

**Unitarian Universalist Congregation of Lakeland  
Board of Trustees Agenda  
June 16, 2016**

6:00 p.m.	Call to order/quorum check/timekeeper
	Light Chalice
	Check In
6:10 p.m.	Board Covenant
	Review Agenda
	Review and approve Board Minutes from April 18, 2016 and May 16, 2016 meetings
6:15 p.m.	Minister's Report
	Treasurer's Report
	Committee Reports
	RE Report
6:30 p.m.	<b>OLD BUSINESS</b>
	Minister's Evaluation – Rev. Lynne
6:45 p.m.	<b>NEW BUSINESS</b>
	DRE Position Changes – Melissa
	Board Summer Availability – Melissa
	UUCL Security - Melissa
	Partnering with Hokori Zen Center – Deirdre
7:50p.m.	Review Calendar
	Announcements
	Next Board Meeting: July 18, 2016 at 6:00 p.m. – COM Presentation
7:55p.m.	Check out
8:00 p.m.	Adjourn

**Unitarian Universalist Congregation of Lakeland  
Board of Trustees Meeting Minutes  
June 16, 2016**

**Call to Order:** Chair Melissa Marshall called the regular monthly meeting of the Board of Trustees to order at 6:10 p.m. Rafi Ellis recorded the minutes

**Board Members Present**

Melissa Marshall, Chair  
Ron Nickolas, Vice Chair  
Deirdre Daniel  
Rafi Ellis  
Glenda Littlehale  
Rev. Lynne Garner (Ex-officio, non-voting)  
Joyce Bode, Treasurer (Ex-officio)  
Heather Curry (Ex-officio, non-voting)

**Quorum:** A quorum was present.

**Agenda:** The agenda was approved by consensus.

**Approval of Minutes:** The Board approved the April 2016 and May 2016 Board Meeting Minutes by consensus.

**REPORTS**

**Minister's Report:** Rev. Lynne Garner presented the minister's report. She has submitted another letter to the Editor of The Ledger and is expanding her contacts with other local clergy.

**Treasurer's Report:** Joyce Bode presented the Treasurer's Report.

**Committee Reports:**

**Social Justice Committee** report was given by Ron Nickolas. He noted that we provided counseling space in the wake of the Orlando shooting. Ron attended a represent.us meeting; the group works to get big money out of politics. They are discussing possible building use and/or events.

**Personnel Committee** report was given by Ron Nickolas. John Zych accepted the Music Coordinator position for the next year. Joyce listed the forms he will need to fill out to complete the hiring process.

**Worship Committee** report was given by Ron Nickolas. All summer services have been scheduled, with members and guest speakers to fill in during Lynne's summer hiatus.

**Committee on Ministry** report was given by Ron Nickolas. The group has interviewed each member and will compile a report about its findings and their effect on Long Range Planning.

**Membership Committee** report was given by Rafi Ellis. Two members will be asked to serve as Sexton.

**Lifespan Committee** report was given by Deirdre Daniel. Alma Sonkoly has organized the library. Chalice Circles continue.

**Stewardship Committee** report was given by Glenda Littlehale. LRPG will pay \$45/use for facilities usage with a

plan to increase to \$70 per use over the next two years.

**Religious Exploration Committee** report was given by Heather Curry. Heather has stepped down as DRE. RE is off for the summer. Ron Nickolas moved that we acknowledge Heather's stellar service as our DRE. Glenda Littlehale seconded. The motion was approved without objection.

### **OLD BUSINESS**

**Minister's Evaluation:** Rev. Lynne expressed concerns about the evaluation process for the UUA Ministerial Fellowship Committee review and some of the comments noted on this year's evaluation. The Board agreed that the process needs refining. The Board also thanked Rev. Lynne for her positive impact on the Congregation, and committed to working with the Committee on Ministry to create appropriate processes for ministerial evaluation.

### **NEW BUSINESS**

**DRE Position Changes:** Rafi Ellis moved that we accept Deirdre Daniel as the new DRE. Ron Nickolas seconded. The motion was accepted without objection. A new board member will have to be appointed to fill Deirdre's voting trustee position.

