

**Unitarian Universalist Church of Jacksonville**  
**Board Meeting Minutes**  
**October 2, 2017**

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

**ABSENT:** Penny Reid

**OTHERS IN ATTENDANCE:** Mary Kramek, and Tom Larson

**ORDER OF BUSINESS**

I. **CALL TO ORDER/OPENING WORDS** – The meeting was called to order at 6:04 p.m. by Mark Dickens, President. Dickens offered the opening words.

II. **APPROVAL OF MINUTES**

**MOTION: (Bond/McKenzie)** - To approve the Board meeting minutes of September 18, 2017. 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 well as her summary report.

McKenzie reported that we have \$193, 604 in bank accounts which is down from \$235,120 as reported in June. She also reported that we have \$20,119 in the Fleming Nature Walk Fund held by UUA. Additionally, she stated that the church has \$25,750 in Board reserve restricted account to be used for extraordinary expenses. Related to the Capital Campaign Reserve account she noted that it has \$126,202 including about \$78,000 from the more recent Fleming donation, \$27,000 carried over from last year's Board reserve, and about \$5,000 in direct donations to the capital campaign made by congregants.

According to McKenzie, the contractor hired to repair the Fleming Nature Walk has been paid 2/3 of the total allocated funds since he had completed 50% of the job.

McKenzie reminded everyone that the roof replacement cost would very likely be more than \$78,000, and stated that she, David Laffitte and Kim Larsen would be meeting with the roofing contractor to review the final contract.

The Board discussed the options available to cover the cost of the roof replacement: 1) secure a loan from the Foundation; 2) initiate a roof replacement campaign and ask the congregation to donate to it, and/or, 3) talk to the Fleming Family and ask if previously donated funds could be used to pay for the roof replacement. It was agreed that there would not be a roof replacement campaign, and instead, David Keel would ask the Foundation leadership about the loan, and Phillip Baber would speak to the Fleming family.

**D. Minister, DRE, Church Administrator, Custodian and Church Utilization Reports** – Baber, Jennifer Riley, and Tyler Burley distributed their reports electronically.

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Baber addressed his report briefly and clarified the data in his Sunday Count report. It was noted that when zeroes are included in the count, the average number is incorrect. It was suggested that instead of including a zero within specific categories it would be more appropriate to state N/A (not applicable) so the average count would be more accurate. Baber stated he would revise the count form. Baber was asked to provide more detailed information when reporting that he had met with someone thus keeping the Board abreast of issues covered. Baber agreed.

Baber brought the Board attention to Burley's request to be allowed to work an additional 10 hours per week for the next two pay periods so that he could meet additional obligations related upcoming events and activities.

**MOTION: (Ramey/Keel)** – Increase to 20 hours, 10 hours per pay period, for the next two pay periods. Adopted 5-0.

Jennifer Riley, Church Administrator, informed the Board that quite a few people were using her personal cell phone on a regular basis for contacting her. Riley suggested that it might be appropriate to issue church cell phones to some of the staff. This suggestion was tabled.

Leslie Gould requested the Board to change her job title from custodian to sexton.

**MOTION: (Bond/Ramey):** Change the custodian's job title from custodian to sexton. Defeated 0-5.

**E. Board Reports**

1. **Inreach** – No Report
2. **Operations** – No Report
3. **Outreach** – No Report.
4. **Stewardship** –No Report.
5. **East Nassau** – No Report.
6. **HR Committee** – No Report.
7. **Finance Committee** – Minutes were electronically provided to the Board as information.
8. **Mission Funding** – Tom Larson provided the Board a first draft summary of the proposed 2018 income and expense budget which detailed financial allocation by line item and which compared the 2018 proposed budget to the 2017 budget. Larson's report also included the finance process documentation priorities. Larson announced that the upcoming Budget Workshop was scheduled for Saturday, October 28, and Board members are asked to attend.
9. **Triennial Survey** – Tessie Bond submitted the Triennial Members Survey report electronically, and highlighted that out of the 246 population base, there were 149 responses, or 60%. Bond also announced that 90 individuals had participated in the raffle, and that Church member Ray Tierney had won the two tickets to the Alhambra Theater production of the Addams Family Comedy. Bond informed the Board that approximately 98 Hugs and Kisses candy bags had been distributed in the Social Hall and 16 such bags had been given to Nassau for distribution.

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Bond asked for guidance from the Board as to what the next steps should be. It was suggested that the task force discuss this issue with Mike Plummer and follow his recommendations. Bond stated that she would follow up with Plummer and contact Lois Hoeft, COM Chair, to include that committee on the development of the next steps.

**10. Vision Task Force –No Report**

**IV. OLD BUSINESS**

- A. Tech Team Charter** – The Tech Team charter was presented to the Board for adoption. It was noted that the charter did not include recording and broadcasting church services; managing video and audio delivery; or video monitors. The Board agreed to approve the charter provided those items were included in the final charter.

**MOTION: (Bond/McKenzie)** – To approve the charter submitted by the Tech Team to include recording and broadcasting services, and managing video and audio delivery to the Group Function and to the Goals/Tasks section. Adopted 5-0.

- B. Staffing Task Force** – The Staffing Task Force recommendations agreed to at the September 18 meeting were brought up for further discussion. It was deemed that changes to the original task force recommendations made and adopted at the September 18 meeting were done in a hurry and without thorough consideration of the contributions made by committee leaders, volunteers, church members, and Board members present at the January 28, 2017 workshop, as well as the staff's written function and task analyses and interviews. It was agreed that it would be prudent to simply accept the original task force report; have the entire task force meet with Baber to revisit recommendations and priorities, and; agree on recommendations and priorities to be then adopted by the Board at their next meeting.

