



**First Unitarian Universalist Church of San Antonio  
Board of Trustees Meeting Minutes  
June 15, 2022**

**Present:** Terry Palin (P), Heather Hedquist (VP), Debra Loya (TR), Polly Noël (SC), Betty Burgner (AL), Danielle Bess (AL), Oscar Solis (AL), Rev. Mark Skrabacz, Rev. Nell Newton

**Absent:** Vicki Tullius (AL)

**Guests:** Alan Chase, Ron Pena

The Board met in person with Deb Loya participating via Zoom teleconferencing.

Terry Palin called the meeting to order at 6:03 p.m.

Terry welcomed new and returning board members and invited everyone to introduce themselves. Danielle Bess agreed to serve as process observer and Oscar Solis agreed to serve as Timekeeper.

Rev. Nell shared opening words. Terry lit the chalice and read the Board's covenant.

The Consent Agenda was corrected as recommended by Heather Hedquist. Included in the Consent Agenda:

- Minutes from the May 2022 Board Meeting
- President's Report
- Vice President's Report
- Treasurer's Report
- Minister's Report –
- Coordinating Council Report
- Liaison Reports - Rev. Mark reported that Betsy Kropp contacted him soon after the start of the new FY and indicated she needed to resign from the COSM. Both he and Rev. Nell attended the first meeting but only 2 of 4 remaining members attended. Rev. Mark has asked the LDC for assistance in finding a replacement for Betsy Kropp.

## OLD BUSINESS

- **Wireless Tower** – Alan Chase and Ron Pena summarized history of existing cell phone tower agreement and new proposal from Crown Castle. Options include a “perpetual lease” with either a lump sum payment or a down payment with annual rent, or rental with 40-year extension. The proposal is currently undergoing legal review – lawyer’s recommendation pending. **Polly moved to table discussion of the Cell Phone Tower Agreement until the July Board Retreat if and only if, input from the lawyer has been received; if not, to table discussion until the August Board meeting. Oscar seconded the motion. The motion carried For: 6; Against: 1**
- **Organizational Chart Update** – Terry provided a draft copy of an organizational chart dated 3-14-2022 that had previously been discussed by last year’s board. The Board agreed that the org chart should be updated to reflect our new Assistant Minister and finalized as soon as possible at an upcoming meeting.

## NEW BUSINESS

- **Bylaws Update** – Heather recommended review and further revision of the bylaws to reflect our new Assistant Minister. The bylaws amendments that were approved at the May 2022 Congregational Meeting did include changes to refer to “lead” minister. Danielle agreed to review the bylaws for any additional changes that might be needed. Polly will resend along with summary of changes presented at the Congregational Meeting.
- **Board Policies / Google Docs Folder** – Polly Noël reported that after an initial review of the Board’s google drive folder and discussion with last year’s Board Secretary, it appears that current board policies (e.g., Limitations, Linkages, Governance) are not / have not been maintained in an easily identifiable electronic folder. Although these were previously maintained on the church website, any earlier versions of these policies were removed during the recent website update. Polly will check with last year’s Board President and will also review board minutes from 2018-2109 (last year in which board policies were gathered and updated) through 2021-2022 to track down most recent versions.
- **Improved Board Communications** – Because of congregants’ complaints last year, Terry would like to improve Board’s communications this year. He requested that each Officer provide weekly Board updates for the Wednesday “What’s Happening” newsletter distributed via mail chimp. Officers agreed to the following schedule:

- 1<sup>st</sup> week of month: Secretary
  - 2<sup>nd</sup> week of month: President
  - 3<sup>rd</sup> week of month: Vice President
  - 4<sup>th</sup> week of the month: Treasurer
  - 5<sup>th</sup> week of the month: President
- **Monthly Board Listening Sessions/Signup** – Terry distributed a sign-up sheet and asked each board member to serve as the “lead” for at least one monthly Board Listening Session (BLS) to be held on the 3<sup>rd</sup> Sunday of each month after the service. The BLS for September will not interfere with the Capital Campaign’s planned catered meal on September 11<sup>th</sup> (Water Communion Sunday).
  - **Assignment of Liaisons to Board Committees**
    - Terry – COSM
    - Heather – Capital Campaign
    - Danielle – Trust Fund of Endowments
    - Betty – CREF
    - Oscar – Stewardship
    - Vicki – LDC
  - **Congregational Town Halls** – In preparation for a possible ministerial search that could be initiated as early as the end of this fiscal year, Terry also suggested that the Board host one or more Town Halls in the coming year to provide information and education to the congregation about the UUA’s ministerial search process and pros/cons of a settled minister vs. contract minister. Terry will check to see if someone from the UUA’s Settlement Service would be available to make a presentation to our congregation.

The Board Retreat scheduled for Saturday, July 23<sup>rd</sup>, will be in lieu of the regular July Board meeting. The next regular Board meeting will be held on Wednesday, August 17, 2022.

Heather moved to adjourn, and Terry seconded. Terry read the Ends Statement. Rev. Mark shared closing words. The meeting was adjourned at 7:59 p.m.

[Minutes prepared by Polly Noël, Board Secretary]