**Board Summer Availability:** The Board will meet over the summer to work on revising the policy manual.

**UUCL Security:** Once again, the building was left unsecured after usage. The administrator will be asked to compile a list of keyholders, and each keyholder will receive training in how to properly secure the building after use.

**General Assembly:** As GA Delegate, Deirdre Daniel noted that this year's GA theme, "Heartland: Where Faiths Connect," relates to recent programming requests, including restarting CUUPs, partnering with an African-American congregation, and working more closely with our facilities users, Hokori Zen Center. She wants the Board to consider ways of partnering with other faith groups.

**Calendar:** The new fiscal year begins on July 1. Melissa Marshall will schedule a Board retreat for an upcoming Saturday. The book discussion will be moved to Aug. 21. The next Board meeting will be held on July 18, 2016.

**Adjournment:** Meeting was adjourned at 8:04 pm.

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**Rafi Ellis**  
Acting Secretary

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**Melissa Marshall**  
Chair, Board of Trustees

## Minister's Report June 13, 2016

We have made it through the year, and I think in general, things have gone well. I won't go into details here since I did that in my report to the congregation, as well as this past Sunday's sermon. I will simply concentrate on this month's details, as usual, and the summer months, since I will not be reporting to you again until then.

I continue to make new connections in the community with people who have never heard of Unitarian Universalism or our congregation. Hopefully we can think about how better to reach more of these people. Certainly the much improved website should help.

We have had some more hospitalized members this past month, unfortunately. I made visits to hospitals in Lakeland and Tampa. Those members seem to be recovering slowly and will need congregational love and support this summer.

With the tragic shootings in Orlando, I contacted the minister in Orlando to offer any assistance she or her congregation might need. She has replied that they have things covered. At Ron Nickolas' suggestion, we are offering our sanctuary to therapist Heather Stambaugh (sp?) and other professional colleagues tomorrow night (Tuesday) for grief counseling. I have offered to open the door for them. I believe that this is a good use of our space in a time of crisis. Tonight, weather permitting, I intend to join some of our members at a candlelight vigil at Lake Mirror in memory of the victims and in solidarity with our LGBT neighbors.

I have had more lunches and visited more people in their homes and will continue to do so this week.

Next week will be a working week away as I will be attending Ministry Days and then General Assembly in Columbus. Jerry will be attending as well.

I continue to attend NAACP general and executive committee meetings. In mid-July, during my vacation, I will spend five days in Cincinnati at the National Convention of the NAACP as one of the delegates from our local branch. I look forward to that as an opportunity both to learn and to make connections with new people.

Next year, I would like to have regular (i.e. monthly) meetings with both the board chair (and perhaps the vice chair) and the director of religious exploration. I felt the lack of contact this year, but was reluctant to push meetings because I sensed there was a lot on everyone's plate, both personally and professionally. I believe that better and more frequent connections would serve the congregation so that we can work together more smoothly and be on the same page.

After next week, I will be on vacation through July 15 and then on study leave. I will be back in Lakeland for a few days following GA but then will be spending most of the summer either in Chicago or New York (with my father). Per the contract, if you should need me to come back to Lakeland for an emergency situation, the travel will be at the congregation's expense during my vacation but at my expense during the study month. Oh, and I need to sign a new contract.

I wish you all a safe and fruitful summer.

Unitarian Universalist Congregation of Lakeland  
**Fund Balances**

	March 31, 2016	April 30, 2016	May 31, 2016
	\$	\$	\$
Checking Account - Unrestricted	24,418.34	21,364.46	23,985.63
Checking Account - Restricted Funds			
Capital Fund	1,848.68	1,848.68	1,848.68
Fund Raisers	1,793.56	1,793.56	1,793.56
HUUmanist	491.24	491.24	491.24
Music Fund	1,863.08	1,963.08	1,463.08
Settled Minister Fund	2,621.14	2,721.14	2,821.14
RE Fund Raisers	1,369.80	1,259.80	1,259.80
Adult Discussion Group	732.28	732.28	732.28
Total Restricted Funds	10,719.78	10,809.78	10,409.78
<b>Total Bank Account</b>	<b>\$ 35,138.12</b>	<b>\$ 32,174.24</b>	<b>\$ 34,395.41</b>
UU Common Endowment Fund			
Endowment	47,815.10	47,815.10	48,299.64
Settled			
Minister			
Fund )	29,717.65	29,717.65	30,018.29
Minister			
Search			
)			
<b>Total in UUCEF</b>	<b>\$ 77,532.75</b>	<b>\$ 77,532.75</b>	<b>\$ 78,317.93</b>
<b>TOTAL LIQUID ASSETS</b>			
	<b>\$ 109,750.97</b>	<b>\$ 106,787.09</b>	<b>\$ 112,813.34</b>

\* May report not yet available.

