

**Unitarian Universalist Church of Jacksonville**  
**Board Meeting Minutes**  
**December 3, 2019**

**BOARD MEMBERS IN ATTENDANCE:** Rev. Roberta Finkelstein (via Zoom), Marti Keller (via Zoom)  
Penny Reid, Liz Dion, Karen Smith-Scott Tessie Bond, Gary Rhodes, Blanche Williams

**ABSENT:** Jennifer Tucker

**OTHERS IN ATTENDANCE:** Jeff Funderburk

**ORDER OF BUSINESS**

I. **CALL TO ORDER** – The meeting was called to order at 6:00 p.m. by Penny Reid, President.

II. **OPENING WORDS** - Penny offered the opening words.

III. **APPROVE AGENDA** – Generosity in Action award added to agenda, then agenda approved by Consent

IV. **APPROVAL OF MINUTES**

**MOTION: (Bond/Dion)** - To approve the Board meeting minutes of November 5, 2019.  
Approved 5-0.

V. **CONSENT AGENDA**

A. **President’s Report** – Electronic Submission

B. **Treasurer’s Report** –. Removed from Consent Agenda. Addressed under Reports section below.

C. **Minister’s Report** – Electronic Submission

D. **Utilization Reports** - Electronic Submission

E. **Board Reports**

1. **Inreach** – Electronic Submission.

2. **Operations** – No Report

3. **Outreach** – No Report

4. **Stewardship** – Electronic Submission

5. **Personnel Committee** – No Report.

6. **Capital Campaign** – No Report

7. **Other** - None

**MOTION: (Bond/Tucker)** – to approve the consent agenda excluding the Treasurer’s Report. Approved 5-0.

VI. **Reports**

A. **Treasurer’s Report** – Presented by Liz Dion, Board Treasurer, and projections for 2020 discussed.

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- B. **Administrator's Report** – Virginia, Church Administrator, provides monthly report to the ministers. Status Change report and Sunday Count report were provided to the board electronically and reviewed prior to the meeting.

#### VII. Old Business

A. **Facebook Page Update** – Blanche has reported that the small group of volunteers working on the Facebook page issues conducted some interaction via email, but have not been able to meet in person or by teleconference. The group was tasked with determining whether UUCJ should sponsor a public Facebook group and if so, making a covenant and a framework for this that protects UUCJ. Proposed by Rev. Marti Keller that she and Tina Ramey, Communications Director, might be able to make some recommendations and present them to the Board at a future meeting.

B. **Stewardship Campaign** – Progress on the Stewardship campaign was discussed along with actions to encourage congregants who have not yet made their pledge to do so.

C. **Congregational Meeting Process** – See VIII, New Business Item A.

D. **Annual Report** – Penny Reid informs that reports have come in from all but 2 committees. Discussed the merits of having updates from Affinity Groups, as well as reports from groups who are allowed to meet here, who sponsors them and what their purpose is.

E. **Developmental Minister Discussion** – Documents were distributed last month regarding Developmental vs Interim Ministry. The process for either begins in March 2020. Penny has been in contact with Christine Purcell and Keith Kron (regional and national support staff for Developmental/Interim ministry) and discussed the most appropriate course of action for our congregation. The advise was to move straight to Developmental ministry, as they can carry out the work of a second year Interim and this will avoid the additional work and upheaval of changing ministers again after one year. Board consensus is to move to Developmental ministry in order to stabilize, work on goals and prepare for eventual settled ministry.

#### VIII. New Business

A. **Congregational Meeting/Agenda & Process** – Penny distributed the proposed agenda for the Congregational Meeting scheduled for Sunday, December 15 electronically prior to the meeting. Jeff Funderburk will serve as moderator, and he is in attendance at this meeting. Penny reminded that members will have to sign in and requested 4 Board volunteers to assist with this task. Tessie Bond, Gary Rhodes, Blanche Williams and Liz Dion volunteered. Membership list will be available and provisional ballots will be given to those who do not appear on the list. Voice votes will only be used where there is clear consensus, such as for adjournment, etc. Contact person for Fernandina Beach group will be established and live stream delay to that group will be honored. Procedure discussed to ensure and clear and concise meeting.

**B.- Disability access** – Tessie Bond presented concerns for the lack of accommodation for individuals with disabilities and mobility issues who access our campus. There is need to continue to encourage those who can navigate the stairs to park in the lower lot. The necessity of installing at least one ADA height toilet on each level was discussed. It was determined that installing risers on the toilets is not a practical solution. Secure handrails at the proper height also need to be installed on the steps down to the Social Hall. There need to be more people trained on how to use the lift, and the lift should not

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be used unless there is someone standing by with the master key. The lift also needs to be cleaned out and the rust resolved. It is not possible to install a ramp due to the steep rise from lower lot to Sanctuary.

**C.- Generosity in Action Awards** – Discussed renewing the practice of recognizing volunteers who go above and beyond. It was determined that to do this monthly requires an unfair amount of work added to Tina's duties. Gary suggested it might be better to do a quarterly recognition. Rev. Roberta reported on how volunteer recognition has been handled at previous congregations she has served. Tessie suggested an annual recognition/celebration to emphasize that it is the work that drives the mission of the church.

**IX. Announcements**

- **Next Board Meeting** – December 15
- **Next Regular Board Meeting** January 7, 2020
- **December 15 Opening Words** – Blanche Williams
- **January 7 Opening Words** – Liz Dion

**X. Adjournment**

**MOTION: (Bond/Smith-Scott)** – To adjourn. Approved 5-0.

There being no further business the meeting was adjourned at 8:35 p.m.

Respectfully Submitted,

Karen Smith-Scott  
Board Secretary