



Board of Trustees
December 21, 2022

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

Absent: Emmanuel Garrido (AL),

Guest(s): None

Gathering

Having established a quorum, Terry Palin called the meeting to order at 6:36 p.m. The Board met in person but Polly and Rev. Mark participated by Zoom. Betty served as process observer and Oscar served as timekeeper. Rev. Nell shared the opening words. Terry lit the chalice and read the Board's covenant. Danielle read the Ends statements. After brief check-ins from meeting participants, the agenda was finalized.

Consent Agenda Approval

The November 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)
- Minister's Report (Rev. Nell)
- Coordinating Team Notes (Rev. Nell)
- COSM Meeting (Rev. Mark and Terry)
- LDC Report (Emmanuel)
- Trust Fund for the Endowment Report (Danielle)
- CREF Report (Betty)
- Stewardship Report (Oscar)
- Financial Report (Deb)
- Capital Campaign Report (Terry)

OLD BUSINESS

Monitoring (Ends, Limitations, Linkage, Governance) and other aligned items: Members reviewed the following:

- Limitations: Policy 2.9: Communication and Support of the Board – **Terry moved and Heather seconded that “she or he shall not” change to gender neutral “they” and that the remaining policies be scanned and similar changes be made throughout. Motion passed: Approved: 6, Against 0; Abstained 0**
- Linkage: none this month
- Governance: none this month



- Board Goals – postponed to January
- ENDs – champions will meet to discuss in New Year
- Organizational Chart – no updates – discussion postponed until January meeting

Results of Ministerial Search survey: A summary of the Ministerial Survey results was reviewed and discussed. Members agreed that the results indicate trust in the existing leadership to make whatever decision is needed. Rev. Nell indicated when asked that her application as an internal candidate for either a settled minister search or a contract minister search was within the realm of possibility. She indicated, however, that it would be important to any candidate for church leadership and the congregation to do the work of discernment to understand what type of church we want to be and what type of minister we need. Although the congregation is in a good place – First UU is still rebuilding after COVID, need more volunteers, passion, and community. Discernment work could either be done with an Interim minister or consulting firm such as Unity. Terry will try to contact Unity to explore options. Deb will check balances of reserve funds. Rev. Mark and Rev. Nell will continue to discuss the possibility of completing interim training. Because of the number of variables to consider, Board members agreed to table discussion and finalize decision in early January at special meeting.

Widening the Circle of Concern - Chapter 3: Discussion tabled.

Ministers acting as Interim Ministers: Incorporated into discussion of Ministerial Search Survey.

Christmas Eve: Oscar and Deb reported that plans are set for the Board Eggnog Social on Christmas Eve.

NEW BUSINESS

Membership Requirements: Polly briefly reviewed the draft Membership Policy. Rev. Nell asked for more time so she and Rev. Mark can discuss some of the sections. Rev. Nell also recommended that the section title “Exceptions to Membership” be changed to “Exceptions to Stewardship.” **Deb moved and Oscar seconded that the provisions of Membership Requirements, Eligibility to vote, and Non-members sections be approved as Board policy, with further clarifications about the other sections to be discussed at the January meeting. Motion Passed – Approved: 6; Against: 0; Abstained: 0**

Copyright Policy: Terry, Heather, and Rev. Nell reported on the need to adopt the copyright policy, especially for services that are streamed. **Terry moved and Danielle seconded that the Board approve the Copyright Policy as presented. Motion Passed – Approved: 4; Against: 0; Abstained: 2.** The discussion of budgeting for a bulk licensing policy for FY2023-2024 was tabled.



Signage for Membership: Heather reported for information purposes only that the Capital Campaign will be paying for new signage selected by Donna and Heidi (membership) for the restrooms, bookstore, and wiggle room in the Sanctuary.

Minister's Duty Coverage: Rev. Nell reported that she and Rev. Mark have developed a schedule of coverage while Mark will be out of town.

