



**First Unitarian Universalist Church of San Antonio
Board of Trustees Meeting
April 20, 2022**

MINUTES

Gale Morrow called the meeting to order at 6:15 p.m. The Board met in person at the church.

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

Committee on Shared Ministry (COSM) members Alison Bess, Alan Chase, Diane Duesterhoeft, and Justine Hansen

ABSENT: Ron Pena

Rev. Mark shared opening words and lit the chalice.

On behalf of the COSM, Justine shared thoughts on the process and outcome of the ministerial evaluation. The COSM worked well together, completing an evaluation based on criteria drawn from the 360-evaluation rubric suggested by Rev. Mark. They interviewed 20 congregational leaders, including Board members, committee chairs, and staff. They also met with UUA Southern Region staff to seek advice and feedback on process—in that meeting, they were encouraged to focus more on evaluating the church's ministry, rather than the minister's job performance. In the end, COSM felt being asked to handle this HR task was a bigger challenge than they had signed up for. They also expressed ambivalence about the usefulness of the final evaluation document.

The Board asked a handful of clarifying questions about the evaluation document. There was a discussion of whether the COSM should be shifted from being a Board committee to being a congregational committee in the future. The Board thanked the COSM for their work.

The Consent Agenda was approved as presented. Included in the Consent Agenda:

- Match 16 Board Minutes
- Minister's Report
- President's Report
- Vice President's Report
- Treasurer's Report
- Coordinating Council Report

OLD BUSINESS

Deb reported on the March 20 & 27 Board Listening Sessions, which were focused on the budget for next fiscal year. Neither session was very well attended.

Rev. Mark reported the Rev. Nell Newton has signed a contract to become our new assistant minister. She will start part-time on May 1, moving to fulltime around July 31.

Rev. Mark reported that he has extended a job offer to a potential new DLRE. A response is pending.

Terry reported that as of April 19, the Stewardship Committee has received pledges of \$497,126 (76% of our goal), with pledges from 177 households (50% of all households or 61% of member households).

Rev. Mark reported that a Department of Homeland Security (DHS) security consultant is scheduled to visit the church on April 21 to do a walkthrough and security assessment.

The Board discussed plans for the May 22 congregational meeting, which will be held in person in the sanctuary and livestreamed. The agenda will include approval of a bylaws change, next year's budget, and the new leadership slate, as well as selection of Share the Plate recipients. New staff will be introduced. Voting will be electronic, via online survey, for all participants.

Rev. Mark reported that our new custodial and grounds-keeping company, Citywide, was using a custodial subcontractor that staff found unacceptable. Staff sent 30-days-notice to cancel the custodial portion of the contract. They plan to initiate a new custodial contract with EcoCare, while continuing grounds-keeping with Citywide. The EcoCare contract will be presented to the Board for approval via email in the near future.

NEW BUSINESS

The Board asked Deb a series of questions about the 2022/23 budget.

Troy moved and Deb seconded renaming line 525 in the budget, changing it from Capital Reserve to General Reserve. The motion carried.

Terry moved and Oscar seconded that the Board approve the budget, to be presented subsequently for congregational approval. The motion carried.

Deb noted that the DLRE has asked that the youth group adviser be issued a FUUCSA credit card, to reduce the need for reimbursement of her expenses.

The Board discussed a request from the 75th Anniversary Committee to carry over reserve funds allocated for anniversary events postponed by the COVID-19 pandemic. Because church policy states that reserve accounts that remain inactive for two years may be dissolved, Deb and the committee recently met to discuss the future of these funds. After the acceptance of a friendly amendment from Terry, **Deb moved and Oscar seconded that the following motion be adopted by the Board. The motion carried.**

Whereas, the First Unitarian Universalist Church of San Antonio Reserve Accounts policy provides that, "Reserve accounts that remain inactive for two years may be dissolved by action of the Board of Trustees and funds used or distributed elsewhere," and,

Whereas, reserve Line Item #394 Reserve for 75th Anniversary, which as of February 28, 2022 contained \$14,073.17, falls within this policy,

Therefore, the Board of Trustees hereby

1. dissolves Reserve Line Item #394 and will enable the funds to be obligated or expended through voucher in the following manner, on or before September 30, 2022:
 - a. \$1400 to pay for the completion of a personnel recruitment video with proper recognition given in the film to the 75th Anniversary Committee, and
 - b. \$3000 to be utilized for a celebratory event to be held on May 15, 2022, and
 - c. \$500 toward a celebration for Sheri's farewell to be held May 29, 2022, and
 - d. Up to \$9,317.83 towards a Congregational Banquet at the San Antonio Food Bank, to be held September, 2022. Such a banquet was originally scheduled for April 2020 but cancelled due to COVID constraints.
2. In the event that the funds are not used for the above detailed plan, then any funds not expended or obligated by May 31, 2023 will be distributed to a new Reserve Line Item, to be entitled "Reserve for Ministerial Search/Contract to Call."

The Board went into Executive Session from 8:35 p.m. until 9:05 p.m.

Troy moved and Deb seconded that the church offer Rev. Mark a contract extension through July 31, 2024, with the church retaining the option for a future extension through July 31, 2025. The motion carried.

The Board's next regular meeting will take place on May 18.

The meeting was adjourned at 9:07 p.m.

April 26-28 Online Vote

Via email, **Terry moved and Deb seconded that the Board approve the proposed custodial agreement with EcoCare for one year, with a pen-and-ink addition to the scope of work**

stating that “the Fellowship Hall Building 2 and Building 5 require wet mopping as well as the bathrooms. All rugs need to be vacuumed.” The contract is authorized to be signed by the President, Vice President, Office Administrator, or Minister. The motion carried.

[Minutes prepared by Troy Peters, Board Secretary]