

**Unitarian Universalist Church of Jacksonville**  
**Board Meeting Minutes**  
**August 7, 2017**

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

**ABSENT:** Christina Ramey and Laura TaVoularis

**OTHERS IN ATTENDANCE:** Karen Kempf, Tom Larson, and Jennifer Tucker

**ORDER OF BUSINESS**

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

II. **APPROVAL OF MINUTES**

**MOTION: (Bond/McKenzie)** - To approve the Board meeting minutes of July 10, 2017. Approved 4-0.

III. **REPORTS**

**A. President's Report** – Dickens informed the Board that he would be presenting a report on the results of the Church priorities mini survey that the congregation had completed in July. He stated that he would get the report out to the congregation in an e-blast possibly no later than Monday, August 11. Dickens explained that he thought it was important to get the information to the membership because it would eventually impact the vision and mission statements as well as the upcoming capital campaign. Dickens also announced that he would make the report available on the UUCJ website.

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

**C. Treasurer's Report** – McKenzie sent the Treasurer's summary report electronically. In that report, she stated that the current amount available is \$220,703.37. She also said that the Church has \$20,118.62 (corrected amount) for the Fleming Nature Walk Fund held by UUA (UUCEF). McKenzie informed the Board that there had been almost \$5000 more expenses than income for the month of June.

Additional information included in her summary report included:

- Adjusted balance for paying on-going expenses is \$30,186.19.
- There is \$25,749.84 in the Board Reserve restricted account to be used for extraordinary expenses not budgeted for the current year.
- There is \$126,202.26 in the Capital Campaign Reserve Account.
- The Church has \$60,000 more in the bank this year when compared to last year. However, she cautioned that we still owe \$94,250 on the Sewage Loan.
- There were a number of non-budgeted expenses this year due to the budget having been created in 2016 which did not include Board authorized 2017 expenditures such as the caretaker's retirement payments and disability insurance; equipment and repairs; Service Auction and Fundraising expenses.

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- There are more than \$172,000 between the Capital Campaign Account, the Fleming Nature Walk Account, and the Board Reserve Account. However, expenses to consider are completing the Fleming Nature Walk repairs; replacing the south wing roof; parking lots lighting; and redoing the Social Hall.

**D. Minister, DRE, Church Administrator, Custodian 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. Jennifer Riley, Church Administrator, also sent her report electronically and included the Caretaker's report...

**E. Board Reports**

1. **Inreach** – David Keel distributed the Inreach Portfolio's budget requests
2. **Operations** – Dickens announced that Rob McKenna had agreed to chair the B&G Committee. Dickens asked Penny Reid to give a report on East Nassau. Reid announced that the East Nassau Summer Series program had been advertised as a PSA as well as through a newspaper ad. She stated that the program was doing well.
3. **Outreach** – No Report.
4. **Stewardship** –No Report...
5. **HR Committee** – No Report.
6. **Finance Committee** – The Finance Committee minutes prepared by Tom Larson were sent to the Board as an information item only. There were a few clarification questions which Larson addressed.
7. **Staffing Task Force** – The final 2017 Staffing Task Force report was presented to the Board by its chair, Tom Larson. The report was offered for Board discussion and to provide a Q & A period. It was explained that there was no expectation by the task force for the Board to take action at the August meeting but rather to allow for a period of time for the Board to consider the recommendations and then take action at the September Board meeting. The recommendations were explained in detail and most specifically those dealing with adding staff and budgetary matters since Board action will impact the Capital Campaign and the 2018 budget. This item will be on the September agenda for action.
8. **Triennial Survey** – Bond distributed the Triennial Member Survey Task Force report electronically ahead of the meeting. She also gave a summary of the marketing plan and the survey's roll out dates.
9. **Vision Task Force** – Dickens addressed his plan to inform the congregation about the results of the mini survey under IV. A. President's Report above.

**IV. OLD BUSINESS**

**A. Mission Funding** – Larson presented the Mission Funding Team Report addressing the team's recommendations related to the 2018 funding effort. The report included the team's strategy of continuing the three-year cycle that had been established in 2014; dates for campaign kickoff and congregational approval; the mission budget vision; the 2018 goals which will require about \$325,000 commitments; and campaign visual displays. The report also included each team member's responsibilities and proposed dates for conducting the campaign.

