

**Unitarian Universalist Church of Jacksonville
Draft Board Meeting Minutes
August 4, 2020**

BOARD MEMBERS IN ATTENDANCE: Penny Reid, Vince Ober, Liz Dion, Karen Smith-Scott, Tessie Bond, Gary Rhodes, Blanche Williams

ABSENT: Jennifer Tucker

OTHERS IN ATTENDANCE: None

ORDER OF BUSINESS

I. **CALL TO ORDER/OPENING WORDS** – The meeting was called to order at 6:03 by Penny Reid, President. Tessie Bond offered the opening words.

II. **APPROVE AGENDA** –

**Motion (Bond/Williams) – To approve the Agenda as presented.
Motion Carries 6-0**

III. **APPROVAL OF MINUTES**

**MOTION: (Reid/Ober) – To approve the Board meeting minutes of July 7, 2020 with amendments suggested by Tessie Bond.
Motion Carries 5-0-1**

IV. **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 – No report.

D. Utilization Reports – No report

E. Church Administrator – No report

F. Board Reports

1. **Inreach** – Electronically Submitted

2. **Operations** – No Report

3. **Outreach** – No Report

4. **Stewardship** – No Report

5. **Personnel Committee** – Electronically Submitted

6. **Capital Campaign** – No Report

7. **Other** -

MOTION: (Bond/Ober) – To approve the consent agenda excluding the Treasurer’s Report.

Motion Carries 6-0

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V. Reports

- A. Treasurer's Report** – Total expenses are a little above 50% for the year. Pledges are increased. The income of the Paycheck Protection Program is in the current numbers, so it may look different at the end of the year. We are hoping to be looking at enough surplus at this time that we will break even. Hiring and Ministerial expenses will be a factor.
- B. Search Committee update** – Board entered Executive Session for this discussion @ 6:22 PM and ended Executive Session @ 6:44 PM.
- C. "New Normal"/Virtual Church update** – Minutes from previous meetings were sent to Secretary today. Draft minutes of 7/29 minutes were sent to entire board. Group is trying to crystalize goals and tasks. The purpose of the group is to seed ideas and make suggestions, rather than make mandates. The decisions on what to do and how to proceed is portfolio driven. The team will be available for assistance and brainstorming options on the best way to accomplish individual tasks and projects. There is a question regarding whether the group is advisory to the Board, with the Board being the party responsible for implementation of tasks. The establishment of a written protocol for defining parameters to open the campus to small groups is a high priority goal. Tessie Bond will send committee membership information to Vince Ober and the team, and then to Tina Ramey for publication on Breeze, the church website or both places.
- a. Jeanne Huebner request – Jeanne has requested to be able to come into the sanctuary with the song leader once a week and record music for the upcoming service using the church piano. They will adhere to social distancing and disinfect all used surfaces before leaving. As there are currently no guidelines for allowing small groups onto campus, this is not possible at this time, however, our new tech person, Krystalle, has suggested we use a different type of microphone to record that will produce a much better result. The microphone is a reasonable cost and plugs directly into a laptop. It should be determined if Jeanne has the appropriate connections in her home to use the microphone before one is purchased. Additionally, one might also need to be purchased for the song leader's use.

VI. Old Business

- A. Summer Ministerial role** - No report.
- B. Virtual Congregational Meeting** – Inquiry was made to 12 congregations, with only four responses received. Methods used for such meetings have been varied with some using verbal voting and hand counting yay and nay responses; some are using ZOOM and chat to count votes; some are utilizing USPS mail voting, which would have to be started well in advance of the meeting. It was noted on UUA.org that there are two platforms - jotform and wufoo, which might be options and provide email responses. There are two others that allow for anonymous response - Simply voting and voting buddy - which are run through Google and might be less expensive and easier. There are materials on the UUA Leader Lab about meeting and voting. Additionally, a method must be devised that ensures only members are voting. Required information and materials can be made available to members prior to the meeting by direct email and USPS mail.

