

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

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

ABSENT: Laurie Mai and John White

OTHERS IN ATTENDANCE: Tessie Bond as Acting Secretary, David Keel, and Jennifer Riley

ORDER OF BUSINESS

I. **CALL TO ORDER** – The meeting was called to order at 1:14 p.m. by Mark Dickens, President.

II. **APPROVAL OF MINUTES**

MOTION: (Bond/ Ramey) - To approve the Board meeting minutes of December 4, 2017.
Approved 4-0.

III. **SELECTION OF BOARD OFFICERS AND PORTFOLIO LEADERS**

The Board members were presented with a document describing the job expectations for each of the officers and portfolio leaders as per the UUCJ By-Laws.

President	-	Mark Dickens
Vice President	-	Penny Reid
Treasurer	-	Laura TaVoularis
Secretary	-	John White
Inreach Portfolio	-	Christina Ramey
Operations Portfolio	-	David Keel
Outreach Portfolio	-	Laurie Mai
Stewardship Portfolio	-	Carolyn Fields

IV. **2018 SCHEDULES**

A. The 2018 Board meeting schedule was presented indicating that the Board would meet the first Monday of the month with the exception of January and September. The Board decided to have their first meeting on Tuesday, January 9, 2018 in the Fletcher Room and adopt the Board meeting schedule for the remainder of the year at that meeting. It was brought to their attention that the suggested date for the 2018 Congregational Meeting was Sunday, December 16, 2018.

The members' Opening Words schedule was also provided for their consideration.

V. **REVIEW OF UNFINISHED BUSINESS**

- A. **Roof Replacement** – Dickens informed the Board that he, David Laffitte and Kim Larsen would be setting up a meeting with the roof contractor to finalize the contract and get started on the roof replacement
- B. **Security Cameras** – It was reported that Tammy Tibbles had purchased the security cameras that had been previously approved by the Campus Renewal Committee. Rob McKennon, the Chair of the B & G Committee and Chair of the Tech Team evaluated the quality of the cameras and endorsed the purchase. It was agreed that Tibbles should be reimbursed. Reimbursement will come from donations; one made by an anonymous donor for \$300, and a \$100 donation by David Keel.

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MOTION: (Reid/Ramey) – To reimburse Tammy Tibble for the cost of the Security cameras she had purchased for UUCJ. Adopted 4-0.

C. **Other Unfinished Issues** – A short list of items begun but not finished by the 2017 Board were brought to the Board's attention:

- The Board Governance Task Force needs appointment of leadership and members.
- The Church Safety Task Force needs appointment of leadership and members.
- The Keepers of the Church procedures need to be finalized.
- The lighting plan designed by David Laffitte needs to be updated and brought back to the Board.
- Completion of data migration to the Cloud; establishment of a cyber security plan; and upgrading of streaming software needs to be finalized.

VI. JANUARY 20, 2018 BOARD RETREAT – The board retreat was discussed as to time, place, and agenda. It will take place at Dickens' home and there will be a potluck lunch. Some suggested agenda topics are:

- Discussion on what is a program church
- Presentation of Portfolio Structure and the job tasks of portfolio and committee leaders
- Church Governance
- COM and Triennial Task Force recommendations
- Creation of a 12-month calendar

More detailed plans about the retreat will be made at the January 9, 2018 meeting.

VII. Check Signing Authority – TaVoularis informed the Board that the previous Board had placed check signing authority on three UUCJ Board officers and since the Board had new Board members, there would be a need to designate the three members who will be able to sign checks on behalf of the Church.

MOTION: (Reid/Ramey) – To authorize the UUCJ Board President, Mark Dickens, the UUCJ Board Treasurer, Laura TaVoularis, and the UUCJ Board Secretary, John White, to sign checks on behalf of the Unitarian Universalist Church of Jacksonville. Adopted 4-0.

VIII. Adjournment – There being no further business the meeting was adjourned at 1:53.

Respectfully Submitted,

Tessie Bond, Acting Board Secretary