

MINUTES

Unitarian Universalist Church of Jacksonville Board Meeting January 9, 2018 at 6:00 PM Fletcher Room, UUCJ

Present: Phillip Baber, Mark Dickens, Carolyn Fields, Laurie Mae, Christina Ramey, Penny Reid, Laura TaVoularis, John White

Absent: n/a

Call to Order

- Meeting called to order and chalice lit at 6:15 by Penny Reid (Mark Dickens stuck in traffic).

Opening Words

- Phillip Baber, TS Eliot: The end is the beginning.

Approval of Minutes – December 10, 2017

John White

Approved with No changes

- Motion to approve Penny, Laura Second, Approved by unanimous vote

Reports –

President's Report

Security: JSO came out to talk about camera placement and the forming of a security team. Note that Jake Merman served as an MP. Dickens asked if Merman would consider leading security team. Discussions under way.

Septic Tank Issue:

Project completed.

Plumber was on campus this morning (1-9-18) for sewer issue. Tyler greeted him/her and granted access to facilities.

- Questions posed (Laura): Who signed for contract? How much spent? From what source is it to be paid? Who paid for work performed? Laura is only person with ability to sign checks. Church credit card?
- Dickens noted: We chose lower option re septic tank (to seal rather than to remove). Building and grounds should have more details.
- Task list item created to get feedback/data on questions above (Tyler, David, Rob)

Dickens: a goal would be to have portfolio leader to note problem, get quotes for solving problem, bring that to Board for approval and funds (if applicable). We should have a report from portfolio leaders, especially when big items arise. Bylaws are where portfolio leader descriptions/duties are listed.

Septic tank issue demonstrates need for drafting a policy on large expense items: what contractors and qualifications, whom to contact for signing contracts (*Task: David to work with Jennifer on drafting said policy*)

Mark appreciates cc via emails related to UUCJ business to ensure proper communications.

Vice President's Report

Donations Issue Noted

- There needs to be a mechanization (policy) to determine need for donation, to whom it would go (committee), logistics, etc.
 - o *Proposed Policy: Donations to church to be filtered by Minister or Office Staff. They would, in turn, designate to what group it goes (in house) to be distributed (out of house).*
 - o Keepers of the Church has been defunct for past 6-7 years. They won't be triggered very often based upon types of donations prevalent. Tech stuff the norm.

Treasurer's Report

December expenses preliminary; not all expenses recorded.

Question about roof expenses?

- When work is to take place? Costs?
- See additional information on roof below

Minister (Phillip Baber)

Will send out written report tonight or tomorrow (1-10-18) to all board members.

MLK Breakfast

- Church has traditionally bought table at City/Mayor/SCLC Breakfast. NAACP and local Southern Christian Leadership Conference are boycotting this year's breakfast for a variety of reasons, one of which poor treatment of said groups by Office of the Mayor (who jointly produces event with NAACP and SCLC). Phillip suggests that if the SCLC and NAACP boycotts, UUCJ should follow their lead. Church bought no advance tickets (so no loss). Phillip watching to see if the groups reconcile. If we do not purchase a table for event, maybe donate that money equally between NAACP and SCLC.
- *Penny Reid moved motion to split funds for donation SCLC, Christina Second. All voted in favor.*

Need for policy manual.

- A policy annual exists but it is largely committee expectations; newer adopted policies not codified in book (they remain in meeting minutes)
 - o Question as to whether to update old policy manual or start from scratch.
 - o Suggestion: Create a task force to create policy manual best approach with policies added as needed. Question of where policy book is located, how it is updated, if it is updated regularly? Is it public (where can we find it)? Policy book is outdated—largely committee expectations. Myriad policies adopted by Board vote but they are not explicated in useable form.
- *Penny said she will go through all policies in book prior to next meeting.*
- *Penny will contact Tessie about dividing up work of looking for policies adopted in minutes*

Motion to move forward in creating a monthly church calendar to be included in bulletin. Seconded and approved.

Phillip will seek Administrative report from Jennifer.

DRE, Church Administration, Utilization Reports

Written report from Tyler Burley submitted with agenda.

Board Reports

Inreach

No Report

Christina Ramey

Operations

David reached out to all portfolio members about operations (noted by Penny Reid)

David Keel

Outreach

Laurie noted a desire to get with C. Ramey about role of job.

