



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

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

Guest: Maria Bush of the Leadership Development Council

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

Betty was appointed Process Observer and Mike was appointed Timekeeper.

Check-ins were given.

Report from the LDC: Maria Bush reported that the LDC asked her to come advise the Board of the difficulty they are having coming up with a slate of officers and committee chairs. The LDC would appreciate Board support encouraging others to serve. Polly asked how many open positions will there be? She is willing to step up to President. Maria responded she will have a list of vacancies to the Board for next month's meeting. Maria advised that three people are taking leadership courses. Carol told Maria Carol was willing to continue serving as secretary. Polly suggested Maria and Martha Cooley be given more time at the coordinating team meeting. After this discussion, Maria left the meeting.

Consent Agenda

The Consent Agenda was approved with the following notes:

- Correction to the November minutes: Deb was the person who took pictures of the Core '24 magazine covers, not Heather.
- No LDC report from Emmanuel
- Heather asked Rev. Mark to reach out to Stephen Stechschulte regarding access to the Trust Fund for Endowment's financial records with the Unitarian Universalist Common Endowment Fund.



- Previous Meeting 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)
- 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 November P& L Statement and the Balance Sheet were received 12/15/23 and posted same day in the google site in "Financial Documents." At the end of November, we had a net deficit of **\$23,541.78** for the month of November. We still have a small net positive for June through December 15th of **\$7,559.00**. As of the end of November, our Operating Account balance is currently **\$46,065.88** and our Savings Account balance is **\$494,277.94**. Deb advised that this has policy-related consequences for our mid-year check-in, a couple of agenda items below. At 50% of the church year we have approximately **53%** of our pledges in. but we have only **28%** of our non-pledge revenue in. In summary, our financial health is not great, stated Deb.

Financial Audit Checklist.

Deb reported last month that she still needed an assessment to respond to 9 of the subsections, specifically:

Income - 1.5

Expenses – 2.4 and 2.5

Record Keeping – 3.1 thru 3.3 and 3.7 thru 3.11



Reporting – 4.1 thru 4.4

She has addressed 3.7, 4.2, and 4.3 but still has six subsections to go. Because the audit is a bit more work than Deb expected, she recommended pushing the completion date out until March.

Status of Pledges

Deb placed in the Google drive an updated excel sheet of pledge statuses similar to the breakdown she provided at the quarter-year point. She expected to find that we had additional folks in our “Green” group, about the same number in our yellow “Cautiously Optimistic” group and a reduced number of folks in the “Red Flag” group. Deb reported that the changes were actually modest. The yellow group moved from 11 to 7. The red flag group moved from a total of 29 to 23. There are still 13 folks in the red flag group who pledged over \$1,000 but have paid nothing towards their pledge. Deb recommended Rev. Mark contact the 13 after year end (say Jan 15th) and inquire personally as to their intentions. Rev. Mark agreed to do so.

Mid-year Financial Check In

Deb reported that so far this year she’s been made aware of two people reducing/canceling their pledges, one due to a move in 2021 and one due to unforeseen financial obligations. Thus, the similar number of red-flag pledges (those that have paid nothing towards their pledge) have her very concerned.

Deb is particularly concerned because, as of the end of November, the Operating Account balance is **\$46,065.88**. Policy 4.9.2 (b) requires that at least the average monthly budget amount be retained in the Operating Account. With a budget of **\$641,168**, that requires a monthly balance of **\$53,430.66**. Deb emphasized it is important to note that the “off-policy” amount was only attained by a **\$20,000** infusion of cash from our Savings into Checking during the month. We have a small amount of reserves (**\$31,070.30**) that are not attached to “Appropriated Funds” (which are all the identified Reserve Lines.) Deb stated she can infuse a sufficient amount to meet the policy for December but that will probably NOT be enough to pay all the bills that come due. She plans to infuse **\$20,000** again but



then that puts us in a very precarious place for January unless there is a big change in that red-flag category of pledgers.

Further, Deb highlighted, certain budget line expenditures are over 100% of the budget. Specifically, those lines are: 522 Tech and Web support, 547 Professional Expenses for Mark, 591 HVAC Maintenance, and 830 Office Supplies. In the case where expenditures are already over 100%, Deb advised we need to nix all spending in those lines. She suggested finding reserve lines to use or “just say “no”. In those cases where expenditures are approaching 100% of the budget – start looking for reserve lines to tap and plan now to do this for Spring.

Finally, Deb pointed out that, income-wise, we are 1) lagging on rentals, 2) we shouldn't have estimated so high in offertory (that's something the finance Committee will not be doing in our upcoming budget) and 3a) we really can't do anything about the IRS timeline for the ERC which should give us notification in Feb/Mar and represents **\$27,000** and 3b) we already know our cell tower income never comes in until May and that's another **\$17,000**.