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- C. Breeze Contact List** – There are many people listed in Breeze that are not members. There is an unsubscribe link available in all Eblast emails.

VIII. New Business

- A. Foundation Repair** – Gary Rhodes, Jeff Funderburk and Carlos Fraticelli have met with contractors on two occasions regarding repairs to the area below the deck of the Anthony room, which is damp and has cracks in it. There is no longer a ceiling and water is running directly into the room. It has been determined that the foundation is unstable and it is suggested that we drive pylons. One estimate called for 5 pylons for 8k and the other 8 pylons for 11k. It would require a roof and a new deck to make it happen. It is not considered an emergency. Buildings and Grounds is talking about how to do the whole operation over time. For the room to be usable as a storage room, it would require additional work as there currently is a dirt floor. Some options were discussed but there is not enough information to make a determination and it is decided that David Lafitte should be brought into the conversation to not interfere with any plans he might be making regarding campus upgrades. Additionally, Jeff Funderburk's son is a Civil Engineer and might be able to provide some valuable insight.

B. Worship Team

- a. Budget** – Sufficient information is not available at this time.
- b. Worship Coordinator** – The Worship Committee is over-extended and has been providing speakers at a greatly increased rate for almost 2 years now. They have asked the Board to consider hiring a Worship Coordinator to relieve some of the burden. A good portion of the Worship Associates are no longer on the team and the new virtual format places a greater responsibility on the Worship Associates that remain. Blanche Williams has put together an information packet containing all of the things required by the Worship Associate. Several of the Worship Associates do not feel comfortable carrying that much responsibility for the service. More Worship Associates are needed. It would be helpful to identify members of the congregation who might be able to deliver a message in the upcoming months. It was determined that it is not financially feasible to hire a Worship Coordinator at this time.

- C. Mission Funding** – Tom Larson has proposed that the Board be the leader of the mission funding effort and pull together a group of prospective non Board members to help form the team. The Board would be responsible for coordinating and leading the team. Blanche Williams has had conversations with everyone who has been identified as a possible team member, but no one has agreed to join the team. She noted that when she and Penny attended the UU summer workshops where Board members from all the churches who attended talked to each other, she noticed that when Penny spoke up, and said our board has done this, other churches didn't talk about their boards and committees. They said, our congregation did this and that. We don't have that. We need to identify a way to get the message out in a compelling, cohesive, and energizing way. We have to make a priority of finding a way to re-engage the congregation in the work of the church and to

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establish that it is not the responsibility of the Board and the Worship Committee to do all of the work. We are currently without a minister and operating more like a small fellowship. Gary Rhodes suggests that we use the time of the Virtual Coffee Hour to ask the congregants what they want their church to accomplish and how they are willing to serve their church. Tessie Bond suggests that a meeting with the church elders might also be helpful and Penny offered to set such a meeting up. Penny Reid suggests a Mission Funding theme, "It's your church."

Motion: (Bond/Ober) – The UUCJ board commits to the mission funding effort for the 2021 fiscal year as a top board priority in order to serve our mission, "By serving compassionately and connecting authentically we change the world."

Motion carries 6-0

D. Affinity Group Policy Motion -

It is not necessary to establish a policy, just a procedure on how to become a virtual affinity group and how to get help using ZOOM if it is needed. This only applies to those who want to use the church's ZOOM account. It doesn't need board approval. The New Normal Team can approve it. Penny Reid will write the procedure and the Board can approve it by email.

Motion: (Bond/Williams) – To suspend the cited Board Policy and the associated requirements unanimously approved by the Board at its meeting on February 6, 2017 until such time as UUCJ is no longer in Virtual Church Status.

Motion Carries 6-0

IX. Announcements

- **Next Board Meeting – September 1, 2020**
- **Opening Words for September 1, 2020 – Liz Dion**
- **Other**

X. Adjournment

MOTION: (Bond/Ober) – To adjourn.

Motion Carries 6-0

There being no further business the meeting was adjourned at 850 p.m.

Respectfully Submitted,

Karen Smith-Scott
UUCJ Board Secretary