

**Unitarian Universalist Church of Jacksonville
Board Meeting Minutes
November 6, 2017**

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

ABSENT: None

OTHERS IN ATTENDANCE: Gene Gronk, Tom Larson, Rob McKennon, David Raye, and Barbara Robinson

ORDER OF BUSINESS

I. **CALL TO ORDER/OPENING WORDS** – The meeting was called to order at 6:03 p.m. by Mark Dickens, President. David Keel offered the opening words.

II. **APPROVAL OF MINUTES**

MOTION: (Bond/ McKenzie) - To approve the Board meeting minutes of October 2, 2017. Approved 6-0.

III. **REPORTS**

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

Bond asked the Board if all the reports could be skipped with the exception of the Treasurer's report given that all available reports had been sent out electronically and because the agenda was so long due to decisions that needed to be made related to the upcoming congregational meeting deadlines. Phillip Baber also agreed to omit his report provided the Board would go into executive session at some point during the meeting. The Board agreed to go into executive session once the agenda had been completed.

- C. **Treasurer's Report** – McKenzie sent the Treasurer's Power Church electronic reports and the summary report ahead of the meeting.

The Treasurer's Summary Report, among several items, included:

- Showing \$215,413.19 in bank accounts.
- The depletion of the Fleming Fund to care for the Fleming Nature Walk with the last payment mostly made from the Board Reserve account, leaving \$16,684.27 in that account.
- Showing an adjusted balance with which on-going expenses can be paid to be \$37,905.28.
- Indicating that 2017 prepaid pledges of \$20,926.07 had been moved to the income line item of the I&E 01 fund to make those funds available to start 2018.
- Specifying that there are \$126,202.26 in the Capital Campaign Reserve Account.
- Stating that \$92,514.20 is still owed on the Sewage Loan.

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- Reporting that the contractor for renewing the Fleming Nature Walk had been paid in full.
- A reminder that replacing the south wing roof will cost more than \$78,000; adding that work on the roof would begin mid-December.

McKenzie suggested that the nature walk needed to be re-dedicated. She also asked that the dedication sign that used to be displayed by the walk be found and be returned to its original place.

Baber will write a letter to the Fleming family informing them that the repairs to the walk had been completed.

Dickens will write a letter to Sonny thanking him for a job well done.

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

E. Board Reports

1. **Inreach** – No Report
2. **Operations** – Sent electronically
3. **Outreach** – Sent electronically.
4. **Stewardship** – Sent electronically
5. **East Nassau** – Sent electronically
6. **HR Committee** – No Report.
7. **Finance Committee** – Sent electronically
8. **Mission Funding** – Sent electronically
9. **Triennial Survey** – Sent electronically
10. **Vision Task Force** –No Report

IV. OLD BUSINESS

- A. Leadership List** – The Portfolio Leaders are in the process of updating the list. The Special Events Committee will be removed from the list. Dickens stated that the list will be published in the Social Room without showing phone numbers or e-addresses. Although task forces are not typically listed on the leadership list, Dickens requested that the Capital Campaign Task Force be added to the document because the capital campaign would be spanning several years.
- B. Tech Team Charter** – The Board was advised that the Tech Team charter had been edited and updated as amended by the Board. The charter will be included in the master document.

The Tech Team co-chairs, Gene Gronk and Rob McKennon addressed the board regarding the planned movement of data onto the cloud; how the data would be accessed; the cost; and other related matters. Also addressed was the need to upgrade necessary software. A more detailed plan will be brought back to the Board for approval.

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C, COM Charter Approval – Bond presented the updated 2018 COM Charter on behalf of the COM. Bond explained that the charter previously brought to the Board did not include all of the COM 2018 members which the updated one does.

MOTION: (Bond/Keel) – To approve the updated 2018 COM Charter. Adopted 6-0.

