

**UNITARIAN UNIVERSALIST CHURCH OF JACKSONVILLE**  
**Board Meeting Agenda**  
**1/5/2021**

Mission Statement: By serving compassionately and connecting authentically, we change the world.

- 1) Call to Order Vince Ober
- 2) Opening Words Tessie Bond
- 3) Board Development Vince Ober
- 4) Approval of agenda Vince Ober
- 5) Approval of Minutes Nancy Murray-Settle
- 6) Approval of Consent Agenda Vince Ober
  - a) President's Report – Ober - Submitted electronically
  - b) Vice President Report – Bond - Submitted electronically
  - c) Treasurer Report – Dion - Submitted electronically
  - d) Minister's Report – Rev. Paul - Submitted electronically
  - e) Utilization Reports – Submitted electronically
  - f) New Normal Committee Report - Submitted electronically – Ober
- 7) Board Reports
  - a) In-Reach – McPhillips - Submitted electronically
  - b) Operations – Rhodes - Submitted electronically
  - c) Outreach – Mitchell - Submitted electronically
  - d) Stewardship – Submitted electronically
  - e) Personnel Committee – submitted electronically
  - f) Finance Committee - Submitted electronically
  - g) Capital Campaign – Submitted electronically
  - h) Other - Submitted electronically
- 8) Old Business
  - a) Unfinished Tasks 2020 – Vince Ober will lead discussion by portfolio leaders and officers
    - i) Personnel Committee - Ober
      - (1) Develop Employee Handbook
      - (2) Establish vacation approval process and tracking system
      - (3) Establish sick leave policy
      - (4) Establish employee grievance policy
    - ii) Virtual Church - Ober
      - (1) Establish New Normal Committee Structure
      - (2) Establish 2021 Church Opening Criteria
      - (3) Develop timetable for reopening
      - (4) Identify tasks for reopening
      - (5) Assign responsibility for task completion.
      - (6) Develop a list of upgrades / costs needed to prepare for opening the campus.
    - iii) Ministerial Search Committee – [Who is Chair of this Committee? Where do they fit in

governance chart? Where are minutes kept]

- (1) Design Ministerial Goals Assessment
- (2) Begin discussion on minister hiring for 2021-2022

iv) Treasurer – Liz Dion

- (1) Continued work on the payroll protection loan forgiveness process and paperwork

v) In-Reach portfolio – Munsell McPhillips

- (1) Identify leaders for
  - (a) Denominational Affairs Committee
  - (b) Congregational Life Committee
  - (c) Committee on Ministry
  - (d) Children and Youth Religious Exploration Team
  - (e) Leadership Development Committee

vi) Operations Portfolio – Gary Rhodes

- (a) Finalize B and G issues with storage room

vii) Outreach Portfolio – Teri Mitchell

- (a) Discuss status of Social Justice Committee in relation to ICARE

viii) Stewardship Portfolio - Ober

- (i) Identify leadership for Mission Funding Committee and Pledge Drive
- (ii)

b) Building upkeep

- i) Foundation repair
- ii) Vandalism

c) Mission Funding

- i) Solicitation of congregation
- ii) Anonymous donor gift

d) UU 101

e) Board email protocol

f) Staff supervision

9) New Business

- a) Parliamentarian selection – Vince Ober
- b) Board Organizational Retreat - Jan 16, 2021
- c) Board Goal Setting Workshop – Jan 23, 2021
- d) VP Zoom meeting with Portfolio Leaders - Tessie

10) Next Board Meeting – Feb 2, 2021 at 6:00

- a) Opening Words – Munsell McPhillips
- i)

11) Adjournment