



UNITARIAN UNIVERSALIST CHURCH  
OF JACKSONVILLE

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

**UUCJ Board Meeting Minutes** Zoom Conference Call Tuesday, January 4, 2022 6:00pm - 8:18pm

Approved at February Board Meeting

### Attendees

Board: Munsell McPhillips, Teri Mitchell, Nancy Murrey-Settle, Vince Ober, Yanella Parra, Meg Rohal, Lee Anne Washington. Guests: Krystalle Voecks, Jeff Funderburk, David Laffitee, Kathleen McKenzie

### Agenda

1. Call to Order *–(6:00 PM)*
2. Chalice Lighting, Board Covenant, Process Observer, Board Training
3. Approval of Minutes, Approval of Agenda
4. Continuing Business: Portfolio Structure, Mission Funding & Budget Year, Board Retreat, Review [Board Covenant](#), Call for Charters, Google Drive Training
5. New Business: Minister’s Report, Board Meeting Schedule (Murrey-Settle), Physical Facilities Repairs, Board Training, [By-laws](#) Changes
7. Close of Meeting



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### Discussions and Observations

1. Portfolio Structure 6:22. Much discussion and working session regarding the various committees that would be under each portfolio as a result of the movement of many committees to the oversight of the Minister as reflected in the December board meeting actions. See decision 4.
2. Portfolio Managers. Discussed who would manage each of the newly reconfigured portfolios. See decision 5) Need to recruit leaders for the various committees.
3. Board retreat and rising covid cases. In person or Zoom?
4. Discussed Board Covenant. Good to read as a reminder at each board meeting.
5. With Committee/Teams defined for 2022. Need to approve those Charters. Portfolio leaders can reach out to committee/team leaders. Would like to have the charters updated on Google Drive so that we can track changes and have just one document all are working from.
6. Google Drive. Nancy showed the group how to suggest change and/or edit documents in Google drive. Requested that church business be conducted using the gmail server for board position @uucj.org to maintain records of church business. Used the 2022 board schedule and contact list to demonstrate. Asked members to verify contact information in that document and add birthdays.
7. Minister's Report. Shared the 2015 Report on conditions of campus. Asked that this be put on the February Board meeting agenda to discuss and prioritize concerns.
8. Leadership Training. MFTT is engaged in the extended leadership training some board members took last year. Still looking for good options for new board members Meg and Yanella.
9. ByLaw review and changes have been started by the MFTT. Rev. Lee Anne has invited Tessie Bond to contribute and is looking for a board member who would like to contribute. Ober suggested that the process be open and advertised to members at large.



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## Decisions

1. Amend and approve December meeting minutes. McPHILLIPS/MITCHELL 5-0.
2. Amend and approve January agenda. McPHILLIPS/MITCHELL 5-0.
3. Consensus that the Capital Campaign which includes the Social Hall Project is a single committee under the Stewardship Portfolio.
4. Consensus agreement that the following committees/task forces and responsible portfolios are a good arrangement. INREACH: Congregational Life, Leadership Development Committee, Right Relations, Committee on Ministry (suspended). OUTREACH: Social Justice, iCare, Special Collections, Partner Church. OPERATIONS: Campus Management Team, Fernandina Beach/East Nassau, Green Sanctuary, Keepers of the Church, New Normal. STEWARDSHIP: Finance, Capital Campaign/Project, Mission Funding/Fundraising. MINISTRY PORTFOLIO: Adult Religious Education, Children and Youth RE Team, Caring Network, Denominational Affairs, Hospitality, Membership, Ministerial Formation Transition Team, Music, Tech Team, Worship, Small Group Ministry. All agreed that this was adequately reflected in the following document which will be used to create a new governance flowchart.
5. Consensus agreement the following board members would take responsibility for: STEWARDSHIP: Munsell McPhillips , OPERATIONS: Yanella Parra, INREACH: Meg Rohal. OUTREACH: Meg Rohal.
6. Consensus agreement that Board Retreat in person is on hold. Zoom meeting to replace. Time from 9:30-3:30. Possibly break into 4 units.
7. Amended and Approved 2022 Board Covenant. (removed section regarding secretarial duties)
8. Consensus Agreement to adjourn at 8:22

## Action Items

1. Vince Ober will combine the Mission Funding and Fundraising Charters to reflect the combination into one team.
2. Create Governance flowchart [using this document](#).to replace what is currently on the website. (unassigned)
3. Update the document on [Portfolio Structure](#) to give to Tina for Web. (Nancy)
4. Communicate to Tina new portfolio leaders so email addresses can be properly assigned. (Nancy)
5. Ober and Washington will discuss how board retreat will be structured for Jan 22.
6. Send newly amended board covenant to Tina for web update (Nancy)
7. Add your birthday to the contact list in the [Board Calendar Document](#). (ALL)



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8. Study 2015 Conditions Survey Report prior to Feb mtg. (ALL)
9. Review By Laws for changes. (ALL)

#### Next Meetings

- Virtual Board Meeting February 1, 6 pm Opening words: Mitchell
- Board Retreat, January 22, 2022 Zoom meeting 9:30-3:30

SUBMITTED by Nancy Murrey-Settle, Board Secretary