Laurie Mai

Stewardship

Spaghetti dinner Feb 4th. Need to put in communications (eBlast)

NOTE: Incorrect date: Dinner is scheduled February 18th (per 1-10-18 follow-up email from Carolyn)

Carolyn Fields

East Nassau

"It's all good"

Penny Reid

~~HR Committee~~

There is no HR Committee. Drop from agenda. Motion to strike HR Committee from agenda (Mark).

Finance Committee

Tom Larson

Written report from T. Larson included in agenda.

NOTE: Suggestion made that Tom Larson send information directly to Carolyn Fields as Portfolio head; she can summarize/synopsise information for Board meetings.

Mission Funding

Tom Larson

Written report from T. Larson included in agenda.

NOTE: Suggestion made that Tom Larson send information directly to Carolyn Fields as Portfolio head; she can summarize/synopsise information for Board meetings.

Vision Task Force

Mark Dickens

Groups coming up with a new vision, almost ready for discussion. To be talked about the retreat.

I. Old Business –

A. Board Retreat

Mark's Proposal:

NAS JAX

Start at 11:00 am

Discussion about whether or not to do an all-nighter, accommodations for sleeping, etc.

- Is it necessary to spend the night considering meeting won't continue in the morning (church the next day)?

- Some reticence from Board on accommodations and need to spend night

Penny offered her home for retreat (Fernandina); Motion made, seconded, and approved

- 1706 Highland Dunes Court
Fernandina Beach, FL 32034
509-294-3708

- Members to bring different foods

- Laurie M. to be tasked with arranging (potluck) foods

AGENDA (tentative):

- 1) 10:00-10:50 Icebreakers
- 2) 11:00-11:50 Linda Plummer (organizational consultant)
- 3) 12:00-12:50 Lunch (pizza or other take-out/delivery)
- 4) 1:00-2:30 Review Bylaws
- 5) 2:30-3:50 Portfolios (where we are, where to go, leaders to discuss their portfolios)
- 6) 4:00-4:20 Break
- 7) 4:30-6:00 Results of Surveys
- 8) 6:00-7:00 Dinner
- 9) 7:00-7:50 Church Building Strategy (capital campaign funding)
- 10) 8:00-8:50 12 Month Church Calendar
- 11) 9:00-10:00 Goals

B. South Wing Roof (Task Force)

Mark Dickens

Contractor received letter of guarantee for 20-year roof

Means next month would be good for start date

C. Capital Campaign

Laura TaVoularis

No Report

D. **Communications Committee/Director**

Two related issues: 1) Communications Committee yet to be fully formed; 2) Need for Communications Director

- Communications Committee: Phillip suggests dealing with these issues by first finding a Communications Director and having that person help choose nature and possible constitution of Communications Committee.
 - o Note re Communications Committee: David Reyes(?) offered to chair or co-chair committee, with thumbnail sketch of communications committee charter. Board felt his ideas and expertise more aligned with technology than with communications needs of church.

- Communications Director
 - o Rationale for hire is present: we have staffing task force report that notes need for 10+ hours/week communications person
 - o How to fund? (Laura noted that the position is not budgeted) other than in reserves
 - Discussion on how to fund communications person
 - Phillip noted three funding options:
 - 1) Additional service and increased membership and donations
 - 2) Rental coordinator to promote UUCJ for weddings, funerals, other
 - 3) Board can adjust budget as necessary, e.g., siphon some monies from committees, esp. those that often do not use entirety of funding
 - o MOTION: Board agrees to authorize beginning of search and that it will find funding to hire for said position. Moved, seconded, approved.
 - o *TASK Personnel Committee to begin search for candidates and present viable candidates at next board meeting (four weeks time)*

Following Agenda Items Struck

~~E. Board Governance Task Force~~

~~F. Church Safety Task Force~~

~~G. Keepers of the Church Procedures~~

~~H. Vision and Mission Statements Board Approval~~ Mark Dickens

~~I. Board Action Management Form~~

II. **New business**

A. 2018 Board Meetings Schedule

- 2nd Tuesday of each month, 6:00 pm
- Motion made, seconded, approved unanimously
- Task: ensure that communications and website alerted to schedule.

B. 2018 Opening Words Schedule

- completed at December 10th meeting
- JwW to adjust per new meeting schedule

III. **Announcements**

- Next Board Meeting - February 13th, 2018 John White
- February Opening Words - John White
Mark D.

IV. **Adjournment**