Property Troy Avenue (9/3/2015)

Land	32,539
Buildings	265,544
Misc	500
	500

**TOTAL PROPERTY VALUE**

\$  
**298,583.00**

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*Board meeting 6/2016*

Joyce L. Bode  
Treasurer

# Unitarian Universalist Congregation of Lakeland

## Budget vs. Actual - Budget 2015-2016

July 2015 - May 2016

92% through the year

	Actual	Annual Budget	over Budget	% of Budget
<b>Income</b>				
305 Pledges	63,162.72	67,000.00	(3,837.28)	94%
310 Donations (Plate & Other)	4,809.23	5,000.00	(190.77)	96%
310B Donations - Plate checks	5,430.00		5,430.00	
310C Donations - Other than plate	105.00		105.00	
310D Special collections	1,371.00	1,200.00	171.00	114%
	\$	\$	\$	
<b>Total 310 Donations (Plate &amp; Other)</b>	<b>11,715.23</b>	<b>6,200.00</b>	<b>5,515.23</b>	<b>189%</b>
320 Donations - Facilities Use	2,715.00	2,000.00	715.00	136%
330 Service Auction	3,613.00	3,000.00	613.00	120%
330B Other Fund Raisers	142.00		142.00	
	\$	\$	\$	
<b>Total 330 Service Auction</b>	<b>3,755.00</b>	<b>3,000.00</b>	<b>755.00</b>	<b>125%</b>
400 From Reserves	12,355.12	33,820.00	(21,464.88)	37%
	\$	\$	\$	
<b>Total Income</b>	<b>93,703.07</b>	<b>112,020.00</b>	<b>(18,316.93)</b>	<b>84%</b>
	\$	\$	\$	
<b>Gross Profit</b>	<b>93,703.07</b>	<b>112,020.00</b>	<b>(18,316.93)</b>	<b>84%</b>
<b>Expenses</b>				
505 Administration	1,188.16	1,200.00	(11.84)	99%
510 Insurance	5,730.04	5,600.00	130.04	102%
515 Payroll	14,704.66	16,000.00	(1,295.34)	92%
520 Telephone & Internet	486.98	1,500.00	(1,013.02)	32%
525 Utilities	4,503.07	3,500.00	1,003.07	129%
526 Copy Machine Maintenance	168.00	535.00	(367.00)	31%
543 Music	324.39	1,000.00	(675.61)	32%
545 Worship Committee	532.25	1,500.00	(967.75)	35%
546 Forum and Adult Education	112.31	100.00	12.31	112%
550 Religious Exploration	1,067.35	1,500.00	(432.65)	71%
555 Training	470.00	1,000.00	(530.00)	47%
576 Minister's Package			0.00	
576A Salary	32,500.00	39,000.00	(6,500.00)	83%
576B Housing	15,500.00	18,600.00	(3,100.00)	83%
576C Expense	1,018.54	3,000.00	(1,981.46)	34%
	\$	\$		
<b>Total 576 Minister's Package</b>	<b>49,018.54</b>	<b>60,600.00</b>	<b>(26,770.00)</b>	<b>56%</b>
590 Membership		500.00	(500.00)	0%
591 Caring		200.00	(200.00)	0%
595 Hospitality	1,597.32	1,200.00	(296.32)	75%
601 Treasurer Supplies & Accounting		585.00	(585.00)	0%
605 UUSC Dues		67.00	(67.00)	0%
615 UUA Annual Fund	5,300.00	5,299.00	(1,589.00)	70%
621 UULMF Dues		67.00	(67.00)	0%
625 Cluster Dues	67.00	67.00	(67.00)	0%
630 Visibility	127.75	1,000.00	(872.25)	13%

