

**Unitarian Universalist Church of Jacksonville**  
**Board Meeting Minutes**  
**September 18, 2017**

**BOARD MEMBERS IN ATTENDANCE:** Phillip Baber, Tessie Bond, Mark Dickens, David Keel, Kathleen McKenzie, Christina Ramey, and Penny Reid

**ABSENT:** Laura TaVoularis  
**OTHERS IN ATTENDANCE:** Tom Larson

**ORDER OF BUSINESS**

I. **CALL TO ORDER/OPENING WORDS** – In the absence of the President and Vice President, the meeting was called to order at 6:04 p.m. by Kathleen McKenzie, Treasurer. Tessie Bond offered the opening words. Mark Dickens, Board President, resumed as the presiding officer at 6:35 p.m.

II. **APPROVAL OF MINUTES**

**MOTION: (Bond/Keel)** - To approve the Board meeting minutes of August 7, 2017.

The language added to the last paragraph of the section dealing with the LDC proposal discussed at the August meeting was questioned as it did not appear to match the original understanding. Bond clarified that the addition was included in the minutes at Jennifer Tucker's request to amend that section based on her recollection and notes. With no further discussion, the minutes were approved 5-0.

III. **REPORTS**

**A. President's Report** – No Report.

**B. Vice President's Report** – No Report.

**C. Treasurer's Report** – McKenzie sent the Treasurer's Power Church electronic reports ahead of the meeting. As a result of hurricane Irma, McKenzie was unable to submit an electronic summary report and instead stated the following for the record: "[The] Remainder of prepaid pledges was moved into Income accounts in August. [They] Will show on August financial statements..... All looks good. Roof has been delayed due to unexpected death of roofer's mother. Sunny has asked for first draw on Fleming Nature Trail Fund of 10k for nature walk repairs. Jennifer has asked Barbara Robinson to draw down full amount in anticipation of needing soon for final payment. The total will exceed what is left in Fleming Nature Walk Fund. We will need to access (the money) from B&G and/or Board Reserve. I think it would be appropriate to send report to Fleming family to explain need due to hurricane Matthew damage. We will have then used that entire dedicated fund."

McKenzie stated, in reference to the roof replacement project, that David Laffitte was waiting for an amended bid on the roof.

Hurricane Irma has damaged sections of the Church so the Board discussed whether to contact the insurance company and have them inspect the damage. The Church's

**Unitarian Universalist Church of Jacksonville**  
**Board Meeting Minutes**  
**September 18, 2017**

custodian, Leslie Gould, informed the Board of the damage that she had recorded in writing and with photographs. The Board decided to have Jennifer Riley contact the Insurance company and schedule an appointment with an adjustor to review damages. Gould was asked to type a list of what had been damaged to go along with the pictures she had taken to show and discuss with the insurance adjuster. The adjustor's report would be submitted to the Board for discussion and action.

Phillip Baber noted that the UUA may be able to help with the campus damage as they intend to assist churches who have incurred hurricane damage. He stated that it might be worth pursuing.

**D. Minister, DRE, Church Administrator, Custodian and Church Utilization Reports –**

Phillip Baber, Jennifer Riley, and Tyler Burley distributed their reports electronically. Baber informed the Board that the individuals who have in the past organized the Pride Parade are not available to do it this year, so Karen Smith-Scott agreed to “put some feelers out” to see who might be interested in organizing it this year. Baber suggested the possibility of partnering with Buckman Bridge.

**E. Board Reports**

1. **Inreach** – David Keel reported that the LDC was in the process of determining Board replacements. The LDC has created a tentative list and would like to have a meeting with a Board representative to go over the list and have some questions answered. Keel said the LDC also would like for Board members to forward names of individuals who are not already on the tentative list they think should be considered. Keel will send the list of prospective Board members to the current Board.

