



**Board of Trustees Meeting via Zoom
First Unitarian Universalist Church of San Antonio
October 18, 2023
Minutes**

Present: Heather Hedquist, Deb Loya, Polly Noël, Betty Burgner, Mike Brand, Emmanuel Garrido, Carol Bertsch, Ruth Bujanda-Moore, Rev. Mark Skrabacz

A quorum was established and Heather called the meeting to order at 6:31 p.m. Mike read the opening words. Carol read the Covenant, Ruth read the Mission, Betty read the Values, and Polly read the Ends.

Polly was appointed Process Observer and Betty was appointed Timekeeper.

Consent Agenda

The Consent Agenda was approved with the following clarification – the Treasurer’s Report comment on “Healthy Budget” referred to asking the Finance Committee for feedback.

- Previous Board Minutes (Carol)
- President’s Report (Heather)
- V. President’s Report (Polly)
- Treasurer’s Report (Deb)
- Minister’s Report (Rev. Mark)
- Coordinating Council Meeting (Rev. Mark)
- COSM Meeting (Rev. Mark and Heather)
- LDC Report (Emmanuel)
- Trust Fund for the Endowment Report (Carol or Ruth)
- CREF Report (Mike)
- Stewardship Report (Betty)
- Financial Report (Deb)
- Capital Campaign Report (Polly)
- Digital Communications Manager Report (Mary via Heather)
- Attendance reports (Polly & Emmanuel)



NEW BUSINESS

Financial Health: Deb reported the Profit and Loss statement was posted October 16, 2023. September's net income was \$7,848, giving us \$74,575.84 in the operating account and \$501,560.99 in savings. We are healthy on all parameters. Deb still needs to look at the pledge card for the \$15,000 pledge there has been no payment on; might be one who pays in December.

Polly pointed out that the balance sheet entry for the Trust Fund for Endowment has not been updated; it should be about \$240,000. Deb will email the accountant regarding this issue.

Bookkeeper Update: Deb, through Carol, provided a copy of the financial procedures Kathy uses to Carlos Munoz, the bookkeeper Carol offered to the church, with a goal of determining which duties are more appropriately contracted out to a bookkeeper. Carlos has not yet completed the task.

Capital Campaign Update:

Polly reported two pieces of good news regarding the kitchen/lounge renovation. The City of San Antonio is waiving jurisdiction over the project to the City of Balcones Heights and, further, the architect thinks the City of Balcones Heights will not require a sprinkler system.

Polly noted that only two of three quotes are back for the fence. The third vendor will try to get a quote in; otherwise, we will make a decision based on the two existing quotes.

Social Justice Committee Requests:

- *UU the Vote*. Heather reported that the Social Justice Committee has asked to add the UU the Vote organization to their portfolio, joining other organizations such as SAGE and Black Lives Matter. **Deb moved and Mike seconded that the organization "UU the Vote" be included within the portfolio of the Social Justice Committee.** The motion carried with 0 nays and 0 abstentions.



- *Memorial for the Lost Project.* Heather described the Memorial for the Lost project, an interfaith response to gun violence. The Social Justice Committee seeks Board support for the project, which they will implement. Board members voiced their support and Heather will advise Mary Barad of same. Polly suggested the display be outside the utility easement and Rev. Mark will check with the City of Balcones Heights regarding the need for a permit.
- *8th Principal Transformation Team.* The Board reviewed the proposal of the Social Justice Committee. Deb sought clarification of what board involvement was being requested by the Social Justice Committee. Heather noted the Board does not have the bandwidth to act regarding the 8th Principal at this time but it seems the Social Justice Committee is volunteering to be the group to do so. Polly voiced support but also concern as to timing with Core '24 and suggested coordinating with Core '24 and those who had reservations about the 8th principal. Betty, Mike, and Ruth felt the 8th Principal Transformation Team should not wait on Core '24 timing but should get to it. Heather questioned whether the proposed team is appropriately a Board committee or a ministerial committee? Rev. Mark indicated that it should be a ministerial committee, not a Board committee, in accordance with policy governance. He recommended telling the Social Justice Committee the Board supports their initiative but please reach out to Rev. Mark and Rev. Nell to implement. Board approval is not required.

Unison Infrastructure offer: Heather reported the latest offer to buy the cell phone tower land. The Board agreed it was not acceptable.

Wi-Fi Status: Rev. Nell is seeking another estimate because she is concerned with the cost of ongoing support.

Unity Consulting/Core '24:

Heather reminded the Board that our goal was to have 80 people go through the workshops. We've had 48 go through so far, including the training session. We have 35 people signed up for the upcoming sessions. There are still some leaders who have not signed up; she has tried to reach out to significant donors. There



are a couple of people unhappy with the design of the workshop and a lack of understanding why the Board is doing Core '24.

Polly has entered the data from four sessions so far.

Board Goals:

Heather led a review of the status of the Board goals set at the planning retreat in June.

- As to Goal 1, Preparing for Ministry Transitions, we have not yet started educating the congregation about interim ministry. Heather emailed Keith Cron regarding timing for selecting the hiring committee and moved the target date to December based on his feedback. The promotional video narrated by Don Hymel is on YouTube.
- Goal 2, Financial Health – Many subgoals have already been accomplished. Heather noted the Board needs to meet jointly with COSM, Stewardship, and Capital Campaign Committee. Polly noted the biggest help for the Capital Campaign Committee would be to be entered into Breeze. Rev. Mark will ask Kathy to do this.
- Goal 3, Engagement – some goals do not have champions yet
- Status of charges for:
 - Trust Fund for Endowments: Ruth/Carol
 - Stewardship: Betty
 - LDC: EmmanuelNone done yet.

Board Education: Heather noted the selection from *In the Interim* for this month stressed staff should not be hired from the congregation. She asked if we are appropriately staffed for a congregation of our size. Rev. Mark replied that we should have a financial officer and a communications officer at least. Are there volunteers who can fill those roles?

Limitations and Linkage: No changes needed to the roles of the officers.

Interim Ministry Update: Heather encouraged Board members to be thinking of people to serve on the Interim Ministry search team.



December Board Meeting: Board meeting will be December 18 instead of December 20. At next month's meeting we will talk about staff gifts, alcohol monitors, eggnog social, etc.

Closing

Process observation: Polly had no comment

Timekeeper: Betty opined we did well

Rev. Mark delivered the closing words and the meeting adjourned at 8:42 p.m.

Upcoming Calendar Events:

- Tuesday, October 24 - Board Listening Session via Zoom
- Thursday, November 9 - Executive Team Meeting
- Wednesday, November 15 – Board Meeting

Respectfully submitted,
Carol Bertsch, Secretary

Board of Trustees Email Votes Minutes

On October 25, Polly moved and Mike seconded **that the Board approve hiring San Antonio Tree Surgeons to provide the following work for a total of \$1,850.00:**

- a) trimming work (and removal of deadwood or limbs where indicated) for the live oak that is pressing against one of the Sanctuary walls, the large red oak in the courtyard, and the mesquite near the toddler playground to protect property and/or people from possible harm from falling or scraping limbs, for \$900 to be paid from #307 (Reserve for Capital Reserve fund).**
- b) trimming deadwood from two mesquite trees along the driveway along the back northeast corner of the property for \$950 from the Grounds & Landscaping budget line (#820).**



c) hauling off brush included at no charge.

Motion carried.

Respectfully submitted,
Carol Bertsch, Secretary