Ministers' Housing Allowances: Deb briefly summarized the need to address the ministers' housing allocation. **Deb moved and Polly seconded that the Board ratify the Lead Minister's salary housing allocation of \$63,600.00 as set forth in the Budget approved by the Congregation in May 2022, to continue indefinitely until changed. Motion passed – Approved 6; Against 0; Abstained 0.**

Deb moved and Oscar seconded that the board approve the Assistant Minister's salary housing allocation of \$20,040.00, to continue indefinitely until changed. Motion passed – Approved 6; Against 0; Abstained 0.

Furniture for Rev. Nell: Heather presented the need for Rev. Nell to have office furniture for pastoral counseling. **Heather moved and Deb seconded that the Board approve up to \$2500 from the Capital Reserve to purchase meeting-type furniture for use in the Minister's Office . Motion passed – Approved 6; Against 0; Abstained 0.**

Selling microwaves and washer/dryer: Heather reported that a Champion with experience selling online merchandise was needed to dispose of a microwave and washer/dryer. If anyone knows someone suitable, please let her know. Rev. Nell also suggested speaking with a used appliance dealer.

Closing: Betty observed that the discussion of the ministerial search was challenging. Oscar reported that we were 27 minutes behind schedule. Rev. Nell read closing words. Terry adjourned the meeting at 9:02 and briefly reviewed upcoming events:

Upcoming Calendar Events:

- Saturday, December 24, 2022 – Christmas Eve Service and Eggnog Social
- Sunday, December 25, 2022 – Christmas Day Service
- Sunday, January 1, 2023 – New Year's Day Service
- Thursday, January 12, 2023 – Executive Team meeting
- Wednesday, January 18, 2023 – Board meeting (on Zoom)



Pre-Meeting Online Vote: On December 19, 2022, Terry Palin emailed and requested an on-line vote pertaining to a request from the Membership Committee. The Membership Committee (Donna Pereira and Heidi McPhillips) and the Aesthetics Team (Carolyn Skrabacz and Shannon Hawkins) have been working for several months on new furniture for the foyer of the Sanctuary and to make this area a more welcoming environment. They have finally settled on a company to create furniture which will closely match our existing furniture in the Sanctuary. These items will be created by Travis Millwork of San Antonio. The total for all four pieces is \$8517.00. I've attached the documentation and plans. The Capital Campaign has agreed to pay for these items as part of the Sanctuary upgrade. Deb Loya has indicated that the CC had sufficient funds in Reserve Account #314. **Terry Palin moved that the Board of Trustees authorize payment for two 72" tables with no drawers, one 72" table with drawers, and one 48" bench with steel legs from the Capital Campaign Reserve Account #314 in the amount of \$8517.00 to be divided into two equal payments of \$4258.50 each. The motion passed: Approved: 5; Against: 0; No Response: 2**

Post-meeting Online Vote 12-27-2022 on Revised Copyright Policy: After consulting with Deb and Heather, Terry Palin reported that he had revised the Copyright policy and requested an online vote to approve. **Terry moved and Danielle seconded that the Board of Trustees of the First Unitarian Universalist Church of San Antonio approves the revised Copyright Policy, as written. The Church Administrator shall post the policy to the church website and shall also disseminate the policy to all committees of the church, the music department, and RE, all within a reasonable time, but no later than January 6, 2023. This policy will remain in effect until changed by the Board of Trustees.** The motion passed: Approved 4; Against 0; No Response: 2.

Virtual Meeting on Ministerial Search: Terry Palin called a virtual Executive Session at 6:30 pm on January 3, 2022 to continue the discussion of the results of the ministerial search survey, which was tabled at the December 21, 2022 meeting. Terry Palin (P), Heather Hedquist (VP), Deb Loya (TR), Polly Noël (SC), Oscar Solis (AL), Betty Burgner (AL), and Emmanuel Garrido (AL) were present. Danielle Bess (AL) was absent. Following discussion, the board moved to open session for the following vote: **Heather moved and Betty seconded that the Board present to the congregation that we will be seeking interim ministry beginning July 1, 2024. The motion passed: Approved: 5; Against: 0; Abstained: 1.**