Keel asked about the deadline for the 2018 committee charters. Charters for 2018 will be due by the end of the 2018 first quarter – March 2018. It was noted that unless there were major changes to the charters, the only things that would need to be changed would be the goals for 2018. Additional changes could be committee leadership or members if necessary.

According to Keel, the LDC has work to do in trying to address some issues that are not yet resolved. Next steps will include Baber meeting with the LDC members, Keel as Portfolio leader, and Mark Dickens early in October.

2. **Operations** – Penny Reid stated that she had attempted to make contact with her portfolio committee leaders by phone and e-mail but had not heard from several of them. Reid also stated that she had budget requests from B&G, and Rob McKenna also agreed to work on the Tech Team budget. Green Sanctuary also submitted a budget request. Reid met Rob McKenna, chair of the Tech Committee, at the Board meeting. McKenna stated that Jim Cronk and Kim Larson were on the committee, as well as Carlos Fraticelli. McKenna was notified that the Board had not yet received the charter for that committee. McKenna stated that he would look into it and would get one ready for the Board. It was suggested that the Tech Team meet with the Board, but it was decided that if a charter were to be submitted to the Board for approval, a meeting with the entire team would not be necessary. Reid offered to provide the charter form and Bond offered her help with completing the form.

**Unitarian Universalist Church of Jacksonville**  
**Board Meeting Minutes**  
**September 18, 2017**

3. **Outreach** – No Report.
4. **Stewardship** –No Report...
5. **East Nassau** – Reid stated that everything was fine.
6. **HR Committee** – No Report.
7. **Finance Committee** – Tom Larson reported that the first cut of the 2018 budget included \$325,000 in pledges. Larson stated the budget included, among other things, financing the UUA fair share cost and \$25,000 in reserve capital.
8. **Mission Funding** - Larson gave a brief status report on the mission funding project. He explained that income generated from increases in the 2018 pledges would be used as follows:
  - a. Small increases such as for software budget, and inflation
  - b. \$10,000 increase in amount for the full 7% UUA Gift to be an honor congregation
  - c. Recommended staff additions
  - d. Surplus to be used for part of capital projects like campus lighting
9. **Triennial Survey** – Bond reported that there were 133 returns (126 website responses and 7 hard copies which Mike Plummer would ask his daughter Amanda to enter at the website). Bond stated that Plummer had strongly suggested the final deadline for completing the Survey be extended to midnight Monday, September 25, because it was possible that due to Hurricane Irma some people may not have been able to complete it. Bond said that we were at about 53% return (N=250), but it would be nice if we could be around 60%. The Board agreed to the extension and Bond said that she would prepare the e-blasts for Sept. 20 and 24; the order of service for the 24th; and the pulpit reminder for the 24th. Although Plummer is going out of town this coming week, He is pretty sure he can finish the report by October 1.
10. **Vision Task Force** –No Report

**IV. OLD BUSINESS**

- A. Staffing Task Force** – The Board had directed the Staffing Task Force at its August Board meeting to bring the document back to the September Board for action on its recommendations and priorities.

**MOTION: (Bond/McKenzie)** – To suspend the rules in order to discuss the recommendations and priorities prior to a motion to adopt. Approved 5-0.

Larson, as the task force chair, went over each recommendation and each of the priorities. After much detailed debate there were a number of changes suggested to the **Recommendations** section as follows:

1. Under the governance section, change the language related to the VP responsibilities to read: The Board VP, in collaboration with the minister, the church administrator, and the HR Committee, will create an evaluation tool based on clearly established, measurable goals (SMART) and conduct a mid-year and end-of-year evaluation of the Church Administrator with substantive input from the minister. Administrator will continue to supervise operational staff.

