

**Unitarian Universalist Church of Jacksonville**  
**Board Meeting Minutes**  
**February 6, 2017**

**BOARD MEMBERS IN ATTENDANCE:** Phillip Baber, Tessie Bond, Mark Dickens, Samantha Ledyard, Kathleen McKenzie, Christina Ramey, Laura Tavoularis

**ABSENT:** David Keel

**OTHERS IN ATTENDANCE:** David Laffitte

**ORDER OF BUSINESS**

I. **CALL TO ORDER/OPENING WORDS** - The meeting was called to order at 6:06 p.m. by Samantha Ledyard, President. Tessie Bond offered the opening words.

II. **APPROVAL OF MINUTES**

**MOTION: (Bond/McKenzie)** - To approve the Board meeting minutes of February 6, 2017. Approved 5-0.

III. **REPORTS**

- A. **President's Report** – Ledyard distributed her report electronically. She reminded everyone of the Leadership Development Council (LDC) workshop scheduled for Saturday, February 18 and also reminded everyone to complete the Myers-Briggs (MBTI) on-line or send Linda Plummer the MBTI type if already known.
- B. **Vice President's Report** – No Report.
- C. **Treasurer's Report** – Kathleen McKenzie submitted the financial status reports as well as her monthly summary electronically. McKenzie included in the Treasurer's summary the 2016 income and expenses figures and the to-date 2017 cash statement. McKenzie declared the Church to be financially sound as of now.

McKenzie also reported on the status of the Fleming Nature boardwalk and stated that she had received one bid from a carpenter whom she and David Laffitte have employed multiple times and are therefore familiar with the excellent quality of his work. The bid is for \$46,800 and includes \$17,500 in materials. McKenzie advised the Board that we had about \$20,000 left in the Fleming (Nature Walk) Fund and had received about \$80,000 additional funds from the Flemings for the Capital Campaign. She was concerned that if the Flemings were to see the nature walk as it is, they might conclude that we are not good stewards of our campus and of their contributions. She concluded by stating that the repairs to the boardwalk should be the priority of B&G. The Board agreed.

Other issues McKenzie addressed were the:

- Church's property insurance liability, building replacement value and projected insurance costs.
- financial distribution from the Foundation Endowment Fund for 2017 which will be \$18,593.
- very generous contributions made to the Foundation by Lynn Shad, Carlos Fraticelli and Barbara Robinson which in turn helped pay off Foundation's loans to the Church. McKenzie, along with other Board members, profusely thanked them for their valued and appreciated contributions.
- name change of the current Building and Grounds Reserve account to Capital Campaign Reserve account.

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- D. Minister, DRE, Church Administrator and Church Utilization Reports** – Phillip Baber sent the minister’s report, the DRE report and the Church utilization report electronically and highlighted several items included in the reports. One of the highlighted items was DRE Tyler Burley’s request for acquiring a UUCJ credit card to use for RE expenditures. The card was approved by the Board with the requirement that a document be signed by Burley attesting to use such card exclusively for expenses related to the religious education program. The other issue brought to the Board’s attention was the inquiry highlighted in Jennifer Riley’s, Church Administrator, report related to bookkeeping. Riley wanted to know if the Board had approved the hiring of a bookkeeper. The Board agreed to go ahead with hiring a bookkeeper and McKenzie stated that she would take care of leading the process for doing so.
- E. Board Reports** –
1. **Inreach** – No Report.
  2. **Operations** – There was no report on Operations since Mark Dickens just recently accepted responsibility for Operations. Dickens moved from the Outreach Portfolio.
  3. **Outreach** – Dickens, the outgoing Outreach leader, shared with the Board a report submitted by East Nassau. The incoming Outreach Portfolio leader, Christina Ramey, announced that the first quarter Portfolio meeting was scheduled for March 3, 2017. Ramey also advised the Board that the ICARE charter had been submitted.
  4. **Stewardship** – Laura Tavoularis gave a brief summary.

**IV. OLD BUSINESS**

- A. Printer Report** - Tabled
- B. Minister’s Assessment Report** – The report will be available as soon as it is compiled.
- C. Lighting Plan** - David Laffitte presented a very detailed campus lighting plan addressing nighttime visibility, security and campus enhanced appearance. The proposal included strategic lighting in the parking lots, covered walkways, entry walks from the parking lots, building facades and tree lighting. The projected cost may be around \$60,000. Laffitte stated that he would breakdown total costs into its components in case the Board would be interested in implementing the plan in stages as moneys became available. The Board thanked Laffitte for his thoroughness and dedication to making the campus safer, more visible and appealing.
- D. Fleming Nature Walk** – McKenzie reported that the nature walk was in great disrepair and was obstructed by several fallen trees that needed to be cut and removed. She suggested that some volunteers could take care of that task if they had access to saws. McKenzie stated that she would continue to pursue recommendations regarding how to both repair and preserve the nature walk and gather more information regarding costs. Ledyard encouraged Dickens to work with B & G to get cost quotes given that funds are available.
- E. Committee Appointments** – Ledyard announced the:
- LDC is being led by Karen Kempf and Jennifer Tucker as co-chair,
  - Religious Services Committee has been renamed Worship Committee,
  - Social Justice and the Rights Relations committees will be led by Lisa McLaughlin,

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- LDC leadership has been asked to put together a list of possible leaders to head the Welcoming Congregation, COM, Mission Funding, and Adult Religious Education committees.

