

**Unitarian Universalist Church of Jacksonville**  
**Board Meeting Minutes**  
**June 5, 2017**

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

**ABSENT:** None

**OTHERS IN ATTENDANCE:** David Johnson, Karen Kempf, David Laffitte and Penny Reid

**ORDER OF BUSINESS**

I. **CALL TO ORDER/OPENING WORDS** - The meeting was called to order at 6:05 p.m. by Mark Dickens. Acting President. Kathleen McKenzie offered the opening words.

II. **APPROVAL OF MINUTES**

**MOTION: (Bond/Keel)** - To approve the Board meeting minutes of May 1, 2017. Approved 5-0.

III. **REPORTS**

**A. President's Report** – No Report

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

**C. Treasurer's Report** – McKenzie had sent the Treasurer's summary report electronically. In that report, she stated that:

- We have \$241,568.57 in the bank and \$20,118.62 (corrected amount) for the Fleming Nature Walk Fund held by UUA (UUCEF).
- Our adjusted balance with which we can pay on-going expenses is \$48,340.75 including one-half of 2017 pre-paid pledges (\$16,000), which we have moved from the Prepaid Pledges Equity Account. We will move the other half into income in July to cover the rest of the year.
- We also have \$25,749.84 in the Board Reserve restricted account to be used for extraordinary expenses not budgeted for the current year.
- We have \$128,137.26 in the Capital Campaign Reserve Account—which includes about \$78,000 in the more recent Fleming donation.

McKenzie also reported that with the one-half (the first 6 month's equivalent) of the pre-paid pledges now added to our current income, we are at 27% of income for the year. She said that we will have to watch if the current income comes as expected in the budget. Additionally, McKenzie reported that expenses are within the margin of 33% for the first quarter—with the exceptions of "pre-paid" expenses. And income also comes within that 33% for the first quarter.

Regarding the cash situation McKenzie reported that its was very good given that with the Capital Campaign Account, Fleming Nature Walk Account, and the Board Reserve the Church has more than \$172,500.

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However, McKenzie stated that we do have some expenses to consider for the Fleming Nature Walk and other expenses to keep the church and campus in good order, including a new roof for the south wing, lighting for the parking lots, and redoing the Social Hall which could bring in rental income if it were in better shape. McKenzie suggested that perhaps we should start a Capital Campaign in the name of needed improvements.

The issue of needing to start a capital campaign was brought up as nothing has been done to getting it started. It was decided that Mark and Phillip would contact several Church members (Shacters; Mary Carter; Lynn Shad; Adiutoris; Lippincotts; Plummers; Larson) to seek their guidance and suggestions with conducting a capital campaign.

**D. Minister, DRE, Church Administrator and Church Utilization Reports** – Baber distributed the minister's and the Church utilization reports electronically. Tyler, DRE, also sent his report electronically ahead of the meeting. Jennifer Riley, Church Administrator, in her electronic report addressed the Board and asked for guidance related to room scheduling. The Board agreed that Church standing committees, working groups, task forces and Church-sponsored classes could just simply schedule rooms by requesting the Church Administrator via e-mail or phone to reserve a room. However, groups outside the Church would have to complete the appropriate paperwork.

**E. Board Reports** –

- **Inreach** – David Keel introduced Karen Kempf, LDC Co-Chair, who gave a status report of the LDC activities. Kempf stated that the LDC had lost some members and needed the Board to appoint at least two to three more. Kempf stated that the optimum number of LDC members was six to seven. The criteria for choosing Church leadership was discussed and Kempf said she would send to the Board the criteria under which the LDC had been operating.

The Adult Religious Education Committee (AREC) was discussed when Kempf mentioned that the LDC was working on developing an adult religious education program. Bond reminded the Board that at the January Board meeting it had been announced that there would be an AREC. Bond also stated that at the February Board meeting it had been announced that the LDC leadership had been asked to put together a list of possible leaders for the Welcoming Congregation, COM, Mission Funding, and Adult Religious Education committees. Kempf stated that Lois Hoeft had agreed to serve as Chair of the COM and that the LDC had recommended to the Board that she be approved. Kempf was less clear as to whether a chair request for the AREC had been submitted.

Delegates to the UUA General Assembly were discussed and it was agreed that the Board needed to appoint five delegates.

**MOTION: (Bond/Ramey)** – To appoint Mark Dickens, Jennifer Tucker, David Johnson, Laura TaVoularis plus one additional member to be named at a later date as delegates to the UUA General Assembly. Adopted 5-0.

2. **Operations** – Dickens announced that the B & G committee needed a chair because Chris Lippincott wanted to remain part of the committee but not as its chair. It was suggested that Dickens ask Rob McKennon if he would like to assume the chair.
3. **Outreach** – Christina Ramey had distributed her report electronically ahead of the meeting. There were no questions.