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The proposed dates are as follows:

September	3 11	Budget requests are due <b>Mission Funding Team, Finance Committee and Board make their Financial Commitments</b>
October	1 8 28	Phillip gives Sermon on the Amount Celebration Event kicks off the Campaign Finance Committee holds Budget Workshop
November	6 13 21	<b>Finance Committee presents Mission Budget to Board</b> <b>Board adopts a Budget</b> <b>Board sends notice of 12/10/17 Congregational Meeting</b>
December	22 10	Finance Committee sends budget detail to congregation <b>Congregational Meeting</b>

**MOTION: (Bond/McKenzie) – To, as presented by the Mission Funding Team,**

1. Approve proposed dates
2. Pull on the Mission Funding Team for updates and visual displays.
3. Each make his/her own Financial Commitments early.
4. Have Portfolio Leaders ensure their committees make Mission Budget requests, including those committees without a chair.
5. Decide the start date for the Capital Campaign and how the Capital Committee should coordinate with the Mission Funding Team.
6. Attend the Mission Budget Workshop on October 28.

Adopted 4-0.

**B. LDC Proposal –** Karen Kempf went over the LDC Report which addressed the LDC's accomplishment of goals set for completion in 2017. Kempf stated that the LDC would be recommending potential candidates for Board members as well as continuing the process of creating an adult education model. The adult education model would be covered through a new committee titled Community Growth, and would combine the LDC charge and add adult education and religious education program responsibilities. Kempf asked Jennifer Tucker to present the Community Growth Committee (CGC) proposal.

Tucker introduced the CGC proposal and explained the committee's mission and function. Tucker explained that the committee would continue to be responsible for recommending to the Board potential Board and committee leaders; continue to offer the Journey workshops designed to enhance leadership skills; and add adult education opportunities including setting dates and coordinating the events. She added that this new committee would incorporate adult religious education.

According to Tucker, having classes and workshops beyond the Journey program would offer opportunities for members who participate to interact sufficiently with each other to create an environment wherein participation could be observed and potential leaders identified. This committee's leadership would work closely with the Membership Committee to identify volunteering opportunities for new members.

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It was noted that the committee used Adult Education and Adult Religious Education interchangeably and that the two were not the same. Adult Education covers more general types of topics whereas Adult Religious Education is more focused on spiritual development. It was also indicated that Adult Religious Education should be a committee on its own merit given that there was a committee addressing the religious/spiritual needs of children and youth (CYREC) and there should be a religious education committee (AREC) specifically focused on adult religious/spiritual and faith development.

It was further noted that the Staffing Task Force was recommending that the Church move toward hiring a Lifespan Religious Director (LRD) who would coordinate with both the CYREC and the AREC to design and offer a continuous religious education program to cover faith development needs throughout the lifespan. It was further noted that there already is a CYREC and that the Board had already approved the AREC there being therefore no need to duplicate AREC programming under the newly proposed committee.

No consensus was reached and the Board was not ready to take action. Tucker and Kempf agreed to meet with Baber to further discuss the proposal and attempt to reach some type of compromise regarding what the focus of the new committee should be. According to Jennifer Tucker's notes, it was also agreed that a meeting would take place with Phillip Baber, David Keel, Tom Larson, Lois Hoeft and Jennifer Tucker to further discuss the proposal. Additionally, according to Tucker's notes, Larson stated that he would remain as a member of the LDC. The proposal will be on the September agenda for final action.

- C. Capital Campaign** – The Capital Campaign Task Force charter was presented. After some discussion related to its membership it was agreed to make some changes to the proposed charter. Mary Carter's name was added as consultant; additional task/goal was added to read: 4. Coordinate with UUS Stewardship, Bill Clontz; and the group function wording was changed to read: The Capital Campaign Task Force will organize and administer a capital campaign drive to raise the funds necessary to complete the capital improvement plan.

**MOTION: (Bond/Keel)** – To adopt the charter as amended. Adopted 4-0

- D. South Wing Roof** – McKenzie informed the Board that it has been hard to get a second bid for the roof replacement. She stated that David Laffitte suggested that the Board use the BB&G 2015 bid to replace/repair the south wing roof and breezeways as that was a legitimate way to understanding if the current bid was reasonable. The Board agreed that the south wing roof was in dire need of replacement and there was urgency to taking care of it sooner rather than later. The Board discussed how to pay for the cost of replacing the roof and it was decided that the Board would use available funds from the Board reserves and Capital Campaign accounts.