**Unitarian Universalist Church of Jacksonville**  
**Board Meeting Minutes**  
**September 18, 2017**

2. Under the Board's responsibility to write the functions for charters of new or changed Standing Committees, Working Groups and Task Forces, change the language to read: As soon as possible prepare Functions for committees charged with addressing communications, technology, and social and fun activities. Portfolio leaders should help these committees complete their charters, including roles needed to complete needed tasks, and submit to the Board.
3. Under the Tech Team section, substitute the title of a PowerChurch Czar with PowerChurch Help Desk. Add language to address technology security.
4. Under Changes in responsibilities for the Church Administrator, add "Manage memorial services" to the Church Administrator's job description. Also, under this section, change the sentence "Enter visitor data . . ." to read "Be accountable for entering visitor data . . ."
5. Under Committee Chairs, simply state "Manage committee-specific special events and remove all the wording within the parentheses.
6. Under Minister change to read:
  - Provide pastoral care in response to Joys and Sorrows
  - Ensure that a response is made to first visit card from visitors
  - Take a more active role in small group ministry such as Covenant Groups.

Also, after much debate, there were a number of changes suggested to the section addressing proposed staffing for 2018 and 2019 as follows:

1. Retain the Communications Director as priority 1 for 2018 as presented and with the understanding there would be a Communications Committee.
2. Make the Caretaker position priority 2 for 2018 instead of priority 3, but drop the number of weekly working hours from 29 to 25. Under this category, there would be additional language removing several tasks currently included in the position's job description and assigning the removed tasks to an externally hired service.
3. Make the DRE position priority 3 for 2018 instead of 4 with the understanding that this position could be converted into a full-time Lifespan Religious Director.
4. Make the Lifespan Religious Director priority 4 for 2018 instead of priority 1 for 2019 with the understanding that this position could go full-time if the DRE position is merged with the LRD position. The DRE and LRD positions will need further discussion.
5. Keep Music Director stipend as priority 5 for 2018
6. Make paid Music Director priority 1 for 2019
7. Make Volunteer Coordinator priority 2 for 2019
8. Retain without changes the section related to current employees
9. Retain without changes the section related to future employees
10. Retain without changes the section related to the By-Laws amendments

**MOTION: (Bond/Ramey)** – To adopt the Staffing Task Force recommendations as amended and pending final Board approval at the next Board meeting. Adopted 5-0.

The task force members and Baber will meet to finalize recommendations and priorities to ensure that the changes made are in fact the intended changes prior to the final vote.

**Unitarian Universalist Church of Jacksonville  
Board Meeting Minutes  
September 18, 2017**

- B. LDC Proposal** – The LDC will continue to address their proposal and will bring it to the Board at a future date.
- C. Capital Campaign** – No Report.
- D. South Wing Roof** – Discussed under IV. Reports C. Treasurer’s Report
- E. Fleming Nature Walk** – Discussed under IV. Reports C. Treasurer’s Report
- F. Printer Report** – Tabled

**V. NEW BUSINESS**

- A. Additional Pay for Custodian** – Due to Hurricane Irma, Gould had to work an additional nine hours so Baber asked the Board to compensate her for the extra hours.

**MOTION: (Bond/Ramey)** – To compensate Gould for the nine hours she worked beyond her required work week at the same rate of pay. Adopted 5-0

- B. Board Composition and Structure** – Bond explained that the current Board structure has seven Board members but eight specifically delineated jobs – four officers and four portfolios. This structure requires that one of the officers, in addition to his/her officer responsibilities, be also responsible for a portfolio; or one out of three of the elected non-officer members be responsible for two portfolios.

Bond stated that changes to the current Board composition have been proposed and that she will be bringing the proposal to the next Board meeting for action. She also stated that she would be sending out the proposed changes ahead of the next meeting.

Dickens proposes to restructure the Board with only five members. He will also bring his proposal to the next Board meeting for discussion and action.

**VI. Announcements**

- Next Board Meeting – October 2, 2017
- October Opening Words – Mark Dickens

**VII. ADJOURNMENT**

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

There being no further business the meeting was adjourned at 9:21 p.m.

Respectfully Submitted,

---

Tessie Bond, Secretary