Control. Logan has volunteered to spray the equipment rooms to control the spiders. He will also spray the outside perimeter of the building to control bugs. He is volunteering to do this at no charge.
 - a. Should we be reimbursing him at least for the chemicals? General agreement to pay for the cost of the chemicals. Will see if he submits invoice.
 - b. This will not impact mosquito issue.
 8. Dropbox for UUCLC Records Storage. Suggestion made to use Dropbox to electronically store UUCLC documents online. Ted would likely manage. Free up to 10GB. General agreement.
- Other.
1. Ministry Committee. Carl agrees to serve on the Ministry Committee, name of Committee to be determined.

2. Platting of Property. Stu asked Carl if we could move forward on platting of the property in order to be completed in the event of selling some portion of the property. Carl recommends we wait until we have to; that is, we have a buyer. Plat it to meet the buyer's needs.
3. Next meeting of Land Use Task Force is expected to be sometime in September.
4. Irrigation System. Betty asked Stu to share the Finance's Committee's concerns regarding irrigation costs and stress on plants not being watered. Review of water bills has revealed need to better manage irrigation system. When irrigation turned off, plants that aren't watered by rain are in stress.
 - a. Stu suggests Christina be asked to manage irrigation system. Requests approval of the Board to share water usage documents with her. Christina has taken on repairing damaged irrigation equipment, watering stressed plants, but hasn't been given authority to manage the irrigation system.
 - b. All agree it would be a good thing for her to do. Carl will talk with her. Stu will send her the water use document.

Congregation / Member Issues. None.

New Business.

1. Annual Fire Inspection. Overall we're doing pretty good.
 - a. Fire alarm system and sprinkler system failed because inspections have not been done. Board has approved DynaFire's bid to do the inspections. Someone needs to contact them to do it and have reports completed before follow up inspection on September 4.
 - b. We also need to have the stove outlet and men's room emergency light repaired by Sept 4. Carl working on this.
 - c. Cannot have anything in front of fire extinguisher, alarm box. We need to ensure everyone is aware of this.
 - d. Inspector has also asked to have spiders gone before she returns. We need to do this anyway, and Logan has agreed to take care of it.
 - e. Lois asked about code addressing amount of fabric on walls. Could affect plans for banners in Sanctuary. Fred will check on this.
2. Office Computer. Fred investigated getting a computer for the office. Found an HP computer on sale at Office Depot for \$270. Extended warranty not logical at this cost. Will have to lease operating software. Stu recommends OpenOffice, which is free. Motion to purchase computer for the office, seconded.
 - a. Betty has discount that might apply. If yes, will pick up computer. Lois will be Plan B.
 - b. Office computer would provide access to Dropbox, email, website, database. Use by administrator. Discussion on storage of, access to Financial Records. Currently on Treasurer's PC. What records would be kept on Dropbox, who will have access?
 - c. Dave Jantz says software needed to manage database.
 - d. Computer may come from Buildings and Grounds account.
 - e. Motion passed unanimously.
3. Email Aliases for Officers. Currently officers use personal email accounts. Stu proposes email aliases for the officers through Gmail, to be set up by Kit.
 - a. Discussion. Add trustees. Possibly add Committee chairs later.

- b. All agree this is a good idea. Stu will check with Sandy to see if can be done via website rather than gmail for officers and trustees.
 - c. We will have workshop on how to use.
- 4. Homelessness Sub-group. Jim Lenahan going to bring together energized members of the congregation to try to find solution to homelessness issue. Sub-group will be under Social Justice Committee, will report to Russ (Social Justice Chair).
- 5. Request to Rent Space for Political Debate. Betty received a soft request to rent space for a political debate between two candidates for Florida House of Representatives. Don't want to lose non-profit status, but space rental is different from sponsoring the event.
 - a. Ok, so long as it doesn't compromise our not-for-profit status. Income must be reported, but doesn't impact tax-exempt status. Income from rental is taxable.
 - b. We might be more comfortable if this were sponsored by the League of Women Voters. Betty would encourage this. Betty will tell them if they want to pursue, to provide the request officially and we will make the decision.
 - c. Stu will check with John Higgins regarding tax issues. Suzie will check with UUA on renting space for political debate on church property.
 - d. We may need to revise our rental policies.
- 6. Web Maintenance. Dave Jantz has stepped down. We need assistance with website maintenance, member database. Sandy Lipten would be able to help with some of these functions from home. Website, member database anything else we can think of that she can do remotely. As administrator, she quoted \$23/hr. Can we train some congregants to do the website? Volunteers? Don't want to lose control.
 - a. Sandy will be back in September. Betty will clarify with her how much she would want per hour to do this work. Will ask for training session to train individuals on the website. Betty would like at least three people. Dave might be willing to help with transition.
 - b. Suzie will draft announcement to send Ted for need for Secretary, Webmaster for insert.
- 7. Building Inventory and Library Organization. Betty knows someone who could help with inventory of building. Can also help with clean-up, organizing library. Board approved.

Ongoing Business.

- 1. Verbiage for Covenant of Right Relations. Betty and Suzie will schedule a meeting to discuss.
- 2. Carl Skiles, Chris Higgins will be on Ministry Committee. Betty would like two more. Betty has format that might be used. Would like it formalized before next month's meeting.
- 3. BOT Secretary, Administrator vacancies. Already discussed.
- 4. Carl is working on by-law revisions. We should be reviewing and if there is anything you would like to see changed, send revisions or anything wrong to him.
- 5. Mission/Vision statement revisions tentatively scheduled for October.

Next meeting: September 20, 1:30 p.m.

Meeting Adjourned at 4:08 p.m.

Submitted by Barbara Marrow