McKenzie stated that if the Board accepted Laffitte's suggestion, he could then begin to obtain references. It was agreed that the Task Force that Dickens had planned to create could help with the review. Suggested members were Donald Lohman, David Laffitte, Kathleen McKenzie, David Shacter, Melody Shacter, Lois Hoeft, David Keel, Chris Lippincott, and Robert McKennon.

**MOTION: (Reid/Keel)** -To use the BB&G 2015 bid to replace/repair the south wing roof and breezeways as the second bid to compare with the Turnkey Construction bid of \$65,750 + 10% overrun costs. Adopted 4-0.

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- E. **Fleming Nature Walk** – Work on the Fleming Nature Work had begun. Dickens reported that the gate that had been placed in the lower parking lot to keep people from stealing the materials bought for repairs had been broken. He stated that he would follow up on that and make sure that it would be replaced.
- F. **Printer Report** – Tabled
- G. **Tech Team** – Larson had sent an electronic report of the Tech Team minutes to keep the Board informed of the issues the team was addressing.

**V. NEW BUSINESS**

- A. **Policies Proposals** – Three proposed policies were presented to the Board for action.

- 1. **New Member Data Retention**

- MOTION: (Bond/ McKenzie)** – To adopt the membership data retention policy such that original paper forms containing new member data are securely stored in the Church Administrator's office. The Church Administrator is to create electronic copies of such forms and store them in a secure location accessible to individuals authorized by the Board. Adopted 4-0.

- 2. **Resigning Member Data Collection**

- MOTION: (Bond/Reid)** – To adopt the Data Collection from UUCJ Members Who Resign Policy such that in the event that a UUCJ member (as defined by UUCJ by-laws) explicitly requests to terminate his/her UUCJ membership, UUCJ will retain an electronic copy of the request.

- If the resigning member does not indicate the reason for termination, UUCJ will send the resigning member a letter specifically asking the reason(s) for choosing to terminate membership.

- The Church Administrator is to electronically save and file all communications related to reasons given by members for termination, and is to communicate related pertinent information to the Minister, the UUCJ Membership Committee, and to the Board President who may decide to share such information with the Board.

- The Church Administrator is to make the appropriate changes to membership status in UUCJ's Church Management System (CMS), and is to allow access to such information to individuals authorized by the Board.

- 3. **Guest Speaker Remuneration**

- MOTION: (Bond/ Reid)** – To adopt the remuneration of guest s speakers policy such that a guest speaker may be offered an honorarium in an amount determined by the UUCJ Worship Committee. The guest speaker may accept it or donate it to UUCJ.

- Should the speaker accept the honorarium, it will be paid from the Worship Committee budget. If the guest speaker declines the honorarium, no funds will be drawn from the Worship Committee budget.

- In the event a guest speaker expresses an intention to donate the honorarium to the Church, an UUCJ check will be cut and given to the speaker who can then sign it over

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and return it to UUCJ. The donated funds will be credited, unless otherwise indicated by the speaker, to the Worship Committee Budget.

Should the guest speaker requests that UUCJ donate the honorarium to another cause or organization, UUCJ will honor the speaker's request only if the proposed recipient of the donation is one of UUCJ's designated Special Collection organizations for the current year. If the guest speaker agrees, the check is to be signed over to UUCJ and the donation is to be credited to the Special Collection fund.

In the event that guest speakers donate the honorarium to the Church or to a UUCJ special collection recipient, the donation will be credited to the appropriate committee in a timely fashion.

It will be the responsibility of the Worship Committee to ascertain whether it is the intent of the guest speaker to retain the honorarium or to donate the honorarium either directly to the Church or to an approved UUCJ Special Collection recipient on the donor's behalf. Adopted 4-0.

**B. Other – Roof Task Force**

**MOTION: (Keel/Reid)** – To authorize a Roof Task Force and provide it with a charge. Adopted 4-0.

**VI. Announcements**

- 2018 Committee Charters – Committees need to start working on the 2018 Charter Goals and update members if necessary.
- Leadership List – Committees need to review and update the membership list
- Next Board Meeting – September 11, 2017
- September Opening Words – Laura TaVoularis

**VII. ADJOURNMENT**

**MOTION: (Bond/McKenzie)** – To adjourn. Approved 4-0.

There being no further business the meeting was adjourned at 9:31 p.m.

Respectfully Submitted,

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Tessie Bond, Secretary