



**First Unitarian Universalist Church of San Antonio
Board of Trustees Meeting
August 18, 2021**

MINUTES

Gale Morrow called the meeting to order at 6:03 p.m. The Board met via Zoom teleconferencing.

All Board members were present.

PRESENT: Danielle Bess, Debra (Debbie) Loya, Gale Morrow, Terry Palin, Ron Pena, Troy Peters, Oscar Solis, Rev. Mark Skrabacz, Vicki Tullius

Rev. Mark shared opening words. The Board read our covenant and ends statements responsively. Vicki was named Process Observer. Oscar was named Timekeeper for the meeting. Gale asked each Board member to take responsibility for doing quarterly check-ins with the members on one page of the church directory.

The Consent Agenda was approved, with these additional notes from the Treasurer: After the Treasurer's Report was submitted this month, Debbie became aware of additional financial issues. The church's accountant discovered a calculation error in the church's FY22 budget: the rows for Other Staff (\$5,000) and Worship and Education (\$17,820) were not included in the total of expenses, due to an error with the spreadsheet formulas. This error means our budgeted expenses are \$22,820 higher than the approved budget, resulting in a deficit of that same amount. The June balance sheet also indicates that Maintenance & Repair has already spent \$12,200.49 against a budget of \$10,000. In addition, a recent necessary HVAC repair exceeded budgeted funds. Board and staff will work to be vigilant and attentive to managing expenses versus budget going forward.

Included in the Consent Agenda:

- Minutes from July 2021 meeting
- President's Report
- Vice President's Report
- Treasurer's Report
- Minister's Report

NEW BUSINESS

Ron requested that Board members share reports and documents via email, in addition to posting them on the Board's Google Drive. Troy mentioned that he was also willing to save Board documents from emails to the Google Drive when necessary.

Ron urged staff and Board to remember that last-minute or emergency repairs are more expensive. When possible, events that are affected by plumbing, roofing, or HVAC issues should be relocated, rescheduled, or canceled, with repairs scheduled during weekday business hours. Terry suggested that the Board consider enacting an official policy on this issue at the September 2021 meeting.

Ron recommends that the church enter into an HVAC service agreement with Trane. Since funds for this contract don't exist in the FY22 budget, Deb offered to look into annualizing this cost and potentially drawing on a reserve account to fund the contract.

Gale asked that she be allowed to delegate her role as liaison to the Committee on Ministry, established by the bylaws, to another Board member. **Troy moved and Ron seconded that Gale Morrow be authorized to appoint Oscar Solis as liaison to the Committee on Ministry in her place.**

Debbie reported that Crown Castle, the company currently leasing land from the church for cell towers, has offered to purchase an easement from the church instead. The Board will return to this topic in a future meeting.

Debbie reported on ongoing discussion of the church's potential purchase of additional solar panels, partially funded by restricted donations from church members. Last year's Board had also discussed this topic via email. **Debbie moved and Troy seconded that the following resolution be adopted. The motion carried.**

Whereas, individual church members donated funds in the amount of \$13,050.00 (of record) towards the purchase of a personal property interest by First Unitarian Universalist Church of San Antonio (First UU) in solar panels held in an array by Big Sun Community Solar Monitoring ("Big Sun"), and

Whereas, the church paid \$2,277.60 to Big Sun on 4/7/21 as a deposit on the 26 panels, and \$10,722.40 remains in the reserve account Line Item #362 for Solar Panels, and

Whereas, the Green Team committee as well as the individual donors believed that church leadership committed to expend approximately \$8,000 towards the

total purchase of the price of the panels. The total purchase price being \$22,776, and

Whereas, the church recently received an invoice for \$20,498.40 for the remaining balance. As there is no other specific line item in the budget or on the latest balance sheet, other than the above identified reserve, for the payment, this leaves an amount of \$9,726 to pay from an appropriate source, and

Whereas, the use of solar energy is in keeping with our UU Principles, particularly the 7th Principle, furthers the good stewardship of the earth's resources, is a Capital Investment and entitles the church to electric credits through City Public Service, in keeping with the Board's role as stewards of the church,

Therefore, the President is authorized to execute the attached solar panel Purchase Agreement and the Treasurer is directed to assign for payment \$10,722 from line item #362, Reserve for Solar Panels and \$9,776 from line item #307, Reserve for Capital Reserve so that a check may be issued to pay the Big Sun Invoice in the total amount of \$20,498.40.

In light of the need to control church expenses, Ron asked whether he should cancel tree trimming scheduled for the next day. After discussion, the Board agreed that the tree trimming should proceed as planned.

OLD BUSINESS

Gale reported that the church still plans to resume in-person services on September 12. Rev. Mark added that the September 12 water communion service will include 30 choir members spread around the chancel for social distancing. Children under 12 will be in R.E. before coming into the vestibule for story wisdom. A single camera will livestream the service to YouTube.

Troy thanked Board members for volunteering to staff Board listening sessions and reported that a few Board members had not yet signed up to help. The next Board listening session is scheduled for September 19.

Terry reported on ongoing website development. Copy editing is complete, and final design is underway.

About \$37,000 remains from the Bowden donation after the mortgage was paid off. In September, Board will discuss the status of those funds.

Gale reminded the Board that working groups should continue their work on the goals and objectives established in the August Board retreat and come to September Board meeting with recommendations.

Rev. Mark reported that an ad hoc Assistant Minister Search Committee will meet for the first time later in the week. Terry Palin and Justine Hansen will assist Rev. Mark with the search. No applications have been received yet, but the committee will work to produce a recruiting video and spread the word. We still hope to fill the position by early 2022.

The Board's next meeting will take place on September 15 at 6 p.m.

After a process observation from Vicki, Rev. Mark shared closing words and the meeting was adjourned at 7:48 p.m.

[Minutes prepared by Troy Peters, Board Secretary]