



**Board of Trustees Meeting of the  
First Unitarian Universalist Church of San Antonio  
August 16, 2017**

- A. Call to order** by Jim Noël at 7:05 p.m. Requirements for a quorum were met.
- B. Members present:** Jim Noël (President), David Ringer (Vice President), Anne Peters (Secretary), April Chase (Treasurer), Donna Reed (Trustee-at-large), Heather Hedquist (Trustee-at-large), Rev. Josh Snyder. **Members absent:** Steven Stechsulte (Trustee-at-large).

Trustee-at-large Betty Dabney resigned from the Board earlier this month because she is moving to Florida.

- C. Opening words** were provided by David, and the chalice was lit.
- D. The Board Covenant** was read, and Donna was appointed process observer.
- E. Consent Agenda**
- 1. Discussion regarding consent agenda process** – Clarification that its ok to ask questions, but up to the recipient to determine whether or not they answer/engage in conversation over email, or defer the discussion to the meeting (pull it out of consent agenda).
  - 2. The Treasurer's Report** was pulled out of the consent agenda for discussion.
  - 3.** Reports were submitted to Board members in advance via email. David made a motion to accept the remaining items on the consent agenda, Heather second. **Passed unanimously.**
- F. New Business**

1. **Treasurer's report** – This year's Finance Committee members will be April, Dale Hibner and Troy Peters. April reported that the Board raised \$8,000 for the stewardship consultant (in reserve). Clarification that once Bill Clontz's \$5,000 payment has cleared, we'll have \$8500 left for stewardship/consultant fees.
2. **Cash flow concern** – April raised up comments from her Treasurer's report regarding cash flow in light of a couple of recent financial occurrences (discontinued Beth Am rental and Bookstore AC compressor). Should we need to dip into reserves, we'll have to consider funding options. The only liquid cash the Trust Fund of the Endowment provides is from the interest. To use any of the principle, we have to get congregational approval via a meeting with 40% member attendance and 75% affirmative vote. April will bring the issue to the Finance Committee, and will bring any recommendations from that group back to the Board.
3. **Strategic plan publicity** – Josh explained that the Coordinating Council consists of the chairs of all the committees that fall under the minister (all committees that don't report to the Board). For the purposes of determining strategic plan initiatives, the chair of the Stewardship committee will also be invited to the meetings this year. The Council meets every-other-month, and their primary purpose is communications and coordination. Josh will provide three strategic planning reports to the Board this year: October (initiatives for the coming year); mid-year (status report); and end-of-the-year (evaluation). Josh will include the strategic plan in his sermon at the Aug. 27 service/water communion. Jim and Josh will coordinate with Mary to get the strategic plan posted to our website and have hard copies to distribute at Leadership Bridging and at the service on the 27<sup>th</sup>.
4. **Policy governance Board education** – Discussed selecting our readings in coordination with upcoming Board meeting topics. Several examples of possible books were shared – *Carver Guides* and *Board Member's Playbook*. Copies could be purchased using Board reserve funds. Board members are welcome to borrow Carver Guides from the conference room bookshelf. Jim, Josh and Dave will come up with a draft of a reading/discussion schedule for the year, and will bring to the September Board meeting. Earlier in the meeting, a point was made that the committees could also benefit from

policy governance education.

## G. Old business

1. **Stewardship consultant** – Jim reported that a contract has been signed with Bill Clontz. The exact services he will provide will be determined during the first meeting. Next steps are to share requested data with Bill, and set up a meeting with him and the Stewardship Committee. We don't yet have a chair for the committee, but some people have indicated they'd be willing to help.
2. **Review of proposed Board goals for 2017-18** – Draft goals/action items were reviewed and next steps/champions were determined. Board agreed to add a check-in on Board goals to our monitoring schedule so we are guaranteed to review/update it periodically throughout the year.
3. **Question regarding disposition of "in memoriam" gifts** – Postponed this agenda item to the next meeting due to lack of time. Conflict between TFOE charter and Finance Committee practice regarding *in memoriam* gifts will need to be hashed out.

## H. Closing

1. **Process observation** – Donna noted that we stayed fairly close to our schedule, though we did run out of time. We handled disagreements well – different perspective shared, but the conversation stayed respectful.
2. **Closing words** were provided by Jim, and the chalice was extinguished.

- I. **The meeting adjourned** at 9:01 p.m.