

MINUTES

Unitarian Universalist Church of Jacksonville Board Meeting June 12, 2018 at 6:00 PM Fletcher Room, UUCJ

Present: Phillip Baber, Mark Dickens, Carolyn Fields, Laurie Mai, Laura TaVoularis, John White, Rebecca Wilcox

Absent: Penny Reid

Guests: Tom Larson, Tina Ramey, Tyler Burley,

Preliminary Business

Call to Order – 6:08 by Mark Dickens

Opening Words – Philip Baber (Remembering Pulse Nightclub tragedy)

Approval of Minutes - Minutes approved unanimously; suggestion to get agenda sent out via UUCJ Facebook page.

Reports

Treasurer Report (Laura)

- Service auction \$12K (anticipated \$15)
- Some savings from change from not paying benefits during interim administrator
- Anticipated money from city for sidewalk widening (\$40K) will add to coffers (Max Storey has documentation about that deal)
 - o Get Max to submit that information to Tina
- Budget looks strong especially for this time of year

Minister (Phillip Baber)

- Report attached
 - Two additional issues:
 - 1) Request (Mark) about Membership Committee's activities (to follow in Portfolio Board Report)
 - 2) Jennifer had been point person for credit cards ("anchor account"); Jennifer needs to designate a new person as anchor person for credit cards.
 - o Bank likely to need official minutes designating who will be anchor account in place of Jennifer Riley
 - o UUCJ needs to close out account(s) with Jennifer's name
- Discussion: who should be new anchor person? Debate centered around using church administrator, President of the Board, other
- o Issue of difficulty of need to change bank and financial data (e.g., auto billing) with frequent changes in personnel/Board officers
- Note: need to determine how many people hold credit cards associated with UUCJ account

Policy: Jennifer Riley—no longer serving as church administrator as of this date—will be removed from all UUCJ credit cards. The new church administrator, Virginia Deroy, will be the primary cardholder for any and all church credit cards during her tenure as church administrator.

Proposed: John

Seconded: Carolyn
Vote: approved unanimously

DRE (Tyler)

- Lock-in very successful; significant growth of high school level participation
- Need for college-level group

Church Administration – no report

Utilization Reports (Tyler)

Portfolio Board Reports (Laurie)

- Operations: interim talk with Michael Aikins (sp?)
 - o Motion (Rebecca): Have Mike Aikins serve as Chair of Operations Board
 - Carolyn Seconded
 - Vote: approved unanimously
 - Sound system questions/concerns
 - o Need for Steve and Rob to communicate regarding sound/tech issues (troubles reaching Rob)
 - o Mark: need for him to pressure Tech Team to move on upgrading system
 - o Rebecca: desire to bring in tech person (her contact) at a large church to examine our system and make recommendations (to be scheduled by Rebecca)
- Camera Request from Rob: if it does not fit within Rob's budget, he should bring concerns and budget request to Board (Mark)
- Need to have highlights of Portfolio Board in written format and included in agenda

I. Old Business

- Church calendar (tabled to next meeting); need to review, sync, etc.
- Church Administrator Search Update
 - o Now have interim administrator who may or may not compete for long term position, two internal candidate resumes
 - o Need for Personnel Committee to develop an advertisement for position
- Permanent employment for Tina Ramey (per Personnel Committee)
 - o Motion: Tina Ramey to be hired as permanent Communications Director (Carolyn); Seconded (Laurie); Vote: unanimous vote

II. New business (moved up on agenda in respect to guests speaking, 6:25- 7:15)

- 1) Church Management Software discussion¹
- Tom: Finance Committee wants plan created by staff with details about carry-over of data
 - Tina & Tyler:
 - o *PowerChurch* not user-friendly, has bugs, and has caused significant staff frustration; needs to be changed.
 - o Study created to examine more user-friendly systems, especially ones that multiple stakeholders could use easily
 - o Search boiled down to two systems: *Breeze & Elvanto*
 - Report compares and contrasts two systems
 - Staff do not have strong recommendation for one over the other

¹ For details, see "Staff Recommendation for a Church Management System" created by Tina Ramey.

- Question (Tom and Laura): does *PowerChurch* have the power to do some of the things that the new programs are capable of doing?
 - *PowerChurch* has been in use at UUCJ for roughly six years (Tom)
 - Barcode check-in built into *Elvanto* (useful for managing congregational attendance and DRE services)
 - New systems comply with General Data Protection Regulation (GDPR)
 - Tina recommends *Elvanto*; Tyler personally likes *Breeze* but feels that *Elvanto* is better suited to more applications and growth
 - ACTIONS:
 - Specific questions that Tina will research and answer
 - Finance Committee to review new programs and make its own recommendation
 - Date of that review uncertain
- 2) Policy/Procedure Question: Flow of money collected during Sunday service
- Need to have collection amount counted & put into a sealed and signed envelope (to avoid fraud/theft)
 - Procedure/policy not being followed (according to Mark)
 - No record of supposed policy (in Board minutes) for such a system/process
- 3) Board Oversight
- Phillip: at what level should policies/procedures made by committees should come to the Board? Fiduciary issues especially need to come to the Board; Mark disagreed, citing need to move toward a policy board and to empower committees
 - a. Problem with poor communication in this case (between committee directive to church staff and administrative supervisor); concern about no communication about such issues to Board (Phillip, John, Rebecca)
- 4) Welcoming Committee Charter (Rebecca)
- a. Motion to Pass Charter (Laurie); Seconded (Carolyn); Vote: passed unanimously
- 5) Questions (Rebecca) - see page 10 of Agenda Packet
- a. Numerical growth: No
 - b. Relationships/Organizations: ICARE, Neighborhood Accountability Board (NAB), Arlington Heights Elementary, Girls Rock Jacksonville, Florida UU “thing”
 - c. Center of Outreach Efforts: financially disadvantaged, immigrants/refugees, Arlington neighborhood
- 6) Congregational Meeting December 9, 2018

III. Announcements

Next Board Meeting - July 10, 2018

IV. Adjournment (8:50)