**MOTION: (McKenzie/Bond)** – To adopt the Staffing Task Force recommendations as amended at the September 18, 2017 meeting. Failed 0-5.

**MOTION: (McKenzie/Bond)** – To accept the Staffing Task Force report as presented for the first time to the Board on August 7, 2017 for review. Adopted 5-0.

Bond stated that within the recommendations document, the HR Committee had been mentioned several times in relation to the creation of job descriptions and assessment instruments as well as other personnel matters, but that the HR Committee itself had never been defined as to its function and duties.

**MOTION: (Bond/McKenzie)** – To ask the HR Committee, as a sub-committee of the Board, to create a document of essential duties and present it to the Board for adoption. Adopted 5-0.

- C. UUCJ By-Laws Amendments** – Bond stated that the task force would continue to review the current set of By-Laws and would send them to the Board when ready.

***Mark Dickens invited David Raye to speak to the Board regarding the establishment of a communications committee. Since addressing a communications committee was not on the agenda, the Board agreed to deviate from the agenda and allow Raye to address the Board.***

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*Dickens stated that there was general agreement on the need for a Communications Committee. Dickens said that he had spoken with Raye about the possibility of Raye becoming part of the Communications Committee and helping write the committee's charter. Raye addressed the Board and described his background, his areas of expertise and how he could help develop the Communications Committee.*

*It was noted that 1) the Board had not approved the creation of a communications committee; 2) if the committee were to be approved, the Board would have to establish the committee's function; 3) a communications director position was being proposed to the Board by the Staffing Task Force pending available funds; 4) if a communications director were to be hired, that person would very likely establish the committee, outline a charter, and present the charter to the Board for approval; 5) a communications committee chair and members would report to the communications director; and 6) the Board needed to wait until the funds to hire a communications director were available before making any decision regarding how to proceed.*

*The Board thanked Raye for his presentation and his willingness to volunteer to serve in the area of communication.*

- A. Board Composition and Structure** – For the benefit of the newer Board members, Bond explained, and went over the timeline of, how the current portfolio structure of the Board came to be. Bond also went over the original rationale and intention of the portfolio structure. According to Bond, the portfolio structure has not been given sufficient time to either succeed or fail due to not having had meaningful training of portfolio leaders as to how essential their jobs were to ensure the structure's success.

Bond also explained that the Church's By-Laws had been approved in December 2015, and because the portfolio structure had not been approved until 2016, there was nothing in the By-Laws authorizing the structure or delineating portfolio leaders' responsibilities. Not having those two issues in the By-Laws had created a situation whereby one of the elected Board members would be responsible for two portfolios since there were eight jobs to be carried out by the Board, but only seven Board members. Bond summarized her presentation by stating that the current portfolio structure needed to remain as part of the elected board as a matter of accountability; the portfolio structure needed to be given a chance to either succeed or fail on its own merit; the By-Laws needed to be updated to include the structure and assign portfolio leaders' responsibilities; and lastly, the Board composition needed to be increased by at least one more member so that no one on the Board would have to be responsible for two jobs. Bond also stated that there should be portfolio leader training, perhaps under the auspices of the LDC.

Dickens proposed a different Church leadership structure. That proposal would reduce the current Board leadership from seven elected members and the minister, to five elected members and the minister. This smaller Board would be considered a policy board; would not include the portfolio leaders; and only address policy matters. Portfolio Leaders would become part of another newly created board considered to be an operations board, and which would deal with the supervision and management of the portfolio structure and committees. Portfolio leaders would be invited to Board meetings from time to time to give a 10-15 minute report to the Board regarding their portfolio.

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The pros and cons of establishing a five-member board were discussed. Bond went on record as stating that she would not support such a board because the secondary board members' were not elected by the congregation; it was not clear as to whom they would be accountable; such an arrangement had been somewhat tried before and did not work well; and creating such a drastic change when we have not had an opportunity to settle into a working structure as we transition to a program church would create too much upheaval. Other Board members expressed some support for a five-member board, and some did not.

**MOTION: (Bond/Keel)** – To establish a task force to study the viability of moving the Church to a policy board governance model. Adopted 5-0.

After the vote it was agreed that changing the current board governance structure to a five-member board by November, 2017, was not realistic and that the task force should take its time in 2018 to study the issue and come back to the Board with recommendations based on the task force's findings.

**D. Vision and Mission Statements Board Approval** – Tabled

**E. Vision and Mission Congregational Adoption** – Tabled

**F. Bulletin Boards** – Tabled

**G. LDC Proposal** – No Report

**H. Capital Campaign** – Laura TaVoularis and Baber will meet to review the charter, and draft an action plan.

**I. South Wing Roof** - Discussed under III. Reports C. Treasurer's Report.

**J. Fleming Nature Walk** - Discussed under III. Reports C. Treasurer's Report.

**K. Printer Report** - Tabled

**L. Other**

**V. NEW BUSINESS**

**A. Congregational Meeting** – Tabled. Will be brought back to the November Board meeting.

**VI. Announcements**

- Next Board Meeting – November 6, 2017
- November Opening Words – David Keel

**VII. ADJOURNMENT**

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

There being no further business the meeting was adjourned at 9:46 p.m.

Respectfully Submitted,

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Tessie Bond, Secretary