

Unitarian Universalist Church of Jacksonville
Board Meeting Minutes
July 10, 2017

BOARD MEMBERS IN ATTENDANCE: Phillip Baber, Tessie Bond, Mark Dickens, David Keel, Christina Ramey, Penny Reid and Laura TaVoularis

ABSENT: Kathleen McKenzie

OTHERS IN ATTENDANCE: Karen Kempf, Jennifer Tucker and Mary Kramek

ORDER OF BUSINESS

I. **CALL TO ORDER/OPENING WORDS** - The meeting was called to order at 6:13 p.m. by Mark Dickens, President. Dickens shared a few words and Christina Ramey offered the opening words.

II. **APPROVAL OF MINUTES**

MOTION: (Bond/TaVoularis) - To approve the Board meeting minutes of June 5, 2017. Approved 5-0.

III. **REPORTS**

A. President's Report – Dickens gave Penny Reid one of the Board binders prepared by Lois Hoeft which contains Board documents.

B. Vice President's Report – No Report.

C. Treasurer's Report – McKenzie sent the Treasurer's summary report electronically. In that report, she included current assets and liabilities; funds available in the Board Reserve restricted accounts, capital campaign reserve account; and the Fleming account. McKenzie stated that the cash situation is very good. Although we are in a good financial place right now, she reminded the Board that we have expenses coming regarding the Fleming Nature Walk, the South Wing roof replacement, the lighting plan, and the need for redoing the Social Hall.

D. Minister, DRE, Church Administrator and Church Utilization Reports – Phillip Baber distributed the minister's and the Church utilization reports electronically. Tyler Burley, DRE, also sent his report electronically ahead of the meeting as did Jennifer Riley, Church Administrator, who also included the B & G Report.

Baber expanded on his report and went over several items that needed Board's attention. He addressed the need to create the Capital Campaign Committee or Task Force to begin planning for the capital campaign. Baber stated that Lynne Shad and Melody Shacter had agreed to be on the committee/task force and that Mary Carter offered to be an advisor to the committee/task force. Baber also informed the Board of a meeting he had had with a group of members who may be interested in increasing inclusivity and diversity in our congregation.

It was noted that Jennifer Riley is going on family leave from August 11 through September 1, 2017. There was a concern about who would be available to take up some of her duties should there be a need; especially with Power Church. Baber stated that

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she would work off-site as much as possible. The more dire concern was related to having the appropriate list of members and friends to whom the Triennial Survey would be sent. Ramey said she would take care of the e-blasts for the Triennial distribution, but she needed to have the list that contained members and friends only. Baber stated that he would ask Riley to create such a list before she leaves and make it available to Ramey. The possibility of hiring a temp was discussed; however, Baber suggested that before the Board makes such decision, they needed to confer with Riley.

E. Board Reports

1. **Inreach** – David Keel introduced Karen Kempf and Jennifer Tucker, LDC Co-Chairs, who were to address LDC concerns. Kempf reported on some of the impediments to carrying out the Board's charge to the LDC. Kempf explained that the LDC lacked the necessary resources to identify potential committee leaders; continue to develop and offer the workshops/courses under the Stepping Stones series; and also provide adult education.

Jennifer Tucker presented to the Board a recommendation that a new committee be formed named Community Growth to replace the LDC. The new committee would offer educational opportunities to foster fellowship and mentor future leaders as a means for developing a roster of possible future nominees to fill leadership positions. This committee would be in charge of: maintaining the Stepping Stones program; offering UU 101 and AYF; expanding curriculum to include 3-5 adult education opportunities; providing to the Board a list of members who could assume leadership positions; and engaging in other activities designed to foster leadership opportunities.

Since the new committee proposal had not been on the agenda for thorough discussion, it was decided to bring this item back at the August Board meeting.

2. **Operations** – Dickens stated that the B&G still did not have a confirmed Chair. He will follow up with Rob McKenna to verify whether he will assume the chair for that committee.
3. **Outreach** – Christina Ramey had distributed her report electronically ahead of the meeting. There were no questions.
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. She also gave a summary of the marketing plan and the survey's roll out dates. Questions 4.1 – 4.9 were discussed. It was recommended that Q. 4.1 remain as is, but that the remaining questions 4.2 – 4.9 be changed to include all aspects of the Sunday Service in the order of presentation beginning with the Mini

Concert and ending with the Spoken Affirmation. The changes would apply to both the paper and electronic version. Welcoming and Announcements are to be two separate items.

