

MINUTES

Unitarian Universalist Church of Jacksonville Board Meeting May 8, 2018 at 6:00 PM Fletcher Room, UUCJ

Present: Phillip Baber, Marc Dickens, Carolyn Fields, Laurie Mai, Penny Reid, Laura TaVoularis, John White
(visiting: Tom L, Kathleen, Tyler)

Absent: Rebecca Wilcox, David Keel

Call to Order: 6:10 by Mark Dickens

Opening Words: Laurie Mae: Robin Tanner on Meditation

Approval of Minutes: Motion to accept minutes with minor spelling changes & **need to get approved policies to Tina**. Motion to Accept (Penny); Second (Carolyn); Motion to approve (all votes in favor).

Special Report: Capital Campaign (Kathleen)

- Motion to move into Executive Session; Motion Approved
- Request to Board for Steering Committee to hold Town Hall style meetings to discuss capital campaign & three ways to contribute to church: June 3, July 22, September 16
 - o Penny moved, Laura Seconded; unanimous vote

Reports –

Treasurer's Report (Laura) – attached - no questions

Minister (Phillip Baber) – attached – no questions

DRE, Church Administration, Utilization Reports – attached – no questions

Communications Report – attached

- Question about choice of vendors and costs; who should vet possibilities?
- Plan to review document prior to June Board meeting so that we can generate questions and concerns

Portfolio Board Reports (Laurie)

- Potluck May 3 (16 people attended)
- Discussed:
 - o plan for webpages for all committees
 - o engaging congregation in committee work year-round rather than at once-a-year event
 - committee sign up scheduled for 2nd Sunday in September
 - desire to make the event memorable and exciting
 - idea of tying membership to a service commitment
 - covenant renewal (Phillip)
 - o possibility of video-conferencing for portfolio & committee meetings (to improve participation compared to on-site meetings)
 - o quarterly versus yearly potluck (latter most viable)
 - o concern about partner church (via Donna G)
 - o need volunteers to fill open spots to include chairs

I. Old Business

Policy for Artist Performances Sponsored by UUCJ – tabled (Phillip)

Policy for Obtaining Outside Contractors for Work at UUCJ

- POLICY: If a contractor is required for a non-emergency work project over \$1,000, a minimum of three (3) estimates of the work must be obtained. Any considered contractor must be licensed, bonded, and insured for commercial work. A “Certificate of Liability” from the contractor must be sent and received by the Administrator and kept on file. Before any work commences, a written contract agreement for the work to be done must be signed by the authorized project manager and the contractor, detailing the specific aspects of the work, and any guarantees that will accompany the work.
 - o Motion to approve Policy for Obtaining Outside Contractors for Work at UUCJ.
 - Motion made (Laurie); seconded (Carolyn);

Progress for *Amazon Smile* Program?

- Now operational
- Laurie Mai provided handouts for how to use program

Staff turnover (Phillip)

- Jennifer Riley tendered letter of resignation today (May 8, 2018) for personal reasons
 - o Phillip directed Jennifer to write down all of her job responsibilities and duties to facilitate transition to a new administrator
 - o Personnel Committee needs to create job description to post for a new administrator ASAP
 - Need to find a temporary employee to fill position, ideally by May 25th if not before
 - Jennifer’s true end date will depend upon whether we can find suitable person to fill role and when

~~Moving or dissolution of bulletin boards-~~

~~Rob – work for church~~

Cat feeding - Tabled

~~Tyler AREC (future agenda)~~

II. New business

Personnel Committee Report (Penny)

- Meeting over past months
- Developed an employee review process (to go into effect June 1); rewriting employee agreements for Jennifer Riley and Judy Anderson; developing a personnel handbook

III. Announcements

- Next Board Meeting - June 12, 2018

IV. Adjournment