

Unitarian Universalist Church of Jacksonville
Board Meeting Minutes
October 1, 2019

BOARD MEMBERS IN ATTENDANCE: Tessie Bond, Liz Dion, Roberta Finkelstein, Penny Reid, Gary Rhodes, Laura TaVoularis, and Blanche Williams

ABSENT: Karen Smith-Scott and Jennifer Tucker

OTHERS IN ATTENDANCE: Carol Vogel and Sara May

ORDER OF BUSINESS

Business was scheduled to take place via Zoom. The attempt to connect with ZOOM failed so the meeting was conducted via phone

I. **CALL TO ORDER/OPENING WORDS** – The meeting was called to order at 6:10 p.m. by Penny Reid, President. Blanche Williams offered the opening words.

II. **AFFIRMATION OF ELECTRONIC MOTIONS**

MOTION (Bond/TaVoularis) – to affirm the following motions made, seconded, and adopted via electronic means. Adopted unanimously.

A. July 8, 2019 - MOTION (Bond/Williams) – to authorize Penny Reid, Board President, and Liz Dion, Board Treasurer, to continue negotiations with the two recommended interim ministers and the Ministerial Finance office based on the compensation package presented to the Board via e-mail on Monday, July 8, 2019.

Voting concluded Tuesday, July 9, 2019 at 11:12 a.m. Adopted unanimously.

B. Wednesday, July 24 - MOTION: (Bond/Williams) - Move to approve the letters of agreement entered into by the UUCJ Board of Directors, on behalf of the Unitarian Universalist Church of Jacksonville, Florida, and interim ministers Reverend Marti Keller, and Reverend Roberta Finkelstein via electronic means within a 24-hour voting window. Should a majority vote occur prior to the conclusion of the 24-hour period, the motion shall be considered as adopted.

C. Wednesday, July 24 - MOTION: (Bond/Williams) - Move to approve the letter of agreement entered into by the UUCJ Board of Directors, on behalf of the Unitarian Universalist Church of Jacksonville, Florida, and interim minister, Reverend Marti Keller, for one year, beginning August 1, 2019 through July 31, 2020; who shall serve on an annual one half time (1/2) basis, and whose total compensation (salary, housing and benefits) shall be \$40,260.

D. Wednesday, July 24 - MOTION: (Bond/Williams) - Move to approve the letter of agreement entered into by the UUCJ Board of Directors, on behalf of the Unitarian Universalist Church of Jacksonville, Florida, and interim minister, Reverend Roberta

Unitarian Universalist Church of Jacksonville
Board Meeting Minutes
October 1, 2019

Finkelstein, for one year, beginning August 1, 2019 through July 31, 2020; who shall serve on an annual quarter time (1/4) basis, and whose total compensation (salary, housing and benefits) shall be \$19,531.

Voting concluded Thursday, July 25, 2019 at 2:41 p.m. Adopted unanimously.

- E. July 30, 2019 – MOTION: (Smith-Scott/Bond)** - to authorize Penny Reid, Board President, and/or Liz Dion, Board Treasurer, to sign the Lease Agreement between David and Melody Shacter Family Trust and Unitarian Universalist Church of Jacksonville to provide housing for Roberta Finkelstein and Marti Keller during the time of their interim ministry from Sept 1, 2019-July 31, 2020.

Voting concluded Wednesday, July 31, 2019 at 9:42 a.m. Adopted 6 in favor; one abstention.

III. APPROVAL OF MINUTES

MOTION: (Bond/TaVoularis) - To approve the Board meeting minutes of August 6, 2019, and September 3, 2019. Approved 5-0.

IV. CONSENT AGENDA

- A. **President's Report** – Addressed under agenda items below.
- B. **Treasurer's Report** –. Removed from Consent Agenda. Addressed under Reports section below.
- C. **Minister's Report** – Electronic Submission
- D. **RE, Church Administrator and Utilization Reports** – Electronic Submission
- E. **Communications Report** - Electronic Submission
- F. **Board Reports**
 - 1. **Inreach** – Committees had been asked to submit budget requests.
 - 2. **Operations** – No Report
 - 3. **Outreach** – Electronic Submission
 - 4. **Stewardship** – Electronic Submission
 - 5. **Personnel Committee** – No Report.
 - 6. **Capital Campaign** – No Report
 - 7. **Other**

MOTION: (Bond/Dion) – to approve the consent agenda excluding the Treasurer's report. Approved 5-0.

