



**First Unitarian Universalist Church of San Antonio
Board of Trustees Meeting
November 1, 2021**

MINUTES

Gale Morrow called the meeting to order at 6:01 p.m. The Board met via Zoom teleconferencing.

All Board members were present.

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

Troy moved and Terry seconded that the Board of Trustees Charge to Capital Campaign Committee, included below, be adopted. One amendment was proposed, discussed, and subsequently withdrawn. **The motion carried.**

Troy moved and Deb seconded that the Capital Campaign Letter from the Board, included below, be adopted. The Board agreed to one small change of wording, reflected below. **The motion carried.**

Terry reported on recent events in development of the new church website. **Terry moved and Troy seconded the Board no longer spend \$853.20 from line item #320, the Reserve for Donations: Multi-Platform Return to Worship, to cover the cost of website hosting for one year, previously allocated at the September Board meeting. Instead, the Board allocates \$150 from line item #320 to cover the cost of additional plug-ins to enhance the already-purchased Elementor web plug-in, easing the creation and maintenance of the new website. These expenses will need to be budgeted in subsequent years. The motion carried.**

Gale adjourned the meeting at 6:46 p.m.

[Minutes prepared by Troy Peters, Board Secretary]

Board of Trustees Charge to Capital Campaign Committee November 1, 2021

The Board of Trustees hereby establishes a Capital Campaign Committee for Church Year 2021/22.

Charge

The Capital Campaign Committee (CCC) is charged with the following:

1. Establishing Capital Campaign Chairs. Chairs will coordinate, attend, and oversee committee meetings, and advocate for the committee. Additional duties include:
 - a. Recruiting and managing other core committee members;
 - b. Communicating about the campaign within the church to spread awareness of the effort and garner support;
 - c. Directing volunteers to harness the power and enthusiasm of these supporters.
2. Begin the planning process. Planning tasks include:
 - a. Reviewing the maximum possible gift range of our congregation;
 - b. Combing through our donor lists to identify top prospects to contact during the Quiet Campaign;
 - c. Preparing the case statement for support and an effective campaign pitch to present to prospective donors.;
 - d. Preparing an overall plan to the Board for approval.
3. Recruit and train additional volunteers as needed. Other volunteer duties might include:
 - a. Leading or serving on subcommittees of the CCC;
 - b. Soliciting gifts among friends, family members and other members of the church;
 - c. Promoting the campaign as a fellow congregant or member or leader of another church committee.
4. Once overall plan has been approved by the Board, the CCC will begin to carry out the main fundraising strategy. This includes:
 - a. Developing relationships with prospective donors and volunteers;
 - b. Addressing major challenges as they arise;
 - c. Maintaining campaign momentum.
5. Challenge Board members to support the campaign. This includes:
 - a. Asking Board members to assist with valuable major donor connections and leverage their influence across all aspects of the campaign;
 - b. Making their own contributions as part of the Quiet Campaign;
 - c. Ensuring the CCC 2021-2022 budget line item remains funded to the extent provided by the Congregation, encourage a 2022-2023 budget request to fully meet needs and account for donations to the Capital Campaign in a specific Reserve item.
6. Keep the Minister and other staff informed about the progress of the campaign:
 - a. The Minister needs to be a major communicator for the campaign;
 - b. Administrative staff will help maintain records and financial gifts as they are given;
 - c. Donations will be accounted for in a specific Capital Campaign Reserve line item.

7. The scope of this campaign shall be limited to repairs, upgrades, and remodeling of current facilities and grounds. It will not include new construction.
 - a. The Committee will work with the Facilities Team and Aesthetics Committee to help develop detailed plans and costs for the upgrades required on campus;
 - b. Plans, as they develop, will be shared with the Board;
 - c. The Committee is authorized to work with professionals, contractors, agencies or business in the development of these plans, subject to the financial contract policy.

Additional authorities include, but are not limited to:

The Committee can work and coordinate directly with other committees of the church.

The Committee can coordinate with the Minister and Staff.

The Committee can spend funds approved in the annual budget, subject to the financial contract policy.

The Committee must submit annual budget requests to the Finance Committee.

Meeting and Reporting

The Committee will meet as it sees fit to accomplish its work. It will report to the Vice President of the Board.

Commitment

The CCC will work for three church years. Committee members may be rotated. Future work will be done under updated charter.

Capital Campaign Letter from the Board
November 1, 2021

Beloved Community,

The Board of the First UU Church of San Antonio has created a Capital Campaign committee to help us move our congregation into the future. Your interests and ideas have inspired us to raise the capital that will allow us to improve our campus and install technology that will enhance our ministry and our reach into the community.

The campaign was kickstarted with a generous gift of \$300,000 from Charles and Virginia Bowden that was used to pay off the mortgage on our sanctuary. As a result of that gift, we are able to hire a second minister and have begun the search process to find the best candidate for our church.

Your wishes for improving our campus include:

- Upgrading our infrastructure so we are confident in our cooling and heating systems;
- Remodeling and enlarging the kitchen, including the installation of a dishwasher;
- Updating our 1960s vintage religious education buildings including energy efficient windows, doors, lighting, and bathrooms;
- Improving our outdoor space with better drainage, new fencing, new playground equipment, landscaping, and resurfacing and restriping the parking lot;
- Adding new technology will allow us to make our services and activities available to people inside the sanctuary and across the city, state, and world.

We used a 2018 Capital Funding Plan, commissioned by the Board at that time, for some of the baseline estimates included in our campaign. The report also recommended that we create and sustain a \$250,000 reserve fund that will allow us to maintain our campus with life cycle maintenance and repairs.

To accomplish all of this, our goal is to raise \$2 million. Our needs are great, but so are our members and friends. Together, and with an eye on our future, we believe that our congregation can do what it takes to make these dreams come true.

In community,

First UU Board of Trustees