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MOTION: (Bond/Reid) – To approve the Triennial Member Survey as amended. Adopted 5-0.

8. **Vision Task Force** – Dickens gave a brief summary of the mini survey results and stated that a more detailed report regarding the comments would be forthcoming at a future date. In answering a question, Dickens said that the results would be considered as the Vision Task Force addresses the development of a Vision Statement.

IV. OLD BUSINESS

A. Committee Charters – Bond presented the completed charters for Board adoption.

1. Inreach

MOTION: (Reid/Keel) – To approve the completed Inreach Charters as of July 10, 2017 and list in the minutes the incomplete charters. Adopted 4-1.

Completed Charters: Caring Network; CYREC; COM; LDC; Music Committee; Right Relations Committee; Worship Committee; Triennial Member Survey Task Force; and Vision Task Force.

Incomplete Charters: AREC and Denominational Affairs.

2. Operations

MOTION: (Reid/Keel) – To approve the completed Operations Charters as of July 10, 2017 and list in the minutes the incomplete charters. Adopted 4-1.

Completed Charters: B&G; Campus Renewal; East Nassau; Green Sanctuary; Hospitality Team; Keepers of the Church.

Incomplete Charters: Tech Team

3. Outreach

MOTION: (Reid/Keel) – To approve the completed Outreach Charters as of July 10, 2017 and list in the minutes the incomplete charters. Adopted 4-1.

Completed Charters: ICARE; Justice Committee; Partner Church; Special Collections Committee; UUSC.

Incomplete Charters: Special Events Planning and Welcoming Congregation.

4. Stewardship

MOTION: (Reid/Keel) – To approve the completed Stewardship Charters as of July 10, 2017 and list in the minutes the incomplete charters. Adopted 4-1.

Completed Charters: Finance; Foundation; Fundraising; Membership; Mission Funding; Staffing Task Force.

Incomplete Charters: Capital Campaign Task Force.

B. Leadership List – Bond stated that the leadership list was incomplete. She said it needed to be updated by the Portfolio Leaders.

C. Printer Report - Tabled.

D. South Wing Roof – It was stated that only one bid had come in and the Board needed to wait for at least one other bid in order to make a decision as to which contractor is to be given the South Wing roof replacement job. It was mentioned that a task force had been formed to review the bids and related documents, and make recommendations to the Board.

E. Capital Campaign – It was agreed that a capital campaign committee or task force needed to be formed so that plans on how to proceed with it should be made and steps to be followed to implementing it.

MOTION: (Keel/Ramey) – To create a Capital Campaign Task Force. Adopted 5-0.

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The Capital Campaign Task Force was placed under the Stewardship Portfolio. No chair was appointed. As stated above, members will include Lynne Shad, Melody Shacter, Mary Carter as advisor, Kathleen McKenzie, Mark Dickens and Phillip Baber.

F. Fleming Nature Walk – Work on the nature walk will begin July 17.

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

V. NEW BUSINESS

A. Contribution Statements - Bond announced that Riley had sent them out and suggested that anyone who did not receive one contact Jennifer Riley.

B. Criteria for Membership to the LDC – This item was not addressed.

C. New LDC Members Recommendations – This item was not addressed.

D. Entrance Sidewalk – Bond stated that the entrance walkway leading to the Church needed repair and the repair cost would be \$7,650. This item was offered as an information item only.

E. UUCJ Partner Membership – Bond presented a draft of the possible definition of what constitutes a UUCJ Partner and the criteria to be used by the Board to grant partnership status to an external organization seeking it. It was suggested that the proposed definition needs further clarification. Bond asked Board members to suggest better wording.

VI. Announcements

- Next Board Meeting – August 7, 2017 10, 2017
- August Opening Words – Laura TaVouolaris

VII. ADJOURNMENT

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

There being no further business the meeting was adjourned at 9:07 p.m.

Respectfully Submitted,

Tessie Bond, Secretary