Deb strongly recommended finding someone with an accounting background to volunteer to be Treasurer next year

Online UUA Security Course

Rev. Nell and Mary Wright plan on registering for this course. Rev. Nell sent the notice to staff and the tech team; she will also send out to parents group and social justice committee to be sure all who want to can take advantage of the opportunity.

Nesting Bowls Retreat

Heather reminded the Board that the Nesting Bowls retreat will begin January 12, 2024 at 6:00 p.m. with dinner in the fellowship hall and continue on January 13 at 8:30 a.m. until 4:00 p.m. The materials for the homework are in the Board drive. Polly will pick up Laura from the airport.



Interim Minister Discussion

Heather reminded the Board the UUA timeline is in the Board drive and asked for feedback regarding a three or five person search team. Betty, Mike, and Polly preferred a five person team; Carol, Deb, Ruth, and Heather preferred a three person team. Heather will move forward with recruiting a three person team. Board members gave Heather the names of proposed search team members.

Deb informed the Board the upcoming budget will have 5 full-time staff included: the Interim who takes the “Minister” section, the Assistant Minister, the Retiring Minister (which is a new section), the DLRE, and the Congregational Administrator. The Retiring Minister only has 2 months of salary, etc., on the sheet, and the Interim Minister reflects 10 months of salary, etc. However, added to the Interim Minister’s budget lines are \$9,000 for moving expenses (since we don’t know where this person would be moving from) and a guesstimate at health insurance at \$10,000 since we have no idea what their individual circumstances will be.

BREAK

Visioning Board vs. Working Board

Heather reminded the Board of our status as a *visioning* Board. In other words, we are not generally a *working* Board; instead, all work should be that of the executive (the senior minister). She acknowledged that some things we’ve done this year have been in the nature of a working board but did not see a need for a course correction.

Rev. Nell reflected back on the Limitations topic at the November meeting and apologized to the Board for overstepping in that discussion. She did not realize the Board had gone to Rev. Mark to get permission to do the financial audit (the audit being something the executive usually did, not the Board).

Conflict Resolution

Heather introduced discussion regarding what congregants or Board members should do when there is a concern about a staff member. What should expectations be when there is conflict? Rev. Mark clarified that Board members should talk with him about staffing issues. At the next Board retreat we will need



to emphasize the Board's role as a visioning Board. We want to be in relationship about issues regarding staff.

Capital Campaign Update

Polly reported we've exceeded \$500,000 in donations to the Capital Campaign. We should have schematic design for the kitchen remodel next month and with it a better estimate of construction costs. Further, the fencing started today.

Facilities Update

One of the HVAC units for the sanctuary apparently has a leak, reported Polly. The cost to replace it might be \$30,000.

FEMA Grant

Regarding this non-profit security grant opportunity, Polly wants input as to whether we should apply only for access controls or also contract security. She will seek input in January.

LDC Liaison

Heather announced we need a new Board liaison to the Leadership Development Council as they really need our support and Emmanuel has not been attending. Betty could do this and will reach out to Maria and Martha for meeting time clarification.

Wi-fi Status

Heather reported that the contract for installation in all the buildings has been signed.

Eggnog Social

Polly reported five Board members will be there to assist.

Board Goals – will be addressed in January

Board Education

No comments on the latest reading of *In the Interim*.



Limitations and Linkages

The Board reviewed Policies 3.4 and 4.7.

Closing

Process Observation: Betty reported we did really well, kept things moving time-wise, no one was overly dominant.

Polly delivered the closing words.

The meeting adjourned at 8:57 p.m.

Respectfully submitted,
Carol Bertsch, Secretary

Upcoming Calendar Events:

- Tuesday December 19 - Board listening session ZOOM 6:00 p.m. to 7:00 p.m.
- Friday January 12 6:00 p.m. – Nesting Bowl Retreat Day 1
- Saturday January 13 8:30 a.m. to 4:00 p.m. – Nesting Bowl Retreat Day 2
- Thursday January 11, 3:00 p.m. - Executive Team Meeting
- Wednesday January 17 – Board Meeting

Board of Trustees Email Votes Minutes

On December 14, 2023, Polly moved that Board approve the amended quote provided by Quality Fence & Welding that increases the total cost of the proposed fence installation by \$3,330.64 for a total of \$70,966.60, to be paid for with Capital Campaign Funds. Deb seconded the motion and it was approved by a vote of seven in favor, none opposed.

Respectfully submitted,
Carol Bertsch, Secretary