V. Reports

- A. **Treasurer's Report** - Elizabeth Dion, Treasurer, reported that current collected pledges, as compared to the same time in 2018, are \$40,000 lower; and that total contribution income is approximately \$49,000 less when compared to the same period of time in 2018. Dion also stated that total pledges remain at about \$219,000, which is about \$27,000 below budget expense by \$7,000. The Consolidated Balance Sheet showed that as of August 2019 the Church's total assets were \$411,414.07.
- B. Tessie Bond reported on Sign-Up Sunday. Bond stated that it had been a success. Committee Chairs, as well as participants, liked the setup, procedures and assignments followed this year, including having committee chairs provide food at their tables. It was suggested that we conduct sign-up-Sunday in the same manner next year.

Unitarian Universalist Church of Jacksonville
Board Meeting Minutes
October 1, 2019

VII. Old Business

- A. **Florida Immigrant Coalition membership/activities** – Penny reported that UUCJ would be getting a letter accepting us as a member. A \$225 fee showing on the budget was brought up, but it was clarified that the amount was the fee allocated to the Peace, Justice and Diversity committee, a Jacksonville group, which is a UUCJ partner.
- B. **Facebook Page Update** – Blanche reported that a small group of volunteers was working on the Facebook covenant, and she asked if the Board needed to approve the final document. Although the Board does not need to approve the document, it would be appropriate to share it with the Board to keep it informed.
- C. **Ministers Discretionary Fund** – Penny recommended that the money be available to Roberta, and Roberta agreed, to use at her discretion when considering providing emergency assistance to someone in need. Penny will submit a policy for review in November.
- D. **Board/LDC Membership** – There was a discussion regarding filling upcoming open Board seats. Laura TaVoularis' term ends December 2019, so that seat will be open for a three-year term. Currently, Blanche's one-year appointment ends December 2019, so that will leave a three-year open seat. The Leadership Development Council (LDC) has had the responsibility of vetting candidates and presenting a list of potential candidates to the Board for approval. However, the LDC has not been active. Tessie agreed to contact Lois Hoeft for suggestions and get back to Penny with a report prior to the next Board meeting.
- E. **Stewardship Campaign** – Sara May and Board members went over the plans for conducting the Stewardship campaign (Mission Funding).
 - The sermon will address the importance of financial support
 - Announcements will be made about the jazz party to be held in the sanctuary Sunday, October 13 and remind everyone that the admissions ticket will be the completed pledge form. Sara will follow-up on those who have not returned their pledge cards.
 - The pledge packets will be available Sunday, October 6, 2019, at the conclusion of the service. Tessie, Blanche, Gary, and Penny will be handing out the packets as congregants leave the sanctuary. The packets that are left will be mailed out the next day.
 - The deadline for submitting pledge cards is October 31.
 - There will be a budget workshop by the end of October, and a preliminary, draft budget will be developed and presented to the Board for approval at its November 5, 2019 meeting.

VIII. New Business

- A. **Revisit Foundation recognition sculpture – information** – The Board concluded that the final decision for the placement of the foundation recognition sculpture should be made by the Foundation and Keepers of the Church committee since the Board has no jurisdiction over the Foundation, and the Keepers of the Church committee is charged with monitoring architectural and

interior/exterior design issues of the campus. The Board suggested that those two bodies get together again and discuss how to meet both the need to visibly recognize donors in a visually appealing and aesthetic manner.

Unitarian Universalist Church of Jacksonville
Board Meeting Minutes
October 1, 2019

IX. Announcements

- Next Board Meeting – November 5, 2019; Rev. Marti Keller will be in attendance.
- November Opening Words – Blanche Williams

X. Adjournment

MOTION: (Bond/Rhodes) – To adjourn. Approved 5-0.

There being no further business the meeting was adjourned at 8:21 p.m.

Respectfully Submitted,