

**Unitarian Universalist Church of Jacksonville**  
**Board Meeting Minutes**  
**January 9, 2017**

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

**ABSENT:** Mark Dickens

**OTHERS IN ATTENDANCE:** Barbara Robinson

**ORDER OF BUSINESS**

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

II. **APPROVAL OF MINUTES**

**MOTION: (Bond/McKenzie)** - To approve the Board meeting minutes of December 5, 2016. Approved 5-0.

III. **REPORTS**

**A. President's Report** – Ledyard distributed the President's report electronically. Ledyard indicated that she would get with the Leadership Development Council (LDC) to seek their input regarding recommendations for filling several committee chair positions that are currently vacant. Ledyard announced that board members had been assigned new e-addresses. She explained that there was a way to access the new e-addresses and set it up so that contents could be forwarded to a personal e-address. She stated that she would try to do it first and then would send instructions to Board members.

**B. Vice President's Report** – Ledyard also submitted the Vice President report electronically. Ledyard announced that Mark Dickens, who has been the Portfolio leader for Outreach, has requested that he be switched to lead the Operations Portfolio given that Chris Pridham, who was the Operations leader, has resigned from the Board. There will be an appointee to the Board to serve Pridham's term for the remainder of 2017 and that person will then become the Outreach Portfolio leader.

The LDC will be housed in the Inreach Portfolio. Also under Inreach, there will be a new committee, Adult Religious Education Committee (AREC). There was a discussion regarding the creation of a new Social Justice Committee. The Committee on Ministry was discussed and needs to have a chair and new members appointed to it.

The Portfolio leaders were asked to set up their first portfolio meeting as soon as possible as well trying to get the new charter forms out to their committees and working groups. The deadline for having them presented to the Board for approval will be by the end of the first quarter.

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There was a discussion on how to deal with a church group that does not fall within a committee's parameters or criteria to fall within a specific portfolio. Final action on this issue was tabled

- C. Treasurer's Report** – Kathleen McKenzie submitted the financial status reports electronically. McKenzie noted that 99% of the pledges had come in. Other topics addressed were the equity account, the B&G budget item, the Capital Campaign, and the donation by the Fleming family.
- D. Minister, DRE and Church Administrator Reports** – Phillip Baber sent the minister's report, the DRE report and the Church utilization report electronically. There was no Church Administrator report.

Baber stated that the plans for having a second church service on Sundays had been put on hold. Baber informed the Board that he would be planning a Vespers service instead to possibly begin sometime in the near future.

- E. Board Reports** –
  - 1. **Inreach** – No Report.
  - 2. **Operations** – No Report
  - 3. **Outreach** – No Report.
  - 4. **Stewardship** – No Report.

**IV. OLD BUSINESS**

- A. Building and Grounds** - Pridham sent two bids to the Board regarding the replacement of the driveway. One bid is \$24,443.25, and the other is \$14,755. Since there will not be a second church service on Sundays for right now, the Board decided to postpone making a decision regarding the driveway.
- B. Printer Report** – Tabled
- C. Compensation Policy** – A staff compensation policy proposal was presented for action. The policy would identify the employee classification; define work-week; establish pay classifications; clarify overtime regulations; and outline types of benefits if applicable.

**MOTION: (McKenzie/Bond)** – To adopt the proposed Staff Compensation Policy as presented. Adopted 5-0.

- D. DRE Electronic Vote Certification** - The Board's authorized motion to electronically vote on offering Tyler Burley the Director of Religious Education position starting on January 1, 2017 was presented to the Board for certification. The electronic motion had been adopted unanimously.

**MOTION: (Bond/Keel)** – To certify the result of the electronic vote recommending the Board offer the Director of Religious Education position to Tyler Burley starting date of January 1, 2017. Adopted 5-0.

- E. Power Church Training** – Tabled.
- F. Minister's Assessment Report** – No Report.
- G. Leadership List** – Ledyard announced that the current leadership list had been distributed. She asked that final approval of the list by the Board be tabled until the Board's February meeting so that the committees' e-addresses could be included and vacant leadership positions could be filled. Tabled.

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- H. Capital Campaign Committee** – Ledyard will set up a meeting with Baber and McKenzie to discuss leadership and other related topics.
- I. Mission Funding Report** – Ledyard distributed the final status of the 2017 mission funding effort prepared by Carlos Fraticelli. Fraticelli noted that a chair needed to be appointed for the 2018 drive. Ledyard stated that she consult with the LDC.
- J. Vision Task Force** – Tabled.
- K. Committee Charter Template** – The updated version of the form was presented to the Board.

**MOTION: (Bond/McKenzie)** – To adopt the Committee Charter Template as presented. Adopted 5-0.

- L. Personnel Committee** – Ledyard reminded the Board that this committee was composed of the Board President (Ledyard), the Treasurer (McKenzie) and a member of the Finance Committee (Laura Tavoularis). McKenzie informed the Board that a letter of employment will be given to Jennifer Riley, Tyler Burley and Lesley delineating the job expectations and other employment-related matters.

**MOTION: (Bond/Prager)** – To establish a working group composed of a Church member architect, a current or previous member of the Building and Grounds Committee, and the Operations Portfolio leader. Adopted 5-0.

**V. NEW BUSINESS**

- A. Board Member Appointment** – Chris Pridham resigned from the Board leaving an open position as well as the vice presidency to be filled by presidential appointment with Board consent. The new Board member would serve the remainder of 2017 and would then have to stand for election at the 2017 Congregational Meeting. The new Board member would become the Outreach Portfolio leader. Additionally, the Board

**MOTION: (Bond/McKenzie)** – To approve the appointment of Christine Ramey to serve on the Board through the next Congregational Meeting in December 2017. Adopted 5-0.

**MOTION: (Bond/Keel)** – To elect Mark Dickens as Board Vice President. Adopted 5-0.

- B. Partnership Definition and Criteria** - Tabled.
- C. 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.
- D. New UUCJ** – Ledyard stated that the B&G committee should obtain bids to repair the Fleming Nature Walk Boardwalk Ledyard explained that the boardwalk had fallen into disrepair and needed to be fixed.

**VI. ANNOUNCEMENTS**

- Baber announced that he had purchased 10 MLK Breakfast slots on behalf of UUCJ. He asked that Board members who wanted to attend the breakfast contact

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him. Baber also stated that UUCJ members would not be walking in the parade, but instead would be on the sidewalk in support of those marching.

- The Leadership Development Council will be having its workshop on Saturday, February 18 and Ledyard encouraged all Board members to attend if possible.
- The next Board meeting is Monday, February, 2017.
- February's Opening Words – Tessie Bond

**VII. ADJOURNMENT**

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

There being no further business the meeting was adjourned at 8:31 p.m.

Respectfully Submitted,

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Tessie Bond, Secretary