

## MINUTES

### **Unitarian Universalist Church of Jacksonville Board Meeting August 14, 2018 at 6:00 PM Fletcher Room, UUCJ**

**Present:** Phillip Baber, Mark Dickens, Laurie Mai, Laura TaVoularis, Penny Reid, John White

**Absent:** Rebecca Wilcox, Carolyn Fields

**Guests:** Lois Hoeft, Tina Ramey

**Call to Order:** 6:10 pm

**Opening Words** – Phillip: theologies (and politics) based on fear are never productive nor the foundation of our faith or the Christian faith

**Approval of Minutes** – Laurie Mai moved to accept, Penny second, unanimous approval.

### **Reports**

**Minister** (Phillip Baber) – Report Attached. No questions

**DRE** – no report submitted;

Via Phillip: Tyler in N.J. doing professional development. All is going well except he is overworked; needs more hours and volunteers if Board wants expanded opportunities in this realm.

**Church Administration** – Requested (via email) added budget for various items.

- 1) Lawn service: Buildings and Grounds Committee over budget thus seeking funding from Board)
  - Question *re* scope of the work performed for cost (\$550)
    - o Note that UUCJ went six months without any grounds maintenance
    - o Mark to sign extant contract (\$550/month), under assumption that B & G have done due diligence in finding appropriate and cost effective services
  - Question *re* funding/payment for landscaping (place with B & G or keep with admin)
    - o Admin (Virginia) will be responsible party for payment with consultation with B & G
    - o Mark will sign the contract and inform Virginia re monthly payments
      - Phillip: Virginia should check with Green Sanctuary Committee to ensure that services rendered by landscaping company comply with UUCJ Green Sanctuary policies
- 2) White boards:
  - White boards (5) in classrooms need replacing; question re line item for paying for new boards

- Virginia should approach Rob for paying for White Boards out of Building Repair and Maintenance
- 3) Letter from *Comply Right* (re data breach) – Mark needs to read and respond to said letter
- Laura noted a concern: need for purchasing controls (church over budget and credit limit via unauthorized purchase of new sound board). Phillip clarified situation: sound board died before a scheduled service and had to be replaced ASAP. Board noted need for better communication about major purchases.

**Treasurer Report** (Laura) – Report attached, no questions.

**Portfolio Board Reports** (Laurie)

- Laurie referenced her letter and recommendation to bring Portfolio Board experiment to a close (noting specifically difficulties in recruiting and managing portfolio board leaders). Her recommendation has not yet been acted upon. Phillip suggested that Laurie and Mark discuss issues and bring; Laurie suggested that portfolio leaders be part of that discussion.
- Question from Lois Hoeft about when to solicit feedback about experiment for future Board action (timing for vote and to take issue to church body)

**I. Old Business**

- Church Management Software (revisit)
  - **Motion (Penny) to approve of purchase of church management software recommended by Tina and Tyler (*Breeze*). Motion seconded by John W.**
    - Discussion:
      - Buckman Bridge UU moving to *Breeze* and that is current preference
      - Laura noted big concerns over transition from *PowerChurch* to *Breeze* without knowing about how we will do finance (*PowerChurch* has built-in finance software, *Breeze* would require *QuickBooks* or similar in addition to CMS).
      - Multiple Board members raised concern over continued debate/discussion about CMS and need to make a decision
      - Discussion to add *Breeze* as CMS and maintain *PowerChurch* to do side-by-side comparison (not expensive at \$150 to run concurrently).
    - **All in favor (2): Opposed (2): Tie-breaker yea (1); motion carries**
  - Staff will come back to Board in a few months to update on CMS
- Church Administrator Search Update
  - Motion for executive session. Motion (Penny); Second (Laura); unanimous approval
    - Update provided on job search and offer of employment
  - Committee came out of executive session to attend to motions below:

- 1) **Motion** (Penny) to increase Tina's hours to fifteen (15) per week effective September 1, 2018 (with possible need to add hours to implement new CMS)  
 Second: Laurie  
 Discussion re use of added hours (committee roundly noted added hours already justified)  
 Vote: unanimously approved
  - 2) **Motion** (Penny) to increase Tyler's hours to 25 per week effective September 1, 2018  
 Second: John  
 No discussion.  
 Vote: unanimously approved
- Gail Bristol bequest (update)
    - House title transferred to church August 10<sup>th</sup>; updated account with JEA to UUCJ
    - House inspected for WDO and regular home inspection;
      - Active termite infestation; three companies to inspect and quote for remediation
      - Some carpet to be replaced via home insurance
      - Any costs for repairs and preparation for sale will come out of Board Reserve to be repaid to said fund with sale of house; eventual proceeds to be split
    - Engaged Martha Aiken to be realtor
    - **Motion** (Penny) for Board's approval for Penny to sign contract with Martha Aiken to serve as realtor for sale of house.  
 Second: Laurie  
 No discussion  
 Vote: unanimous approval
  - Church calendar - need to review, sync, etc.
    - Phillip to take the need to publish dates when children's programming not offered during service to Worship Committee
  - Roof repair
    - Roofing company to meet with Mark and Ken to discuss/negotiate scope of work
    - Repair work should begin this week or next

## II. New business

- Portfolio Board Experiment-Portfolio Board members and Liaison
- Congregational Life Committee
  - Mark Stewart brought this up to the committee; charter needs to be resubmitted to the Board

- Wells Fargo bank and brokerage accounts (Laura)
  - Need to determine who should have access to money market account and brokerage account (privilege of people with ability to sign checks not transferred by Wells Fargo to money market and brokerage accounts)
  - **Motion (Laura): Board approves addition of Board President (currently Mark Dickens), and Board Treasurer (Laura TaVoularis), and Board Secretary (currently John W White) to Wells Fargo money market and brokerage accounts.**  
**Second: Laurie**  
**No Discussion**  
**Vote: unanimous approval**
  
- Craft Fair (Laurie)
  - Fundraising Committee proposed November 11, 2018. Phillip noted that protocol is to check with Virginia for check of calendar and to avoid conflicts. This has been done.
  - They should check with Laura re raffle rules/taxes
  
- Disposition of \$35,000 from DOT for bridge widening
  - Mark: split \$35,000, half to Board Reserve and half to Capital Campaign
  - Phillip suggested that it all go into Board Reserve until the end of the year and, if appropriate, donate half to Capital Campaign. Approved by Board.
  - Board noted need for church to begin work on numerous maintenance items (staining wood structures around campus), pressure washing...
  
- Empowering Capital Campaign
  - **Motion (Penny): The Board empowers the Capital Campaign Committee to begin raising funds, to recommend building priorities to the Board, and to create two additional teams to oversee and act as the Representatives of the Church and the Board: 1) the Architectural & Design Team to work with the Architect; 2) the Construction Team to negotiate contracts and submit contracts to the Board for final agreements and to oversee contractors and construction.**  
**Second: Laurie**  
**No further discussion**  
**Vote: unanimously approved**

### III. Announcements

Next Board Meeting - September 11, 2018

### IV. Adjournment – 9:00