

# Unitarian Universalist Church of Jacksonville

## February 5, 2019

### Board Minutes

Present: Tom Larson, Penny Reid, Liz Dion, Karen Smith-Scott, Tessie Bond, Laura TaVoularis, Jennifer Tucker, Bowen Barrs

Absent: None

Congregant Attendees: Lisa McLoughlin (live streaming), Carol Vogel, Helene Kamps-Stewart, Chris Lippincott

Staff: Tina Ramey

Meeting called to order and Chalice lit @ 1833 by Tom Larson

Opening Words (Eric Martinez Gracely) by Bowen Barrs

Board check in completed.

Call for approval of agenda – Laura TaVoularis has some questions about things not on the agenda:

1. Retroactive pay for Nan as REC
2. Communications with Connie Goodbread
3. Brian Paradise's insurance quote
4. Background check policy, who and how often
5. Church lock and unlock policy
  - a. Items added to or identified on agenda and agenda approved

Process watcher: Jenn Tucker

Time Keeper: Tessie Bond

Secretary report – presented by Karen Smith-Scott

**Motion** to approve minutes of 01/08/19 Board meeting (Tessie Bond)

Seconded (Bowen Barrs)

In favor = 7, Opposed = 0, Abstained = 0

Motion carries

**Motion** to approve minutes of 01/13/18 Board meeting (Tessie Bond)

Seconded (Penny Reid)

In favor = 7, Opposed = 0, Abstained = 0

Motion carries

Affirm Electronic Motions as follows:

01/27/19

**Motion** to extend Phillip Baber's contract through 02/09/19 so he can complete his ministerial duties as requested (Karen Smith-Scott)

Seconded (Penny Reid)

In favor = 7, Opposed = 0, Abstained = 0

Motion carries

Motion Affirmed unanimously in board meeting 02/05/19

**Motion** to authorize Laura TaVoularis to sign checks until 02/28/19 (Karen Smith-Scott)

Seconded (Penny Reid)

In favor = 6, Opposed = 0, Abstained = 1

Motion carries.

Motion affirmed by unanimously in board meeting 02/05/19.

01/31/19

**Motion** to adopt/approve the employment agreement for Nan Clegg as REC. (Karen Smith-Scott)

Seconded (Penny Reid)

In favor = 7, Opposed = 0, Abstained = 0

Motion Carries

Motion affirmed unanimously in board meeting 02/05/19

Affirmation of two motions passed in Congregational Meeting on 01/13/19 will be affirmed by Congregation at next Congregational meeting. Motions are as follows:

**Motion** to suspend Robert's Rules (Jake Mehrman)

Seconded (unknown)

Motion failed by majority congregational vote

**Motion** to have a written chronological and complete account of events contributing to the hostile work environment Phillip and Tyler mentioned in their letters to the board and congregation to be provided to the congregation before April 30, 2019. (Tammy Tibbles)

Seconded (unknown)

Motion passed by majority congregational vote.

**Staff Reports** presented and discussed.

1. Administration – Virginia DeRoy

- a. Per our lease, old copier now stored in the office is to be shipped back to to company. The cost of shipping such a large item may be completely prohibitive, but we will continue to be billed for the cost of the copier. The lease was not cancelled in time to avoid having to return it. Cost of shipping copier by freight needs to be assessed. It might be prudent to have Max Story involved.
- b. Background checks that come back with issues used to be cleared by Phillip. Per board agreement that should now come under the purview of Committee on Ministry.

2. REC (Nan Clegg) - Report received and reviewed by Board with no need for comment
3. Communications (Tina Ramey)
  - a. Breeze assessment and implementation are still in process. REC is now using the program with positive input.
  - b. Gene Cronk will be leaving the church. He was working on the One Drive project. Board agrees that Tina should complete this project.
  - c. There are several projects on the back burner, in light of recent changes. Board agrees those can remain on the back burner for the time being.

Tessie Bond raises concern. She wants an understanding of where the church is going as regards the future of the religious education programming, specifically as regards having an LRD vs having a DRE with CYREC/AREC. Discussion tabled to 03/05/19 board meeting.

Helene Kamps Stewart, CYREC chair, reports that CYREC will be purchasing the March-June Soul Matters curriculum at a cost of \$160. She requests to be part of the discussion about the future of RE at the church.

**Motion** to have Tessie Bond form a task force to discuss the future of RE at the church and report back to the board on the formation of such task force by the next board meeting. (Jennifer Tucker)  
Seconded (Bowen Barrs)  
In favor = 7, Opposed = 0, Abstained = 0  
Motion carries.

**Personnel Committee Report** – Presented by Penny Reid.

**Motion** to authorize retroactive pay at the current REC employment agreement rate of \$15/hr for all hours worked as REC by Nan Clegg during the month of January. (Penny Reid)  
Seconded (Tessie Bond)  
In favor = 7, Opposed = 0, Abstained = 0  
Motion carries.

DRE search to be placed on hold pending the formation and action of task force on future of RE program.

Discussion of meeting held with Phillip Baber on 01/30/19 regarding transition out of employment.

