



**Board of Trustees Meeting via Zoom  
First Unitarian Universalist Church of San Antonio  
November 15, 2023  
Minutes**

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

A quorum was established and Heather called the meeting to order at 6:30 p.m. Polly delivered the opening words. Heather read the Covenant, Deb read the Mission, Polly read the Values, and Betty read the Ends.

Betty was appointed Process Observer and Ruth was appointed Timekeeper.

Check-ins were given.

**Consent Agenda**

The Consent Agenda was approved with the understanding that the Stewardship Report was simply knowledge-sharing with the Board.

- 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)



## BUSINESS

**Financial Health.** Deb reported that the profit and loss statement and balance sheet were received today. We have a deficit for the month of October (\$19,612.97). However, June through October is still positive with net income of \$7,744. We've received only 23% of our budgeted non-pledge income.

**Financial Checklist.** Deb reported she is halfway through the financial checklist. Board members can see what has been done so far in the financial documents folder of the Board drive. She will have a report in December.

**Update on "yellow" and "red" pledges.** Deb advised that the \$15,000 pledge in "red" status in September had paid 50% percent by October 14, 2023. We need to add a "frequency" field to the online pledge form to improve reporting. She added that the Breeze reporting is working well. Rev. Nell asked if the frequency field can be added now to facilitate pledges made between the present and the upcoming pledge drive. Polly will send Rev. Nell the .pdf of the form to work on.

**Bookkeeper update.** Deb is looking at next year's budget for hiring a bookkeeper. She will send Rev. Mark the list of bookkeeper tasks as noted by Carol's bookkeeper, Carlos, to see what he thinks about taking care of the books.

**Capital Campaign Update.** Polly reported that the work on the fence has been approved to start in January. She and Akos met with the landscape architect regarding leveling the playground. As soon as they have numbers from the landscape architect, Akos will check to see if the congregant is still willing to pay for the leveling.

In other news, the architect has asked to meet on November 20 to go over conditions and options for dealing with conditions.

**Wi-fi Status.** Rev. Nell reviewed the fourth bid obtained regarding wi-fi and noted this company hires someone to do the installation and run the network and we would have to pay for repairs, whereas, with the Hammer bid repairs would be covered. Rev. Nell thinks of IT support as infrastructure and commented that \$560 per month is less expensive than bringing on staff. The bid has been sent to



the Tech Team. Rev. Mark related that Hammer provides services for many churches and would be economical compared to a staff member. Rev. Nell stated the new bid was without phones.

**Unity Consulting.** Heather informed the Board our final number of participants in the Appreciative Inquiry was 106. Polly has placed the spreadsheet of values, story highlights, and wishes in the Board folder for November. She summarized the results in a power point presentation to do the homework Laura had assigned for the January retreat.

Deb will shoot photos of the magazine covers and Heather will put them in the Unity Folder on the Board drive. She will also send out Laura's instructions for the retreat.

## **Break**

**Christmas Eve Social.** Heather requested volunteers to conduct the eggnog social sponsored by the Board after the Christmas Eve service this year. Carol, Deb, Betty, and Heather volunteered to help set up, serve, and tear down that evening. Polly volunteered to make sure everything gets done, including getting the eggnog. Ruth will contribute for the eggnog but will not be there. Mike will also not be there.

Rev. Nell stated the staff will coordinate the pancake breakfast that morning and will leave the chairs and tables set up.

**Staff gifts.** Heather asked for someone to be in charge of staff gifts from the Board. Ruth offered to take this on. The task includes collecting donations from board members, purchasing the gifts, and delivering to Rev. Mark before the December 13 staff meeting.

**December Board meeting.** The December Board meeting will be Monday, December 18 via Zoom.

**Worship Committee request for assistance November 26.** Ruth will assist the Worship Committee with setting up the sanctuary for this service.



**Interim Ministry Search.** Heather requested Board members provide names of potential search committee members at the December meeting. A three person committee will be a good size.

### **Review Board goals.**

Heather went through the Board goals to determine status.

- Regarding making ourselves appealing, the Don Hymel video is on the website but needs to be re-shot because everyone is wearing masks. Would cost \$700 for Isaac to re-shoot. Rev. Mark will ask Ron Meneses his price and Ruth will inquire with someone she has in mind.
- Regarding healthy leave-taking, Rev. Mark will need a party.
- Regarding healthy income, Deb commented that, at 41% of the year, we have only 23% of non-pledge income. Polly noted that wedding income has not come in as expected. Deb advised that the employee retention credit comes in March and the cell phone tower rental comes in May, so there is income expected. Rev. Mark related that Tommy Calvert liked using our Fellowship Hall for his budget planning meeting and Rev. Nell mentioned we've been getting a lot of baby showers in the Fellowship Hall. Betty shared feedback heard from the Core '24 process that rented space with the church was a positive experience.
- Regarding joint meetings with Board and Stewardship Committee and Finance Committee, perhaps this could happen in January.
- Regarding a charge to the Stewardship committee, Betty has prepared one. She will send out again and we will cover in December.
- Regarding a charge to the Trust Fund for Endowment, Carol started on one but Betty's charge blew hers away.

**Board Education.** *In the Interim* discussion. The Board clarified we are seeking a two-year interim minister.

**Limitations and Linkages.** The Board and Rev. Mark and Rev. Nell discussed the importance of division of Board work and executive work. When someone wants staff to do something outside their usual job description, the request should go through the senior minister rather than being made directly to the staff member. Communication is important to relieve challenges and frustrations.



## **Closing**

Process Observation – Betty felt the meeting was good overall, organized and with lots of clarifying questions. The Timekeeper was effective and no one dominated.

Timekeeper – Ruth would give the meeting an 85.

Rev. Nell delivered the Closing Words and the meeting adjourned at 9:22 p.m.

## **Upcoming Calendar Events:**

- Sunday November 19 - Board listening session in Fellowship Hall (Carol leading)
- Wednesday December 13, 3:00 p.m. - Executive Team Meeting
- Monday December 18 – Board Meeting

Respectfully submitted,  
Carol Bertsch, Secretary

## **Board of Trustees Email Votes Minutes**

On November 20, 2023, Polly moved and Deb seconded that the Board approve contracting with Billy Long Enterprises, Inc for a total of \$23,820.50 to complete the proposed landscaping work to level the playground using funds from the Capital Campaign fund.

Motion carried.

Respectfully submitted,  
Carol Bertsch, Secretary