

**Board of Trustees Meeting of the  
First Unitarian Universalist Church of San Antonio  
December 20, 2017**

- A. Call to Order** by Jim Noel at 7:00 pm. Requirements for a quorum were met.
- B. Members present:** Jim Noel (President), David Ringer (Vice-president) , Tess Bobo (Trustee-at-large), Donna Reed (Trustee-at-large, acting Secretary), Heather Hedquist (Trustee-at-large), Rev. Josh Snyder. **Members absent:** Steven Stechschulte (Secretary), April Chase (Treasurer).
- C. Opening words and chalice lighting** by Heather Hedquist.
- D. Reading of Covenant.** The Board covenant was read and David appointed as process observer. Donna was asked to act as secretary.
- E. Consent Agenda.** Reports were submitted ahead of time via e-mail. The Vice-President's report and the LDC liaison report and Stewardship report will be given in January. The remaining reports were approved.
- F. New Business:**
1. Welcome to Tess Bobo as new Board member.
  2. Rev. Josh reviewed Limitations report 2.9, reporting compliance. The report was approved.
  3. It was decided that staff gifts this holiday would be HEB cards.
  4. Jim appointed Heather to be responsible for Delegation to the Minister (3.3) report in January. Donna was appointed to be responsible for the Board Code of Conduct (4.6) report in January.
  5. Rev. Josh and David (Facilities team leader) are working on developing a plan for facilities needs. January will be "submit your needs month" for committees. The goal is to be able to make a list of the top 5 or 6 needs, set up timelines and amounts of funds needed. Prioritization will be for 2 budget cycles. The Board is to be contemplating ways of generating funds to complete the projects chosen.
- G. Old Business:**
1. According to Rev. Josh, Linkage report 3.2 as presented by Jim needs to be revised to look at the church as a whole; i.e. are we achieving our mission? It should not be an evaluation of the minister. The policy should be revised in the Spring. It should be in compliance with the limitations and answer the question as to whether the minister achieved the ends. It would be done at a meeting of the Board and Committee on Ministry.
  2. Governance reports 4.2—4.5. For clarification purposes copies of minutes and monthly reports need to be filed the Board Book, so that there will be a back-up copy of everything retrievable for future Board members. Regarding the role of the Treasurer, the treasurer should report not just to the Board but also to the Congregation via a quarterly insert in the program of the service. This should be written into policy 4.5.3 to read "and the Congregation" after "the Board".
  3. Christmas Eve Eggnog Social. Heather reviewed what has been done and what still needs to be done. Final details were wrapped up. All Board members who will be in town will help out.
- H. Closing**
1. In the "Process Observation" David noted that we had good participation and discussions.
  2. Jim read the closing words and extinguished the chalice. The meeting was adjourned.