Discussion of severance request by Phillip Baber – Linda Plummer (on Personnel Committee) has recommended hiring an attorney to draft severance agreement. Remaining discussion tabled to executive session to follow regular Board meeting due to the sensitive nature of information involved.

Ministerial Vacancy – Application for interim minister will have to be placed soon. Deadline is sometime in April.

**Motion** to have UUA help us find an interim minister that specializes in churches in conflict AKA Transitional Minister (Penny Reid)  
Seconded (Jennifer Tucker)  
In Favor = 7, Opposed = 0, Abstained = 0  
Motion carries.

An interim task force will be required per the interim minister package. By board agreement, there will be a workshop to go over application procedure and requirements for bringing on an interim minister on 02/15/19 at 6:30.

Background checks – Personnel committee needs to write a personnel handbook. UUA has a template.

Personnel committee will work on a charter at a later date.

Treasurer Report – presented by Liz Dion and Laura TaVoularis  
December is still not closed out. Tom Larson has a preliminary report which he has now given to Liz Dion.

Insurance – Wind and Hail Exposure premium has changed. It is now lower. There is some concern about multiple valuations. Bill is coming due shortly.

**Motion** to have Tom Larson and Liz Dion meet with Brian Paradise to resolve the insurance issues and pay for the insurance policy on time. (Jennifer Tucker)

Seconded (Bowen Barrs)

In favor = 7, Opposed = 0, Abstained = 0

Motion carries.

#### Portfolio Leader Reports

Inreach – No report

Outreach – No report

Operations – Presented by Jennifer Tucker

Reports that she has been contacted by Steve Mobs (East Nassau Liaison) with a request for two motions.

**Motion** that East Nassau satellite be renamed to Fernandina Beach. (Jennifer Tucker)

Seconded (Penny Reid) with the stipulation that second does not indicate agreement.

**Motion** that above satellite be made independent and not part of the Operations Portfolio. (Jennifer Tucker)

Seconded (Karen Smith-Scott)

Issue pros and cons discussed, and clarification sought with many unanswered questions about the ramifications of such an action and the consent of the members of this satellite group.

**Motion** to table the motion to change the name of the satellite (Tessie Bond)

Seconded (Liz Dion)

In favor = 7, Opposed = 0, Abstained = 0

Motion carries

**Motion** to table the motion to remove the satellite from the Operations Portfolio (Karen Smith-Scott)

Seconded (Penny Reid)

In favor = 7, Opposed = 0, Abstained = 0

Motion carries.

Jennifer reports that Lynn Paradise has requested that Arlington Community Garden be made part of the Green Sanctuary committee.

**Motion** to put Arlington Community Garden under the Green Sanctuary. (Jennifer Tucker)

Seconded (Laura TaVoularis)

In favor = 7, Opposed = 0, Abstained = 0

Motion carries.

**Motion** to combine the Campus Renewal Committee and the Keepers of the Church (Jennifer Tucker)

Seconded (Penny Reid)

In favor = 7, Opposed = 0, Abstained = 0

Motion carries.

Chris Lippincott raises question – Is the approximately 15K for the campus lighting approved?

He was informed that it has been discussed, but not approved. The board will discuss a plan to get started and move forward at March 5 Board meeting.

Jennifer reports that a sculptured plaque to acknowledge the Foundation donors has been given by the Foundation to the Church and placement of this piece is to be determined by the Keeper of the Church with the Board's agreement. She has received a map of the church from David with two possible locations and the preferred site noted.

**Motion** to install the Foundation Donor sculpture/plaque on the wall between the Barton room and the breezeway on the North wing as noted on the diagram provided by the Keeper of the Church.

(Jennifer Tucker)

Seconded (Liz Dion)

In Favor = 5, Opposed = 1, Abstained = 1

Motion carries.

Stewardship – Presented by Bowen Barrs

There are no committee chairs or members on any of the Portfolio's committees.

Offers of help were made by Tom Larson, Tessie Bond, Liz Dion and Laura TaVoularis.

Potential new Finance Committee members would include Heidi , Mark Dickens, Carlos Fraticelli and Chris Murphy.

### **Old Business**

Worship Committee plans for Sunday Services – David Calhoun is interested in providing messages on two consecutive Sundays per month.

Congregational Life Committee charter – tabled to next month

UUA Annual Certification - has been completed

Pathfinder Program – Church must be out of ACTIVE conflict before beginning Pathfinder. What do we need to accomplish before UUA comes in? Transitional Minister process gives us a representative through that process.

Discussion ensued about the merit of giving the congregation a chance to be heard and what form would be best to accomplish that without it getting out of hand and unproductive. It was agreed that smaller group listening circles might be the best way to go at this time, to help the congregation have a chance to voice their feelings.

Jennifer agreed to research Public Conversations to try to find a model for holding these circles.

Tentative plan is to have multiple simultaneous listening circles as the worship service on March 10.

**Motion** to go into executive session (Tessie Bond)

Seconded (Karen Smith-Scott)

In favor = 7, Opposed = 0, Abstained = 0

Motion carries

Meeting moves to executive session at 8:52 PM