

Unitarian Universalist Church of Jacksonville
Board Meeting Minutes
April 3, 2017

BOARD MEMBERS IN ATTENDANCE: Phillip Baber, Tessie Bond, Mark Dickens, David Keel, Samantha Ledyard, Kathleen McKenzie, Christina Ramey, Laura TaVoularis

ABSENT: None

OTHERS IN ATTENDANCE: None

ORDER OF BUSINESS

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

II. **APPROVAL OF MINUTES**

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

III. **UUA ISSUES** – Before the business meeting got started Phillip Baber gave a report related to issues affecting UUA that he thought were of importance to the Board as they affect UU's.

According to Baber, UUA President Rev. Peter Morales resigned his position on April 1 as a result of an erupting controversy related to allegations of discriminatory hiring practices at the UUA during his administration. It had been noted that all five UUA regions' leaders have been white and that qualified African-Americans have been bypassed. As a result, BLUU (Black Lives of Unitarian Universalism) has asked that UU congregations dedicate a Sunday worship service to discussing "White Supremacy." Baber stated that he plans to address the topic on Sunday, May 21 and that he also plans to facilitate a listening circle immediately after the service.

IV. **REPORTS**

A. **President's Report** – Ledyard informed the Board that she was waiting to hear from Max Story and the attorney regarding FDOT acquisition. Ledyard added that Story had agreed to donate to the Church the "finder's fee" he is being given by the attorney for getting the legal firm to work with the Church.

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

C. **Treasurer's Report** – Kathleen McKenzie submitted the Treasurer's Summary Report electronically as well as other related financial documents. McKenzie expressed concern that we were running behind on pledges coming in. She re-stated that we need to receive approximately \$20,000 per month to stay on course and be able to pay our bills but February only brought in \$15,386.00.

D. **Minister, DRE, Church Administrator and Church Utilization Reports** – Baber sent his reports electronic ahead of the meeting. Baber highlighted several points on his report among which was the request that the Board consider hiring a room rental coordinator or help find a volunteer to take care of the room renting procedures as Jennifer Riley had noted that rentals have been increasing and she has had to take time from her already busy schedule to take care of processing the requests.

The Board was reminded that it had appointed a Staffing Task Force under the auspices of the Finance Committee to study current staffing and make recommendations regarding possible revamping of future Church staffing if necessary and as funding became available to ensure that the Church's vision and mission were being carried out. Given that, the Board agreed to not make any changes to current staffing until the Staffing Task Force finishes the study, makes recommendations to the Board, and the Board acts on such recommendations.

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It was suggested to Baber that for at least right now, a volunteer should be sought to help with rentals if necessary.

Related to room rentals, the issue of insurance cost came up as it relates to events operated by groups outside the Church. McKenzie stated that Brian Paradise was helping with that issue and that she would get with Riley regarding costs.

Baber informed the Board that he and Ledyard had received a letter inquiring about gender inclusivity of bathrooms and suggested that we clarify UUCJ policy. The Board agreed that transgender individuals were free to use whichever bathroom matches their gender identity. The Board also stated that signage on current bathrooms would be updated. Inclusive bathroom designs are planned to be available in the future as the Church renovates its campus pending available funds. Such plans will be part of the Capital Campaign.

E. Board Reports –

1. **Inreach** – Keel sent an electronic portfolio report to the Board ahead of its meeting. His report consisted of the reports the committees within Keels' portfolio presented at their March 13, 2017 meeting.
2. **Operations** – No Report.
3. **Outreach** – Christina Ramey sent an electronic report to the Board ahead of its meeting. Ramey noted that she had received all of the charters with the exception of the Welcoming Congregation possibly due to the committee lacking leadership. Ramey also informed the Board that the Special Events Planning Committee consists of just Jennifer Tucker and Tucker was wondering if that committee's responsibilities could be re-assigned to the Hospitality Committee. The Board took no action on this issue.
4. **Stewardship** – Laura TaVoularis stated that several individuals had signed up to be part of the Mission Funding Committee but had not chosen a Chair. It will probably have either an emergent Chair or it will a shared experience. TaVoularis suggested that the Campus Renewal Committee be moved from Stewardship to Operations because that committee focused more on the overall maintenance of the Church campus as well as the campus' ongoing renewals.
5. **HR Committee** – No Report.
6. **Staffing Task Force** – Tom Larson sent the Board the electronic report of the task force's minutes of its last meeting. That report included a tentative timeline and asked the Board to schedule a special Board meeting for Monday, June 26 for the Task Force to present its report.
7. **Triennial Report** – Bond stated that the task force had reviewed the 2008 and 2013 surveys and was continuing to determine the better way to approach the design and development of the survey. Mike Plummer stated that he would work on version 3.
8. **Vision Task Force** – Mark Dickens gave the task force's report and stated that they had been working on developing a mission statement that would help with the development of a vision statement. Dickens read the mission statement the task force had agreed on, "UUCJ is a loving, diverse community that sustains members' spiritual development and promotes justice in Jacksonville." Although the task force had not been specifically tasked with the development of a mission statement, it was noted that such was not prohibited and in fact was necessary to form the basis of a vision statement. The work will continue.