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4. **Stewardship** – Laura TaVoularis had distributed her report electronically ahead of the meeting. There were no questions.
5. **HR Committee** – No Report.
6. **Staffing Task Force** – Tom Larson sent the Board the task force's minutes of the last meeting as well as a report. There were no questions.
7. **Triennial Survey** – Bond distributed her report electronically ahead of the meeting. There were several questions related to the timing of the distribution of the survey. Bond explained that the survey could not be distributed right away because it would be released as a Beta version June 6 to allow for a two-week period of Board feedback and final editing. Bond also explained that July and August were scheduled for introduction to the membership and marketing. The reason that the survey should not be released during summer was because a great many members would not be around to complete it, possibly skewing the results.
8. **Vision Task Force** – The vision task force is continuing to work on developing a vision statement with the help of Mike Plummer. Dickens informed the Board about the task force's plan to distribute a short questionnaire with 10-12 questions to the members asking about their vision for the Church. There was some discussion regarding the possible question overlap with the triennial survey and concerns of having two surveys so close to each other in time. It was agreed that the questions would not overlap and would be sent to the Board for final approval. Once approved, the brief survey would be sent out.

**IV. OLD BUSINESS**

- A. **Committee Charters** – Bond stated that she was not totally sure that the charters were entirely up to date. She noted that several committees had not submitted their charters; some committees needed to review their leadership; and some committees may need to be discontinued altogether. Bond said she would send out the latest version of the charter document to the portfolio leaders and ask them to review them; revise them as necessary; and return any the revision(s) to her so that the charters can be approved by the Board at the July meeting.
- B. **Printer Report** - Tabled.
- C. **UUCJ DOT Liaison** – Dickens announced that he was the liaison between the Church and the DOT.
- D. **Fundraising Chair Replacement** – The LDC was advised that we needed a leader to chair the Fundraising Committee. It was suggested that the current co-chair be asked if she would become the chair.
- E. **Lighting Plan** – David Laffitte gave a detailed report on the lighting plans as well as the results of the bids submitted in terms of cost. It was suggested that we allocate about \$40,000 and effect the necessary lighting changes. Two motions were made to that effect, but they were both withdrawn after it became apparent that the Board would have to make some decisions regarding its repair priorities given that the south wing roof was in dire need of repair.
- F. **South Wing Roof** – McKenzie warned the Board that the roof over the south wing of the campus was in dire need of repair. She stated that there were sections of the roof that were crumbling. The Board discussed the competing issues needing attention: the necessity for providing campus security through very much needed lighting and the dire necessity for repairing the roof. It was noted that about two years ago the south wing roof repair cost was around \$100,000. It was suggested that the repairs would cost much

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more than that now and continuing to ignore the problem would continue to escalate the cost. There was no action taken on either the lighting plan or the roof repair as the Church does not have sufficient money to do both at this time. It was agreed that Laffitte would get at least two bids on the cost of repairing/replacing the south wing roof.

- G. Fleming Nature Walk** – McKenzie gave a status report on the possible costs of repairing the walk. She stated that there had been two bids and the Board suggested that we accept the \$30,000 bid and go ahead and repair the walk.

**MOTION: (Bond/Ramey)** – To use available funds to repair the Fleming Nature Walk to not exceed \$35,000. Adopted 5-0

Dickens will discuss the repairs with Chris Lippincott.

- H. Committee Appointments** – The Tech Team was discussed. Carlos Fraticelli and Rob McKennon are working on it. The team will have two sub-teams, one dealing with AV and the other one with Church hardware and software. The Tech Team charter has not yet been submitted to the Portfolio Leader.
- I. Keepers of the Church** – Bond asked about the charter for this group. She will send Laffitte an e-mail asking for the charter.
- J. Safety Task Force Volunteers Forms** - Tabled
- K. Other** – No other business was presented to the Board

**V. NEW BUSINESS**

- A. Board Status/Election of Officers** – Bond stated that the Board needed to elect new officers.

**MOTION: (Bond/McKenzie)** – To elect Mark Dickens as UUCJ Board President through December 31, 2017. Adopted 5-0.

**MOTION: (Bond/McKenzie)** – To elect Laura TaVoularis as UUCJ Board Vice President through December 31, 2017. Adopted 5-0.

- B. New Board Member Replacement** – Dickens appointed Penny Reid from Fernandina Beach to the Board to fill an open position.

**MOTION: (Bond/McKenzie)** – To approve the appointment of Penny Reid from Fernandina Beach to the Board to fill an open position through December 31, 2017. Adopted 5-0.

- C. Check Signing Authority** – It was agreed that the check signing authority needed to be increased from two Board officers to three.

**MOTION: (McKenzie/Bond)** – To increase check signing authority to include the UUCJ Board President, Vice President and Treasurer. Adopted 5-0.

- D. UUCJ Partner Membership** – David Johnson requested that the Board consider granting UU Justice Florida partnership designation. Johnson explained the rationale for his request and after several points of clarification and extensive discussion, the Board agreed that UU Justice Florida met the current criteria for partnership designation.

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**MOTION: (Bond/Ramey)** – To grant UU Justice Florida UUCJ Partnership status.  
Adopted 5-0.

**E. Mission Statement** - Tabled

**F. Special Issue Poll** – Previously discussed. See III, E. 8 Vision Task Force above.

**G. Other** – No other new business was presented to the Board.

**VI. Announcements**

- Next Board Meeting - July 10, 2017
- July Opening Words - Christina Ramey

**VII. ADJOURNMENT**

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

There being no further business the meeting was adjourned at 9:18 p.m.

Respectfully Submitted,

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Tessie Bond, Secretary