



**Board of Trustees Meeting of the
First Unitarian Universalist Church of San Antonio
March 22, 2017**

- A. **Call to order** by Jim Noël at 7:08 p.m. Requirements for a quorum were met.

- B. **Members present:** Jim Noël (President), David Ringer (Vice President), Anne Peters (Secretary), Jennifer Johnson (Treasurer), Richard Keith (Trustee-at-large), April Chase (Trustee-at-large), Gale Morrow (Trustee-at-large – via phone), and Rev. Joh Snyder.

- C. **Opening words** were provided by Jim and the chalice was lit.

- D. **The Board Covenant** was read and Richard was appointed process observer.

- E. **Check-ins** were shared and the agenda was finalized with one change—to omit Ends 2 monitoring report (see note below).

- F. **Consent Agenda**
 - 1. **Review of February 2017 minutes**

Minutes were approved with one change – Ends 2 monitoring report was reviewed at February meeting.

 - 2. **Treasurer's report - February 2017**
 - i. Our CPA dropped her fee to \$350/month, which explains why that line item is running behind at this point in the year.
 - ii. Minister's housing allowance is also running behind, but it's just an allocation issue. The minister's total package for the year is on target.
 - iii. Clarification on reserves for denominational connections vs. reserve for GA scholarships.
 - iv. On balance, budget is looking good overall.

3. Minister's report

- i. Josh offered additional context regarding the worship feedback initiative. The purpose is to proactively seek more timely feedback from a broader swath of congregants. Response has been very strong.
- ii. Josh elaborated on his role as a ministerial mentor.

4. Vice President's report

i. Facilities Team

1. David noted that Diane Adams and David Caris have agreed to be members of the Aesthetics Committee.
2. Question raised regarding campus carry signage, an effort that was delayed due to committee membership changes. Josh will talk with Diane and David about re-starting the signage effort.
3. Question regarding what budgetary line item the new A/C compressor will fall under. Jennifer will follow-up with Mary on the status of payment.

ii. CREF

1. The CREF Board plans to pursue closer ties to the Social Justice Committee, as per their bylaws.

5. President's report

- i. Jim highlighted items from his report, including meeting with the Social Justice Committee and his monthly call with presidents of large congregations, which focused on the mechanics of selecting board officers.

6. Stewardship report

- i. The stewardship plan is rolling out as scheduled. So far we have received \$268,861 from 133 families – approximately half of our members.
- ii. Suggestion to provide clearer communication regarding the process for signing up for automatic withdrawals of pledge payments.

G. New Business

1. Vice president liaison duties

- i. It's difficult to find people who have the time to meet the demand of the VP's committee liaison responsibilities. Offering the VP an option to delegate some aspects of their liaison responsibilities will broaden the pool of people willing to take on the role.
- ii. Our bylaws state that the Vice President is "responsible" for acting as a liaison to the named committees, but don't specify whether or not delegation is an option. Board members agreed that allowing the VP to delegate is fine, and that it isn't necessary to amend our bylaws at this time (but may be worth clarifying the wording the next time the bylaws go through review).
- iii. On the other hand, Policy 4.3 (Role of the Vice President) does get much more specific regarding VP commitments, but since it is a Board policy, it can be amended and voted on by the Board. Jim offered to draft the amendment.
- iv. **April moved that we amend Policy 4.3 to give the Vice President the option to delegate his/her committee liaison responsibilities. Richard seconded. Motion passed unanimously.**

2. Strategic Plan update

- i. A draft of the strategic plan was reviewed. A section is still in the works regarding the process for implementation.
- ii. Bill Clontz's report provided the foundation for the focus areas.
- iii. Discussion regarding the draft goals and at how big picture/visionary they should be. Suggestion made to add metrics to the goals, and to reframe them to be higher level and more strategic, considering big things we want to work toward, such as increasing membership, fundraising, capital campaign, etc.
- iv. Concern raised about the objective to make our campus accessible and its associated financial implications.
- v. Suggestion to send the next draft of the strategic plan to the Board further in advance of our next meeting.

H. Old business

1. Cell Tower lease update

Work continues on this effort, and Howard Berger is handling the legal aspects.

2. Monitoring Report: Minister Limitations Policies – Financial Limitations 2.3-2.7

- i. Rev. Josh added a column to his monitoring report tables on “How to demonstrate compliance.” He also moved staff compensation data to an addendum.
- ii. He’s reporting non-compliance on 2.3.3, as some staff are paid significantly below UUA guidelines (remedied in the draft budget for FY18).
- iii. Question regarding audit recommendation in 2.5. Jennifer indicated she will bring the funding of an audit to the next Finance Committee meeting. One approach would be to put money in reserve each year in order to build up an audit fund.
- iv. Vote to approve monitoring reports was table to our April meeting to give Board members more time to read through the report.
- v. Board members are encouraged to send any feedback regarding the report format and content to Rev. Josh.

3. Cash flow limitation policy

A subcommittee (April, David and Rev. Josh) has been designated to work on drafting this policy. They will meet next month and report back at the May meeting.

4. Fundraising assessment and protocol reports

Tabled discussion of these reports to our April meeting.

I. Closing

1. Process observation

- i. It was noted that we often run out of time during Board meetings, and are unable to spend adequate time discussing the agenda items under Old/New business.
- ii. Richard suggested that we restrict ourselves to minimal discussion on the consent agenda.

- iii. We'll focus our April meeting on the FY18 budget, and our May meeting on the strategic plan.
- iv. General reminder/encouragement to get reports to Board members with significant lead time for review prior to meeting.

2. **Closing words** – Gale provided the closing words, and the chalice was extinguished

J. The meeting adjourned at 9:10 p.m.