V. OLD BUSINESS

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- A. 2017 Committee Charters** – Ledyard opened the discussion on the charters and the Board went over all of the charters that had been submitted, reviewed them and approved most of them pending recommended changes or editing. Some of the charters were missing. Those needing changes or editing:

INREACH

- Caring Network
- CYREC
- COM
- Music Committee

OUTREACH

- Partner Church
- Special Collections Committee

OPERATIONS

- Building and Grounds Tech Team
- Hospitality Team
- Campus Renewal (Changed from Stewardship to Operations)

STEWARDSHIP

MISSING

- Denominational Committee
- Rights Relations Committee

TABLED

- Vision Task Force

MISSING

- Special Events Committee
- Welcoming Congregation

MISSING

MISSING

- Mission Funding

Ledyard stated that she, with the appropriate Board member(s), would get with the committee leadership to review and update those that had been approved pending changes or editing to effect completion of those charters. The portfolio leaders will follow up on the missing charters.

- B. Printer Report** - Tabled.
- C. Lighting Plan** – McKenzie reported that David Laffitte had gone back to the drawing board and is in the process of obtaining two bids indicating costs for each of the proposed lighting components. Upon receipt, the bids will go directly to Chris Lippincott.
- D. Fleming Nature Walk** – No Report.
- E. Committee Appointments** – Ledyard stated that the LDC was continuing its work with helping the Board find leadership volunteers. Additionally, Ledyard stated that since currently there is no COM chair, Bond will continue with the Membership Triennial Survey project.

Ledyard advised the Board that the Mission Funding committee was up and running and had their first meeting on April 2, 2017. Three committee members have agreed to accept specific assignments and McKenzie has agreed to assist with the committee's goals. The committee has chosen to share leadership and will work to seek consensus through cooperation.

Ledyard stated that there had been no progress on finding a leader for the Capital Campaign. She suggested that the committee be widely advertised and that there be more public solicitation to garner interest.

VI. NEW BUSINESS

- A. Bulletin Boards** – Bond reported that the bulletin board assigned to Board business had been updated and refreshed. Bond suggested that the Board assign the other four bulletin boards to someone to clean and spruce up. No action taken.
- B. Committee Reporting Format** – Bond distributed electronically a Committee Meeting Report Form that had been designed by McKenzie and explained that the format was intended to give committee leadership guidance as to what might be included in a report to the portfolio leaders. The form is very simple, succinct and to the points: Name of committee; Meeting Date and Time; Leader and Attendees; Brief description of Topics Discussed, and Actions

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taken: Who, What and When. Portfolio leaders indicated that some of their committees already had their own simple reporting format but they would share the form with the leadership.

- C. Foundation Annual Distribution** – The discussion of how to best put to use the Foundation's annual financial distribution to the Church was tabled.
- D. Keepers of the Church: UUCJ Logo** – It had been suggested that a proposed UUCJ Logo presented by the Foundation to the Board be approved and exhibited at the front of the Church. According to Board policy, any such arrangement has to go through the Keepers of the Church group that has been charged with approving changes to be made to the Church campus. That working group is composed of a Church member who is an architect, a current or a previous member of the B&G committee, and the Operations Portfolio leader. There was a request to ask that committee to please given to the Board the procedures to be followed to be approved.
- E. Safety Task Force Form for Volunteers** – Tabled.
- F. Other** – McKenzie presented to the Board the proposed Broward plaque design and explained the materials to be used in its construction as well as the symbolism of the design. Board members collectively and singly indicated how pleased they were with the presentation and agreed to move forward on the plaque's creation. The Board thanked McKenzie for her dedication to this project and to Mark for helping with the design.

VII. ANNOUNCEMENTS

- Portfolio Leaders need to get with their committee leadership to make the necessary changes to their committee charters and to acquire those that are missing.
- The next Board meeting is Monday, May 1, 2017.
- May Opening Words – Samantha Ledyard.
- Tessie Bond will not be at the May Board meeting and someone needs to take the minutes at that meeting.

VIII. ADJOURNMENT

MOTION - (Bond/McKenzie) – To adjourn. Approved 6-0.

There being no further business the meeting was adjourned at 9:09 p.m.

Respectfully Submitted,

Tessie Bond, Secretary