Bond stated that she was the only member left on the COM and that committee was charged with conducting the Church's Triennial Survey as per the By-Laws. Ledyard asked Bond, who agreed, to research the issue further and report back to the Board.

- F. **Board BIOS** – Ledyard thanked Board members for submitting the BIOS. She shared with the Board a brochure which will be printed in a full color version and hopefully ready for the LDC workshop on February 18. Ledyard thanked Ramey for taking the bio information and putting it together into a “spectacular, one page brochure.”
- G. **Leadership List Approval** – Ledyard distributed a somewhat finalized list and stated that it needed Board approval and distribution to committees and working groups. Ledyard stated that the list would always be somewhat fluid as committee chairs and members changed so it would be updated from time to time. Eventually the list will be available on the website as soon as the uucj.org e-addresses are finalized. The Board approved the list by consensus.
- H. **Capital Campaign Committee** – Ledyard announced that she, Baber and McKenzie had not yet met and there will hopefully be a substantial report at the March meeting.
- I. **Vision Task Force** – Tabled

**V. NEW BUSINESS**

- A. **Partnership Definition and Criteria** – This item was tabled at the Board's January meeting to allow for developing an appropriate definition.

**MOTION: (Dickens/Bond)** - To authorize the UUCJ Board to grant special recognition to external organizations by recognizing them as "partner organizations" provided the partner organizations' mission, vision, and values do not conflict with the mission, vision, and values of UUCJ. The UUCJ Board will give special consideration for requests from Partner Organization for access to UUCJ that includes, but are not limited to, facility usage and internal publicity.

Adopted 5-0.

- B. **Board Composition and Terms** – Bond stated that she would be bringing to a future Board meeting recommendation related to increasing the Board membership and related By-Laws amendments for discussion and asked that this item be tabled for now. Tabled.
- C. **Other** –

- 1. **UUCJ Groups/Members Outside Portfolio Structure** – Groups outside UUCJ have been defined as partners; however, there is no procedure in place to cover UUCJ members who wish to undertake a given initiative related to social justice, affinity groups or classes that do not fall within the approved portfolio structure.

**MOTION: (Bond/Tavoularis)** – To establish a policy whereby UUCJ members who wish to undertake given initiatives related to social justice, affinity groups or classes that do not fall within the approved portfolio structure may at any time submit a ministry furthering proposal for approval and which, upon approval, allows for facility rental fee waivers and coverage under UUCJ's insurance policy. Adopted 5-0.

The Board agreed that in order to seek approval for ministry furthering social justice initiatives, affinity group activities, or specific classes, a Proposal Form must be filled

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out annually by a UUCJ member in good standing who is designated as the Responsible Party. The Proposal Form must be accompanied by the signatures of no fewer than five (5) UUCJ members committed to substantial support of the initiative, group, or class. The Proposal Form must be approved by both Minister and the appropriate Board Portfolio Leader. (Social Justice Initiative Proposals will be reviewed by the Outreach Portfolio Leader; Affinity Groups and Adult Religious Education Classes will be reviewed by the Inreach Portfolio Leader). If the Proposal is approved by Minister and Portfolio Leader, the Responsible Party will also need to submit a Facility Usage Request Form to be approved by Minister and appropriate Portfolio Leader.

2. **The Neighborhood Accountability Board (NAB)** – According to previous Board action, the NAB has to be authorized to use UUCJ's facilities every year. To ensure that approval of the NAB continues for as long as both the City of Jacksonville and UUCJ agree to collaborate without having to approve it annually, a motion was offered to maintain the relationship indefinitely until such time as either party needs to terminate it.

**MOTION: (Bond/McKenzie)** – To approve the Neighborhood Accountability Board's (NAB) use of UUCJ's facilities for its meetings on the mutually agreed to dates and times until such time as either party requests the termination of such arrangement. Adopted 5-0.

3. **Sharing the Basket** – Dickens presented to the Board the recommendation that UUCJ participate in the Share the Basket initiative which consists of dividing the money Sunday service attendees place in the collections basket between the Church and other charitable causes either in the Arlington area or the Jacksonville community at large. There were a number of questions related to logistics. Dickens stated that he would check further with other UUCJ churches that already participate and find out how they handled their logistics and get back to the Board.

**VI. ANNOUNCEMENTS**

- The LDC Workshop is scheduled for Saturday, February 18, 2017.
- Portfolio Leaders need to get their Charters together so they may be Board approved at the March meeting or no later than the April Board meeting.
- The next Board meeting is Monday, March 6, 2017.
- March Opening Words – Mark Dickens

**VII. ADJOURNMENT**

**MOTION - (Dickens/Bond)** – To adjourn. Approved 5-0.

There being no further business the meeting was adjourned at 8:42 p.m.

Respectfully Submitted,

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Tessie Bond, Secretary