

**Unitarian Universalist Church of Jacksonville**  
**Draft Board Meeting Minutes**  
**February 2, 2021**

*“By serving compassionately and connecting authentically we change the world.”*

**BOARD MEMBERS IN ATTENDANCE:** Tessie Bond, Liz Dion, Rev. Paul Johnson, (late 6;30) Munsell Phillips, Teri Mitchell, Nancy Murrey-Settle, Vince Ober, Gary Rhodes

**ABSENT:** None

**OTHERS IN ATTENDANCE:** Carlos Fraticelli

**ORDER OF BUSINESS**

I. **CALL TO ORDER/OPENING WORDS** – The meeting was called to order Vince Ober at 6:10. Opening words were offered by Liz Dion. There were a late start and a late arrival by Rev. Paul due to miscommunication of the proper zoom link

II. **APPROVAL OF AGENDA**

**MOTION: (Bond/Rhodes)** – To approve agenda as amended. Amendments are to add ICARE budget requests to Old Business.  
( Approved 6-0)

III. **APPROVAL OF MINUTES** –

**MOTION: (Bond/Dion)** - To approve the Board meeting minutes of 1/5/2021. (Approved 6-0)

IV. **CONSENT AGENDA** (This section includes all reports which are adopted as electronically presented and not discussed. If any of them needs to be discussed, the consent agenda is amended to exclude it and place it either under Old Business or New Business)

- [All submitted February reports can be found here.](#) (Please read and review prior to the meeting)
- A. [President’s Report – Ober](#) - Submitted electronically
- B. [Vice President Report – Bond](#) - Submitted electronically
- C. Treasurer Report – Dion - Submitted electronically \*(moved to old business)
  - 1. [Budget review Dashboard](#)
  - 2. [Dec 2020 Balance sheet](#)
  - 3. [Dec 2020 I & E](#)
- D. [Minister’s Report](#) – Rev. Paul - Submitted electronically 2/1/21
- E. Utilization Reports – No Report- Vince (question to remove)
- F. New Normal Committee Report - No Report
- G. Board Reports
  - 1. [Inreach – McPhillips](#) - Submitted electronically
  - 2. Operations – Rhodes - No Report
  - 3. [Outreach – Mitchell](#) - Submitted electronically 2/1/21

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4. [Stewardship – Bond](#) - Submitted electronically
5. Personnel Committee – Ober - No Report
6. Finance Committee - No Report
7. Foundation Report - Tom Larson- electronically?
8. Capital Campaign – McKenzie - sent via postal mail

**MOTION: (Bond/Rhodes)** – Motion to amend consent agenda by moving out of Outreach report a request from ICare regarding money and placing it in old business. Also to move Treasure’s report into old business. Approve the consent agenda as amended. 6-0

V. **OLD BUSINESS**

- a. [Board Covenant](#) (click for doc link) Updated to approval last year’s Covenant. Document updated with “Approved February 2021”
- b. [Board/Minister Covenant](#) (click for doc link). Document created by previous Board accepted for continuation into this year with the document being amended by striking out a dated statement (#8 in the previous document) that addressed 2020 Board moving becoming the 2021 Board. Rev. Paul agreed with acceptance and changes.  
**MOTION: (Murrey-Settle/McPhillips)** Motion to accept with changes approved 6-0
- c. Ministerial Search. Rev Paul’s contract is coming to end and it is possible/probable that we will be looking to hire a new minister. Will know for certain in March/early April our need. However, Rev Paul indicates that we should not delay in preparing for a search if necessary so that we would be on the UUA hiring cycle schedule. T. Bond suggested Penny Reid and Robert Prager for search committee membership. And, she called for an executive session of the Board to discuss type of minister (Developmental/Interim/Contract/Called) to pursue. agreement to continue the discussion on Tuesday, Feb 9th at 6 pm via Zoom. Nancy Murrey-Settle will lead the discussion on search.
- d. Policy and procedure. Discussed need to compile documents. Carlos Fratecilli offered that previous attempts were made, policy manual compiled, and almost immediately became out of date as changes occurred. Discussed the need to move to cloud-based paperless storage and access of documents that would make up a policy manual. Options are Microsoft 365, Office 365 Online, or Google Workspace (Formerly GSuite). Church is currently using Microsoft 365 on the workstation in the office. Need to price per user for various products and functionality comparisons. Need to establish a working group to study this move to the cloud.
- e. Budget for ICare . Request to increase iCare payment to 1000.00 which is full share of our financial responsibility. This Will result in 250.00 difference from what was initially requested by our ICare committee.  
**MOTION: (Rhodes/Bond)** Motion increase by 250 payment to ICares approved 6-0
- f. Finance issues from last year. Addressed after ‘b’. Review and fielded questions regarding Dec. 2020 end-of-year financial reports. Discussion about budget categories matching committees. For example, Pease/Justice/Diversity corresponds to Social Action Committee. There was a 46K surplus in the budget from last year now in a reserve account. UUCJ does not qualify for 2nd round of PPP loans/

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**VIII NEW BUSINESS**

- A. Capital Improvement Project. Kathleen McKenzie addressed the board again regarding the resumption of capital campaign campus improvement projects. The intention was to have committee chairs attend, however, some confusion over zoom link might have thwarted that from fully being realized. McKenzie sees the need to reconfigure the Campus Renewal Committee into a Construction task force as remodeling projects are undertaken. Reminder that the Capital Campaign was presented, vetted, and approved by the congregation in 2016/2017/2018 and was only put on hold in 2019/2020 while transitions and covid required us to step back a moment. **MOTION: (Bond/Mitchell)** Motion for support resumption of the Capital Campaign as we move forward on social hall renovations. Approved 6-0
- B. Foundation Charter. Tabled to next month’s meeting. March 2, 2021
- C. Google Drive Use. Will be storing meeting minutes, agendas on Google Drive until a working group can study and make a recommendation about appropriate software for cloud-based functioning of the Board.
- D. Property Insurance renewal. Renewal period coming up. No real choice other than to renew.
- E. Credit Card Use. Virginia will be removing individuals who are currently listed as users. She will remain as a user and will add Board President (Ober)

**VI. ANNOUNCEMENTS**

- Next Board Meeting - March 2th. Need agenda items by February 20th to send out agenda by 2/24, a week before mtg.
- Opening Words – Munsell McPhillips
- Board Assignments – Gary Rhodes will look at costs/recommendations on repairs needed for the deck and Anthony Room. Likely beyond what was budgeted for this year.

**VII. ADJOURNMENT**

**MOTION: (Bond/McPhillips)** - Motion to adjourn. Approved 6-0.

There being no further business the meeting was adjourned at 8:12 p.m.

Respectfully Submitted,

Nancy Murrey-Settle

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