



**Board of Trustees Meeting of the
First Unitarian Universalist Church of San Antonio
September 20, 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), Donna Reed (Trustee-at-large), Heather Hedquist (Trustee-at-large), Steven Stechschulte (Trustee-at-large), Rev. Josh Snyder. **Members absent:** April Chase (Treasurer).
- C. **Opening words** were provided by Anne, and the chalice was lit.
- D. **The Board Covenant was read**, and Heather was appointed process observer.
- E. **Consent Agenda**
Reports were submitted to Board members in advance via email. David made a motion to pull the Minister's Report out of the consent agenda for discussion, and accept the remaining items. Steven seconded. **Passed unanimously.**
- F. **New Business**
1. **Minister's report**—David asked about Mary no longer serving as the point of contact for Maintenance/Repair committee. Rev. Josh explained that the maintenance requests had become a burden on her time, necessitating appropriate boundaries. Mary will continue to serve as the communication hub – connecting the Maintenance/Grounds committee with the needs. David reminded the group of the request made last year for a part-time facilities manager, and expressed concern regarding shifting the workload to volunteers who don't have the bandwidth to take on additional responsibilities. Following discussion touched on the infrastructure of our volunteer committees and how these decisions are communicated to the affected parties. Steven made motion that we accept Minister's Report. David seconded. **Passed unanimously.**

2. **Stewardship**—Jim reported that a videoconference call with consultant Bill Clontz is scheduled for next week. The Stewardship Committee and any leaders who wish to be involved are invited to attend. Jim will send out the details and videoconference link to the Board in advance of the meeting.
3. **Leadership Development Committee**—The Leadership Bridging has been rescheduled for October 7. Discussion regarding replacing Betty Dabney’s vacant seat on the Board. Bylaws indicate it’s not necessary to fill the seat immediately. Jim has taken over as liaison for Stewardship Committee.
4. **New reporting calendar**—Group reviewed proposed schedule for reviewing regular reports. Heather made a motion to accept the reporting calendar as proposed. Donna seconded. **Passed unanimously.**
5. **Limitations reports**—Josh reviewed the intent of the limitations reports and his process/template for interpreting and assessing compliance with our policies.

- i. **2.1 – Treatment of Congregants**

Josh elaborated on the “silent football” incident described in his report. David asked about the status of the gun-free campus signage discussed last year. Josh with follow-up with Aesthetics Committee to discuss implementation.

- ii. **2.2 – Treatment of Staff**

Josh noted the good camaraderie among staff.

David made a motion to accept the reports as written. Steven seconded. **Passed unanimously.**

6. **Upcoming meeting with Committee on Ministry**—Goal of this meeting is for the groups to share their goals with one another as an opportunity for dialogue. The meeting will be set for some time in October/November.

G. Old business

1. **Disposition of “in memoriam” gifts**—Jim found a Trust Agreement legal document that indicates that any gifts made “in memory of” will be designated to the Trust Fund. To change the Trust Agreement would involve Congregational approval. Jim will send electronic version of document out to the Board so liaisons can share with

relevant committees (Trust Fund, Finance). Discussion regarding ensuring these types of documents are easily accessible and passed down to future committee members.

2. **Policy Governance reading topics**—David reviewed the overview he sent via email regarding the Carver Guides. The group decided to read the following guides this year for discussion at Board meetings:

Policy Governance Model and the Role of the Board Member – November

Governance of Finance Management – January

Evaluating CEO and Board Performance – March

H. **Closing**

1. **Process observation**—Heather noted that we did great on time. Josh noted we were very disciplined regarding our consent agenda process.
2. **Closing words** were shared by Josh and the chalice was extinguished.

- I. **The meeting adjourned** at 8:50 p.m.