



**First Unitarian Universalist Church of San Antonio
Board of Trustees Meeting Minutes
September 21, 2022**

Present: Terry Palin (P), Heather Hedquist (VP), Polly Noël (SC), Betty Burgner (AL), Danielle Bess (AL), Oscar Solis (AL), Rev. Mark Skrabacz, Rev. Nell Newton
Absent: Deb Loya (TR) / one at-large vacancy

Gathering

Having established a quorum, Terry Palin called the meeting to order at 6:32 p.m. The Board met via Zoom teleconferencing. Oscar served as process observer and Betty served as timekeeper.

Rev. Mark shared opening words and Terry lit the chalice. Oscar read the Board's covenant, and Danielle read the ends statements.

After brief check-ins from meeting participants, the agenda was finalized.

Consent Agenda Approval

The August Board meeting minutes and other items on the consent agenda were approved as submitted.

- **Previous Board Minutes** (Polly)
- **President's Report** (Terry)
- **V. President's Report** (Heather)
- **Treasurer's Report** (Deb)
- **Coordinating Team Notes** (Rev. Mark)
- **Staff Meeting** (Rev. Mark)
- **COSM Report** (Terry)
- **LDC Report** (Terry temporarily until new At-Large member is appointed)
- **Trust Fund for the Endowments** (Danielle)
- **CREF** (Betty)
- **Stewardship** (Oscar)
- **Finance** (Deb)
- **Capital Campaign** (Heather)

Old Business

Monitoring ENDS, Limitations, Linkage, Governance, and other aligned items: Board members reviewed Policies 2.1 and 2.2. **Polly moved and Betty seconded that wording referencing "the Minister" in Policies 2.1 and 2.2 be changed to the "the Senior Minister."** **The motion carried** - For: 6; Against: 0; Abstained: 0.

Review Board Goals and Action Items: Board members reviewed the Board Goals that were approved at the August meeting and finalized Champions, Action Items, and Status for these.

Cell Tower Proposals from Crown Castle.

Heather presented a summary of the cell phone tower offers from Crown Castle. After discussion by the Board, **Heather moved and Terry seconded that all of the offers presented by Crown Castle in their letter of 4/22/2022 be declined and that we continue our current lease with Crown Castle.** The motion carried - For: 5; Against: 1; Abstained: 0. Terry will make sure that this is communicated with Crown Castle.

NEW BUSINESS

Committee on Shared Ministry (COSM) Charge: Rev. Mark, Terry, and Heather recently met with the COSM, whose members requested guidance from the Board of Trustees about their role and responsibilities. **Polly moved and Betty seconded that the Board of Trustees charge the Committee on Shared Ministry with following:**

The Committee on Shared Ministry (COSM) of the First Unitarian Universalist Church of San Antonio is charged with assessing the quality of the ministry within the congregation and with exploring ways to evaluate the programs of the ministry more deeply. The COSM should evaluate the entire ministry of the church, evaluating each of the four primary program areas of the church – Leadership, Religious Education, Worship, and Congregational Committees.

In addition to this, and with the church's upcoming search for a new Senior Minister, the COSM is further charged with helping learn the feelings of the congregation as to what they would like in a Senior Minister, what the church does well, and where we need improvement.

The COSM will meet with the Board of Trustees twice a year as per the Bylaws to take any new instructions from the Board and to report on progress. At the meeting in April, the COSM should present a formal report as to their findings for the year. They will also provide written updates every three months. These updates will be short and simple and will inform the Board of progress made during the quarter. They will be provided to the President, acting as the liaison to the COSM. For church year 2022-23, this cycle will begin in September 2022. In future years, the cycle will begin in June.

The motion carried – For:6; Against: 0; Abstained: 0.

Organizational Chart revision: Terry reminded the Board that the draft Organizational Chart discussed at the March 2022 Board meeting still needs to be finalized. Terry requested that a team be assembled to champion and finalize the organizational chart by April (in time for the Congregational Meeting). Polly volunteered to coordinate this effort and work together with Rev. Mark, Rev. Nell, Danielle, and Oscar.

Town Halls/Ministerial Search: The upcoming Town Hall Meeting will be held to educate the congregation about the two approved processes for ministerial searches (i.e., Settled Minister Search vs. Contract Minister Search) and solicit input on preferences. Heather encouraged Board members to review materials available from the UUA (e.g., the Transitional Handbook) to prepare for the upcoming discussions with congregants. Rev. Mark and Rev. Nell indicated that Christine Purcell and other representatives from the UU Settlement Office would be available to our congregation for consultation. Rev. Mark also reminded the Board that both settled and contract ministers can be “called.”

Closing

Oscar observed that the discussions were positive. Betty noted that the meeting ended on time. Rev. Nell read the closing words. Terry extinguished the chalice, adjourned the meeting at 8:01 p.m., and briefly reviewed upcoming calendar events:

- **Board Listening Session, October 11 at 6 pm ZOOM (Betty hosting)**
- **First Town Hall Tuesday, October 18 at 6 pm ZOOM**

- ***All reports due in Google folder by Sunday, October 16, 2022 for October meeting***
- **Board Meeting October 19, 2022 at 6:30pm in person at the church (Requests for agenda items in by Wed. Oct 12) due**
- **Second Town Hall Sunday, October 23, 2022 Live in Fellowship Hall**
- **Joint Board/COSM meeting November 10, 2022 at 7 pm.**

[Minutes prepared by Polly Noël, Board Secretary]