D. HR Committee Duties – The Board, at its Board meeting of October 2, 2017, charged McKenzie with presenting to the Board at its November Board meeting a document specifying HR Committee responsibilities. McKenzie submitted a document titled UUCJ Personnel Committee identifying that committee's responsibilities and asked the Board to adopt it. McKenzie explained the HR matters are handled by staff and should not be the responsibility of a Board's committee. A Personnel Committee, on the other hand, focuses on hiring great employees, treating existing employees well, and ensuring compliance with the relevant employment laws. She asked the Board to change the Board's HR Committee's name to Personnel Committee and to adopt such a committee's responsibilities as provided. The committee's members would be the Board President, Vice President, and Treasurer

MOTION- (McKenzie/Bond) – To designate the current unnamed HR Committee as the UUCJ Personnel Committee and approve its purpose, membership and responsibilities. Adopted 6-0

E. Staffing Task Force – The Staffing Task Force presented its final 2017 Staffing Report of October 28, 2017. Among the recommendations agreed to by task force members and Baber were:

1. [Changes to Church governance to improve staff effectiveness Board.](#)
2. Enhance Board Vice President responsibilities related to personnel practices.
3. Charge the Board with writing function statements for charters.
4. Expand Tech Team responsibilities.
5. Establish a PowerChurch help desk role.
6. Specify Portfolio Leaders responsibilities to include bulletin board upkeep and mentoring.
7. Include SMART goals in staff letters of agreement; and develop meaningful performance reviews tools.
8. Update staff job descriptions.
9. Change and clarify job responsibilities as necessary: Church Administrator, Bookkeeper, Committee Chairs, Membership Committee, and Minister.
10. Add staff as funds become available:.
11. Music Director (Priority 1).
12. Communications Director (Priority 2).
13. Caretaking Funds (Priority 3).
14. Volunteer Coordinator and Lifespan Religious Director (Priority 4).
15. Amend Church By-Laws to implement Board decisions

MOTION: (Bond/Reid) – To accept the Staffing Task Force recommendations as presented. Adopted 6-0.

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- F. 2018 Mission Budget** – Tom Larson presented the proposed 2018 Mission Budget. Larson went over the charts which included line items showing the budget owner, the 2017 funding, and the proposed 2018 funding. The chart also included a column displaying the cost of hiring staff as per the recommendations of the Staffing Task Force clearly indicating that there were not enough financial pledges to ensure funding the proposed new staff.

MOTION: (Bond/Ramey) – To approve the 2018 Mission budget as presented. Adopted 6-0.

The Board discussed the manner of presentation to the congregation at the Congregational Meeting. It was decided that there would be a one page document titled UNFUNDED PROGRAMS identifying the proposed new staff and committee funding requests for which there are no funds available. The Board directed edits be made to the document that was part of the Finance Committee's report to the Board. The staff positions were to be listed simply in the following order: Music Director Stipend, Communications Director, Caretaking Cleaning Service, Volunteer Coordinator, Lifespan Religious Director, and Music Director position.

- G. Function Statements** – Baber recommended two new committees and included a proposed function statement for each.

MOTION: (Bond/Ramey) – To approve the 2018 Adult Religious Education Committee (AREC) Charter and function statement. Adopted 6-0.

MOTION: (Bond/Ramey) – To approve the 2018 Congregational Life Committee Charter and function statement. Adopted 6-0.

- H. UUCJ By-Laws** – Bond distributed the proposed By-Laws amendments to the Board for information. The By-Laws will be presented to the congregation for adoption at the December 10, 2017 Congregational Meeting.

The By-Laws Task Force members who crafted the amendments were Tessie Bond (Chair), Phillip Baber, Tom Larson, and Kathleen McKenzie based on the Staffing Task Force recommendations, and Board adoption of the Portfolio Committee Structure in January 2016, and February 2016. Bond added that she had consulted with Lois Hoeft, 2016 Board President regarding the portfolio structure and Hoeft stated that she favored the amendments.

- I. Congregational Meeting Agenda** – Bond presented the agenda for the Congregational Meeting scheduled for Sunday, December 10, 2017. Bond explained that the Board needed to approve the agenda because as per the By-Laws, the notice, agenda, and applicable documents needed to be available to the congregation by no later than November 26, 2017. All documents needed to be sent out electronically to congregants via e-mail, and accessible at the website. Hard copies of the documents also needed to be mailed to congregants without access to a computer. Bond noted that the items requiring a vote were the December 4, 2016 Congregational Meeting Minutes; the By-Laws amendments; the proposed Mission 2018 Budget, and the election of new Board members.

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MOTION: (Bond/McKenzie) – To approve the December 10, 2017 Congregational Meeting Agenda, and the 2018 Board Meeting Agenda.

Dickens asked to add to the agenda proposed vision and mission statements for introduction to the congregation, discussion and an adoption vote. Bond explained that the congregational meeting was not the right venue to present the vision and mission statements for discussion and a vote. Bond suggested that the proper venue for discussing vision and mission statements would be a townhall to allow for extensive comments and feedback by members. Additionally, Bond said that the task force charged with crafting those statements, and the Board had not yet seen all of them and had not had an opportunity to discuss, debate, or provide feedback prior to sharing them with the congregation.

