



UNITARIAN UNIVERSALIST CHURCH  
OF JACKSONVILLE

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

**UUCJ Board Meeting Minutes** Zoom Conference Call Tuesday, July 6, 2021 6:00pm - 8:42pm

Approved August 3rd, 2021

### Attendees

Tessie Bond, Elizabeth Dion, Rev. Paul Johnson, Munsell McPhillips, Teri Mitchell, Nancy Murrey-Settle, Vince Ober, Gary Rhodes

### Agenda

1. Call to Order –(6:11 PM)
2. Chalice Lighting, Board Covenant, Process Observer, Board Training
3. Approval of Minutes, Approval of Agenda, Approval of Consent Agenda
4. Continuing Business: Ministerial Search Team; Updating and Collaborating on Documents; Congregational Retreats.
5. New Business: Governance Structure, Tribe, Membership Team, Mission Funding, Reopening Plans, Staffing, Treasurer’s Report
6. Board Assignments
7. Close of Meeting

### Discussions and Observations



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1. Discussed the pros/cons of streamlined minutes vs more narrative minutes. Murrey-Settle will offer a new form to attempt to balance the two approaches. Look for 2 versions formats for July mtg.
2. A short tutorial on using the “suggest” mode when collaborating on documents led to the need to establish a Document Management Task force. Murrey-Settle recommended Steve Settle as a member of the task force. See Action Items 1 & 2 related to this.
3. Plan for O’leno trip for church on September 12 was canceled by Martha Aiken as it falls on the first weekend Church campus will be open for live services and the first time Rev. Lee Anne will address the congregation from the pulpit.
4. Governance update presented by Ober. Portfolio leaders will be the contact point person for committees/teams with open seats. Discussed when charters need to be presented to the board for approval when they are changed or updated. As goals shift they do not need board approval, changes in function or focus of Team/Committee do need board approval.
5. Personnel Committee is working on a budget for the tech position, nursery workers, and RE Coordinator. Need to preserve the first position, reestablish the latter two positions for reopening in September. The budget for the rest of 2021 supports these positions and Personnel Committee is working on budget requests for 2022 to continue support for these positions. See Decisions #8 and Action Item #10.
6. Dion reported that monies showing in the board reserves has not had the loan principal payments deducted and the board should be aware of that when looking at balances.

#### Decisions

1. Approved the motion to accept minutes of June 1, 2021, as submitted. BOND/RHODES. 5-1(abstention)
2. Approved the motion to accept the agenda as amended. BOND/MITCHELL 6-0
3. Approved consent agenda as amended. BOND/DION 6-0
4. Read and Approved a motion to ratify the approval of the ministerial agreement contracting with Rev. Lee Anne Washington to serve as UUCJ contract minister minimum of 2 years. BOND/MURREY-SETTLE 6-0
5. Consensus agreement to classify 1,644 dollars of Rev. Paul Johnson’s salary as housing allowance as allowed for July and August.
6. Determined need for an additional board meeting to discuss progress on this year’s goals as well as reviewing Triennial survey results. Also, an additional meeting to discuss goals and objectives based on the triennial survey to guide us into the 2021-2022 year. See Action Item 3
7. New Normal Team recommendation to wear masks will need to be repeated over and over as strongly as possible to make it clear that it is an expectation and requirement for being on campus and at live services, meetings. We all need to be examples and support this effort.
8. Approved the motion to change the title of tech consultant to Director of Technology Services and to make the position permanent. BOND/McPhillips 6-0

#### Action Items



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1. Vince Ober will call a Document Management Task Force.
2. Murrey-Settle will put an updated Governance Chart on Drive and send to Tina. Also updated Leadership list and CYRET charter.
3. Will meet as a board on July 12th from 3:30-5:30 via Zoom. Need to email congregation notification of the meeting and providing Zoom link. (Ober?)
4. August meeting needs to be set up to schedule discussion on upcoming year's goals and objectives, Murrey-Settle will see if Rev. Lee Anne is interested and available.
5. Tessie Bond will look for Members and Friends of UUCJ to pilot a social media platform “Tribe” that may be useful to facilitate moderated discussions among members, extending conversations beyond church grounds.
6. Murrey-Settle is assuming the chair of the Membership Team. Will submit the updated charter to board at August meeting.
7. Ober is assuming the chair of the Mission Funding Team. Will submit the updated charter to board at August meeting.
8. \_\_\_\_\_ is going to get Virginia to do a snail mail to all members and friends to inform them of the mask policy.
9. Gary Rhodes is going to communicate to the chairs of the Buildings and Grounds portfolio need to identify needs for the September 5, Labor of Love event.
10. Personnel Committee (Bond, Ober, Dion, Reid) is working on the budget for 2022 for Nursery and RE Coordinator and will begin the process of advertising and hiring for these positions for the period between Sep-Dec 2021.

#### Next Meetings

- Virtual meeting on Monday, 7/12/2021, 3:30 – 5:30 pm
- Virtual meeting on Tuesday, 8/3/2021, 6:00 pm

ADJOURNED at 8:42 pm BOND/RHODES motioned and Approved 6-0

SUBMITTED by Nancy Murrey-Settle, Board Secretary