<b>635 Social Concerns</b>	100.00	100.00	0.00	100%
<b>637 Special Collections</b>	1,382.34	1,200.00	182.34	115%
<b>645 Building</b>	2,999.32	3,000.00	(1,074.69)	64%
<b>650 Cleaning</b>	1,985.00	2,600.00	(880.00)	66%
<b>655 Grounds</b>	713.69	900.00	(186.31)	79%
<b>6560 Payroll Expenses</b>	1,124.90	1,200.00	(370.76)	69%
	\$	\$	\$	
<b>Total Expenses</b>	<b>93,703.07</b>	<b>112,020.00</b>	<b>(45,557.81)</b>	<b>59%</b>



# Unitarian Universalist Congregation of Lakeland

## Budget vs Actual Month - 2015-2016

May 2016

	Actual Month	Budget Month	over Budget	% of Budget
<b>Income</b>				
305 Pledges	9,576.00	5,583.00	3,993.00	172%
310 Donations (Plate & Other)	435.27	416.00	19.27	105%
310B Donations - Plate checks	330.00		330.00	
310D Special collections		100.00	(100.00)	0%
	<b>\$ 765.27</b>	<b>\$ 516.00</b>	<b>\$ 249.27</b>	<b>148%</b>
<b>Total 310 Donations (Plate &amp; Other)</b>				
320 Donations - Facilities Use	405.00	166.00	239.00	244%
330 Service Auction		250.00	(250.00)	0%
400 From Reserves	(2,330.03)	2,818.00	(5,148.03)	-83%
	<b>\$</b>	<b>\$</b>	<b>\$</b>	
<b>Total Income</b>	<b>8,416.24</b>	<b>9,333.00</b>	<b>(916.76)</b>	<b>90%</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	
<b>Gross Profit</b>	<b>8,416.24</b>	<b>9,333.00</b>	<b>(916.76)</b>	<b>90%</b>
<b>Expenses</b>				
505 Administration	97.67	100.00	(2.33)	98%
510 Insurance	493.64	466.00	27.64	106%
515 Payroll	1,249.33	1,333.00	(83.67)	94%
520 Telephone & Internet		125.00	(125.00)	0%
525 Utilities	424.94	291.00	133.94	146%
526 Copy Machine Maintenance		44.00	(44.00)	0%
543 Music		83.00	(83.00)	0%
545 Worship Committee		125.00	(125.00)	0%
546 Forum and Adult Education		8.00	(8.00)	0%
550 Religious Exploration		125.00	(125.00)	0%
555 Training	320.00	83.00	237.00	386%
576 Minister's Package			0.00	
576A Salary	3,250.00	3,250.00	0.00	100%
576B Housing	1,550.00	1,550.00	0.00	100%
576C Expense		250.00	(250.00)	0%
	<b>\$</b>	<b>\$</b>	<b>\$</b>	
<b>Total 576 Minister's Package</b>	<b>4,800.00</b>	<b>5,050.00</b>	<b>(250.00)</b>	<b>95%</b>
590 Membership		41.00	(41.00)	0%
591 Caring		16.00	(16.00)	0%
595 Hospitality	276.18	100.00	176.18	276%
601 Treasurer Supplies & Accounting		48.00	(48.00)	0%
605 UUSC Dues		5.00	(5.00)	0%
615 UUA Annual Fund	530.00	441.00	89.00	120%
621 UULMF Dues		5.00	(5.00)	0%
625 Cluster Dues		5.00	(5.00)	0%
630 Visibility		83.00	(83.00)	0%
635 Social Concerns		8.00	(8.00)	0%
637 Special Collections		100.00	(100.00)	0%
645 Building	128.91	250.00	(121.09)	52%

650 Cleaning		216.00	(216.00)	0%
655 Grounds		75.00	(75.00)	0%
6560 Payroll Expenses	95.57	100.00	(4.43)	96%
	<b>\$</b>	<b>\$</b>	<b>\$</b>	
<b>Total Expenses</b>	<b>8,416.24</b>	<b>9,326.00</b>	<b>(909.76)</b>	<b>90%</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	
<b>Net Operating Income</b>	<b>-</b>	<b>7.00</b>	<b>(7.00)</b>	<b>0%</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	
<b>Net Income</b>	<b>-</b>	<b>7.00</b>	<b>(7.00)</b>	<b>0%</b>