There was further discussion on the content of the Congregational Meeting agenda.

MOTION: (Reid/Bond) – Call the question. Adopted 6-0.

The question having been called, debate on the original motion was closed and a vote to approve the December 10, 2017 Congregational Meeting Agenda, and the 2018 Board Meeting Agenda was called. The original motion was re-stated:

MOTION: (Bond/McKenzie) – To approve the December 10, 2017 Congregational Meeting Agenda, and the 2018 Board Meeting Agenda. Adopted 6-0.

Bond brought the Board's attention to the document outlining the steps to be taken for conducting a smooth congregational meeting, and asked Board members to look it over and let her know if she needed to make any changes.

- J. Church Safety Task Force** – It was noted that there had been a Safety Task Force chaired by Lois Hoefft and it was suggested that Lois be contacted to determine what all had the task force completed. Reid agreed to contact Hoefft.
- K. Vision and Mission Statements Board Approval-** Tabled October 2. Not presented to the Board for approval.
- L. Vision and Mission Congregational Adoption** – Tabled October 2. Not presented to the Board for action.
- M. Capital Campaign** – It was noted that the Capital Campaign lacks a Chair and that it needs to get started.
- N. South Wing Roof** – McKenzie informed the Board that the contract was ready for signatures probably by the end of the week. According to McKenzie work will begin in mid-December. She stated that the South wing would need to be closed for two to four weeks.
- O. Fleming Nature Walk** – discussed under the Treasurer's Report above.

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V. NEW BUSINESS

- A. 2018 Board Retreat** – The Board typically has had a Board Retreat at the end of a year or beginning of a new year. There was no retreat in 2017. It was recommended that the Board hold a retreat in January with returning and new Board members to plan for 2018.

MOTION: (Bond/Ramey) – To schedule the 2018 Board Retreat Saturday, January 20, 2018 from 9:00 to Noon. Adopted 6-0.

- B. On-Campus Petition Distributions** – Baber stated that he was concerned with the ability of anyone wishing to distribute petitions on UUCJ grounds during or immediately following a service being able to do so without any kind of control. He asked the Board to create a policy that would require prior approval for seeking signatures on petitions.

MOTION: (Bond/Ramey) – Requests to distribute petitions on UUCJ grounds during Or immediately following a worship service must be pre-approved by the Minister or designee. Adopted 6-0.

- C. Amazon/Smile** – Dickens explained the purpose of Amazon Smile and asked the members to look into it as they may be interested in participating in the program. It was noted that in order for UUCJ to receive charity dollars from Amazon, the Church needed to register. Dickens will look into the registration process.

- D. Architectural Drawings in Social Room** – McKenzie asked who had authorized Jennifer Tucker to take down the architectural drawings that have been displayed on the south wall in the Social Room. Dickens said he had approved it and stated that it had been under his own authority when asked under what authority he had approved it.

McKenzie reminded everyone that the Board had paid for the renderings out of the Fleming Fund and also said that it did not make any sense to her to take them down when the Church would be initiating a capital campaign. McKenzie expressed frustration because she was told that the renderings were in Dicken's garage and she asked that they be brought back to the Church.

McKenzie stated that she and David Laffitte had been offended by not being informed or consulted about taking down the architectural renderings and the wooden brackets that held them since they had been the ones who had installed them originally.

Phillip Baber suggested that the renderings be returned and replaced on the south wall of the Social Hall

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VI. ANNOUNCEMENTS

- **Phillips's Assessment** – December 20, at 10:00 A.M.
- **Next Board Meeting** – December 4, 2017
- **December Opening Words** – Penny Reid
- **Other** – David Raye presented a list of tasks to be performed by a communications Committee. The Board has not offered a function for that committee as of yet.

MOTION: (Bond/McKenzie) – To place the Board in executive session.
Adopted 6-0.

The Board went into executive session at 8:50 p.m. to discuss confidential matters.

MOTION: (Bond/McKenzie) – To end Board executive session. Adopted 6-0.

The Board ended its executive session at 9:32p.m.

VII. ADJOURNMENT

MOTION: (Bond/McKenzie) – To adjourn. Approved 6-0.

There being no further business the meeting was adjourned at 9:38 p.m.

Respectfully Submitted,

Tessie Bond, Secretary