



UNITARIAN UNIVERSALIST CHURCH
OF JACKSONVILLE

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

UUCJ Board Meeting Minutes November 08, in Person at UUCJ Campus 11:30-3:00pm

Additional Meeting to Plan for Upcoming Townhall and Annual Congregational Meeting

Approved at November 15, 2022 Meeting

Attendees

Board Members in attendance: Meg Rohal, Teri Mitchell, Nancy Murrey-Settle, Yanella Parra, Lee Anne Washington, Lois Hoeft and Vince Ober via Zoom/

Agenda

- 1. Call to Order - 11:50 Yanella Parra presiding
- 2. Chalice Lighting opening words Yanella Para and Rev. Lee Ann Washington
- 3. Agenda: Purpose of this special meeting is to plan for upcoming townhall and annual congregational meeting in order to be able to communicate with the congregation in a timely manner.
- 7. Close of Meeting

Discussions and Observations

- 1. The first question we explored was the voting procedures to be followed at the Annual congregational meeting, especially in light of the important question we will be making about the future location of UUCJ; commit to the current campus or explore alternatives.
- 2. We consulted our By-Laws to determine quorum and find guidance to ensure compliance with procedures. Discussed how to hold a secret ballot and procedures for fairness, discussed mail-in ballots and proxy ballots, anonymity, members voting in person, via zoom, and from remote locations (Fernandina). Discussed the need for a parliamentarian at the annual meeting.
- 3. Proxy ballots by request will be sent out by Virginia, asked to be either returned to office, sealed in a pre-marked envelope, by Thursday or brought in on the day of the meeting by 12 pm. by another member who will report the member's name for the proxy ballot, the unopened ballot will be put with others for counting. Need to determine who will count proxy ballots and secret ballots.
- 4. Upcoming 11/20 Townhall. Discussed what the question should be that we want the congregation to vote on and want to get that question to them prior to that next town hall. This town hall will be where we want congregants to express opinions about the alternatives they are being offered.



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5. Discussed the planned renovations and at what level we believe the congregation is behind the required commitment of time, energy, and money to bring the church up to where we want it to be. Discussed the importance of programs as well as facilities that are needed to have a successful church community. Discussed the need to keep the congregation well informed regarding a capital campaign that has been going on for 5 years regardless of the outcome of the vote.
6. At end of 11/20 townhall see if there is a general consensus that the congregation feels ready to vote on the location issue on 12/11/ Also mentioned need for info packet on all the material so far collected related to location question. Much of it is already in google drive, need good link to get people there.
7. Teri Mitchell introduced the idea that the treasurer position should be separated from the board and additional board duties, and that the treasurer would still report monthly to the board at meetings, serve on the finance committee and personnel committee, but not be an actual board member. Requires by-law changes.

Decisions

- [1.] -Need to identify a parliamentarian that will assure all voices are heard in an organized manner.
- 1.[2.] Decided the vote for the item related to the future location of UUCJ vote will be by secret ballot.
- 2.[3.] Decided that we will encourage in-person voting for members only in the meeting room, Krysalle will monitor voting on Zoom, checking membership status to allow only members in the Zoom meeting. Need to have a point person in Fernandina.
- 3.[4.] Will start the annual meeting at 12:15 and have pizza and beverages available throughout the meeting to make sure blood sugar levels are good. Members are invited to also bring their own food/bag lunches as the meeting could last 3 hours or more.
Items to be voted on at the annual meeting other than location question include approval of the budget, 2023 board members, change in by-law related to the treasurer, and possible Clean Water endorsement.
- 4.[5.] The following question to ask the congregation about the future of UUCJ was crafted and agreed upon:
In order to further the mission of this church, offer robust programs, and grow its membership I believe;
It is time for us to explore selecting a more affordable, sustainable, safe, and accessible location for the Unitarian Universalist Church of Jacksonville.
OR
It is time for us to make a significant investment of time, talent, and treasure to make the current campus an affordable, sustainable, safe, and accessible location for the Unitarian Universalist



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Church of Jacksonville.

- 5.[6.] Motion to accept the question developed (see decision 5) on UUCJ location at the annual congregation meeting HOEFT/MITCHELL APPROVED 5-0
- 6.[7.] Motion to vote by secret ballot for UUCJ location question. MITCHELL/HOEFT APPROVED 5-0
- 7.[8.] Motion to make proxy ballots available for those not able to vote in person or via Zoom, with requirement that such ballots either mailed back or delivered by hand in the office arrive by Thursday 5 pm, or brought to the church on the day of annual meeting and delivered by 12 noon. PARRA/MITCHELL APPROVED 5-0
- 8.[9.] Take up changes to treasurer position at the Nov 15 board meeting. [\[Is Nov 15 th correct date?\]](#)

Action Items

1. Identify Parliamentarian
2. Identify “poll watcher” in Fernandina
3. Need Membership Lists and cards
4. Need to identify who will count proxy and secret ballots, Zoom voting will be counted by Krysalle but she probably needs assistance (chat, member list, etc)
5. Get approved ballot language to [Tina Ramey](#) so that congregation gets it asap.
6. Teri will present necessary bylaw changes to treasurer position and craft a motion to accept at next board meeting.
7. Work on the information packet on location question.

Next Meetings

- Scheduled for Nov 8 (but later changed to Nov 15). Vince (opening Words) Yanella, (process Checker/Parliamentarian) Teri (time keeper). Zoom meeting Nov 15th 6 pm.



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SUBMITTED by Nancy Murrey-Settle, Board Secretary