



**Board of Trustees Meeting via Zoom
First Unitarian Universalist Church of San Antonio
January 17, 2024
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 6:35 p.m. Ruth delivered the opening words. Mike read the Covenant, Polly read the new Values, Deb read the new Mission, and Ruth read the new Ends.

Consent Agenda

The Consent Agenda was approved:

- 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) – no meeting in December
- 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)

Ruth was appointed Process Observer and Polly was appointed Timekeeper.

Check-ins were given.



BUSINESS

Bylaw Change for LDC

The Leadership Development Committee proposed a bylaw change. Board discussion of the proposal concluded that the proffered language did not accomplish what the Board understood to be the LDC's goal. In discussion the Board recognized the LDC's work is hard and frustrating; Board members pondered what the Board could do to support the LDC. Board members wondered what leadership development activities the LDC could conduct to develop leaders who could then fill the roles the LDC is called upon to fill. Ultimately the Board asked the LDC liaison, Betty, to confirm what the LDC sought to accomplish with the proposed bylaw change, encourage the LDC to strive to fill all slots, and reassure the LDC that it is okay to have some slots open even at the Congregational meeting.

Also for the LDC's consideration, Heather announced a request by a congregant that a minimum length of membership in First UU San Antonio be contemplated for positions such as President, Vice President, and Stewardship Chair. Betty and Deb agreed the position of Treasurer warranted that consideration.

Ruth and Polly volunteered to draft a charge for the LDC to convey what the Board expects.

Update on Trust Fund for Endowment

Heather advised the Board the TFE has been struggling for a while to provide the Board the interest income information necessary to allow the Board to request a distribution of interest accrued in the prior year.

Financial Health

Deb reported that December P& L Statement and Balance Sheet were received 1/17/24 and posted same day in the google site in "Financial Documents." As a reminder, the 15th of the following month is when they are due from the



accountants, but we had a holiday on the 15th. Deb will send an article to post in “What’s Happening”.

We had a net gain of **\$5,559.75** for the month of December. As of the end of December, our Operating Account balance was **\$87,446.43** and our Savings Account balance was **\$466,363.36**.

At **58%** of the church year, we have approximately **61.35%** of our pledges in, but we have only **30.74%** of our non-pledge revenue in.

Financial Audit/Checklist

Last month Deb reported she still needed an assessment to respond to 4 of the subsections, 12 items. This month the following remain:

Income - 1.5

Expenses – 2.4 and 2.5

Record Keeping – 3.2 and 3.3 and 3.10 and 3.11

Reporting – 4.1 and 4.4

She is pursuing information on 3.1 (have 3.1.a, need to receive info on 3.1.b.) 3.8 has been completed and 3.9 has been completed.

Status of Pledges – thumbs up

New DLRE/Finance Committee Work

Head’s Up: This budget will have 6 not 4 f/t staff included: the Interim who takes the “Minister” section, the Assistant Minister, the Retiring Minister (at 2 months), the departing DLRE (at 2 months, 1 week), the new hire DLRE (at 10 months) and the Congregational Administrator. In addition to the Interim Minister’s budget line addition of \$9,000 for moving expenses (since we don’t know where this person would be moving from) we have to add an additional \$9,000 for moving expenses for the DLRE and again we have to take a guesstimate at health insurance at \$10,000 since we have no idea what their individual circumstances will be. That’s an additional \$18,000 that we did not have in mind when we began the budget process.



UUA Certification

Rev. Mark reported he, Kathy, and Deb have been working on the certification. We are at about 350 members and 240 pledging units, with 50-70 non-member friends. Non-member friends are those who contribute to the church but never join. As an aside, he mentioned we have over 850 on our mail chimp list. The certification will be ready by February 5.

Nesting Bowls Retreat

Heather sought confirmation from Board members of buy in to the new Values, Mission, and Ends established at the Nesting Bowls retreat January 12 and 13. Board members affirmed the Values, Mission, and Ends resulting from the retreat were acceptable and the Board wanted to bring the Values and Mission to the Congregation for adoption. The Board concluded the Ends can be adopted by the Board without Congregational vote. Heather will announce the results in “What’s Happening” and has reserved the Fellowship Hall for February 4 and 11 to have town halls regarding the Values and Mission.

Interim Ministry

Heather announced that the Interim Minister search committee consisting of {redacted} has been appointed. She reviewed the proposed charge to the committee with the Board. Polly proposed adding that the committee regularly report progress to the Board and that the committee may seek assistance.

Deb moved and Ruth seconded that **the “Board of Trustees Charge to the Interim Search Committee” dated January 2024 be approved and that this charge be presented to the 2024 interim search committee.** Motion carried.

Deb then moved and Mike seconded **the Board stand-up an interim search committee consisting of {redacted} with the goal of hiring an interim minister for a two-year contract to begin August 1, 2024.** The motion carried.



Capital Campaign Update

Polly reported that over \$649,000 in capital campaign pledges have been received.

Regarding the gift from the Nevin Rupp estate, each of the three children will transfer 10% of the child's inheritance to the church. One child will transfer appreciated stock to the church, which will require re-opening the brokerage account for the Capital Campaign.

Polly moved and Mike seconded **that the Board approve opening a brokerage account with Frost Bank with Heather Hedquist, Polly Noël, Debra Loya, and Carol Bertsch as signatories on the account.** The motion passed.

Facilities Update

Polly reported that she will request bids for a new condensing unit and refrigerant piping for the Sanctuary at a cost of \$30,000 to \$50,000. She feels we should use money in the capital reserve and general reserve funds, among others, to pay part of the cost. She will have a more complete report next month.

FEMA Grant

Polly reiterated her request for input regarding the security enhancements and noted the submission deadline of mid-March. The grant application must contain the organization's values and mission and the Board's consensus was we cannot use the new Values and Mission resulting from the Nested Bowls retreat since they won't be adopted by the Congregation until the May Congregational Meeting. However, perhaps we could use the new Ends.

Board Goals

Moved to next month.

Board Education

No comments regarding the reading from *In the Interim*.



Limitations and Linkages

Review of the old Values, Mission, and Ends omitted since the Board just spent the weekend working on new ones.

Miscellaneous

- Ruth agreed to monitor the Board Listening Session scheduled for April 24 from 6-7 p.m. via Zoom.
- Deb will take the 5th week of “What’s Happening” this month.

Closing

- **Process Observation**
Ruth commented that we started late, that enough time was set for each item, and it was an effective meeting. She suggested more timekeeping reminders but felt we did well. The new Ends contribute to dismantling oppression.
- **Timekeeping**
Polly reported we didn’t do that badly – only eight minutes late for closing.
- Mike delivered the closing words.

Respectfully submitted,
Carol Bertsch, Secretary

Upcoming Calendar Events:

- Sunday January 21st – Ribbon Cutting for Wi-fi
- Sunday January 21st - Board listening session in person after service (Polly leading)
- Sunday February 4th – Core ‘24 Rollout meeting for congregation
- Sunday February 11th – Core ‘24 Rollout meeting for congregation
- Thursday February 15, 3:00 p.m. - Executive Team Meeting?
- Wednesday February 21 – Board Meeting