



Board of Trustees
First Unitarian Universalist Church of San Antonio
March 20, 2024

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

A quorum was established and Heather called the meeting to order at 6:30 p.m. Ruth gave the opening words. Carol read the Covenant, Betty read the Values, Polly read the Mission, and Ruth read the Ends. Process Observer was assigned to Debu and Timekeeper to Mike.

Board members checked in.

Consent Agenda

Rev. Mark asked everyone to please read the Staff report in the Board folder. The Consent Agenda was then 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
- LDC Report (Betty)
- Trust Fund for the Endowment Report (Ruth)
- CREF Report (Mike)
- Stewardship Report (Betty)
- Financial Report (Deb)
- Capital Campaign Report (Polly)
- Digital Communications Manager Report (Mary via Heather)
- Interim Search Committee (via Heather)
- Attendance reports (Polly)



BUSINESS

Stewardship Update

Betty reported that the Stewardship campaign is rolling along. Polly sought clarification regarding congregant comments that the online pledge form is too complicated. Board members were advised if they hear of anyone having trouble encourage the person to simply email the office or use the paper form. Heather encouraged the Stewardship Committee to tell the Board if the Committee needs anything from the Board.

LDC Update

Debu attended the March 12 LDC meeting at which there was much discussion regarding potential candidates for positions and committees. Debu confirmed that at present there are not candidates for Vice President, Treasurer, or Stewardship Chair.

Financial Health

Deb reported that the February P& L Statement and the Balance Sheet were received 3/12/24 and posted same day in the google site in “Financial Documents.”

Deb sounded the alarm regarding the end of February, at which time we had a deficit of **\$26,109.61** for the month. (For the year, June 1 to February 29, there is still a \$2,336.96 deficit.)

As of the end of February, our Operating Account balance was **\$9,327.94**, in violation of Policy 4.9, which provides: “2) b. At least the average monthly budget of cash should be retained at all times in the Church’s operating account. Once a month, funds should be considered for realignment by the Treasurer.”

To that end Deb transferred \$40,000 of unassigned savings (savings not attributable to reserve lines) to the Operating Account on March 14. That amount did not make us fully compliant with Policy 4.9., which would require \$53,430 in the Operating Account, but it did at least bring us to \$49,327.



Our Savings Account balance as of February 29th was **\$656,594.93**. As our commitments to reserve lines were only \$615,816.09 as of February 29th, that provided the \$40,000 in uncommitted savings to transfer over.

At **75%** of the church year we have approximately **73.47%** of our pledges in. But we have only **45.19%** of our non-pledge revenue in. From last month’s report we know that two sticky points in collections are the Cell Tower revenue (approximately \$17,000) which is scheduled, and always arrives, at the very end of May, and the ERC (\$27,000 on the budget), which is as likely to come in our next fiscal year as it is this fiscal year, being totally at the vagary of the IRS.

Also raised during this month was a question about USAA payroll donations and their matching funds, which are made through Paypal, was being tracked and reported in Breeze. Deb noticed an \$800 discrepancy between USAA records and Breeze; she will follow up on that with the Minister, who was also contacted about the issue.

Dealing with Deficits

Deb reported that the following line items in our budget are overspent as of 2-29-24:

504	Credit Card/Bank Fees	115.8%	over by \$395.09
524	Worker’s Comp Ins	104.43%	over by \$49.75
547	Minister’s Prof. Exp	119.6%	over by \$979.80
553	DLRE Health Ins	621.07%	over by \$4,168.56*
820	Grounds Committee	110.75%	over by \$107.45

* the extent to which the DLRE Health Insurance item will exceed the amount established in the budget and cause a deficit is due to no fault of budgeting, and was not within the Senior Minister’s or Board’s control. This was due entirely to the unexpected job loss by the DLRE’s spouse. The employment contract we



entered into must be complied with and that contract provides health insurance at a specified level with the UUA.

Deb brought to the Board's attention Policy 2.4, Financial Condition and Activities, which states that the Senior minister will not:

- 5) Deviate materially from line item amounts established in the approved budget, or
- 6) End the fiscal year with a deficit without Board approval.

She stated that, as both the deviation and deficit will definitely occur, given the unforeseen circumstances, specific Board approval is required.

Deb moved that the Board specifically approve a deficit in the amount required (currently estimated to be \$11,670: \$2,334 per month from January thru May) to provide health care insurance under the DLRE's employment contract. Polly seconded the motion. Motion carried unanimously.

Finance Committee

Deb reviewed next steps for the Finance Committee: Once the Stewardship campaign ends on March 31st and the Stewardship Committee turns over their final pledge number (and conservative projections), the Finance Committee will work with that number to prepare "The Finance Committee Budget," with recommendations. The Board will then have the ability to approve or reject the Finance Committee Budget. If The Finance Committee Budget is rejected then it's up to the Board, as a whole, to come up with a budget that we vote to approve.

Heather questioned how the deficit created by the DLRE health insurance commitment would be paid. Deb noted that it could come from pledges prepaid in May and June. Polly asked where the unassigned savings came from. Deb stated that the funds remained from the Bowden donation after the sanctuary was paid off.



Deb clarified that the budget's non-pledge income consists of the cell tower payment and the employee retention tax credit.

Heather and Deb discussed Pex cards.

The Timekeeper noted we were 20 minutes behind.

Interim Minister Contract

Polly noted the "chief of staff" version of governance was selected based on the majority of responses received.

Betty expressed reservations about the level of compensation when a minister is asked to leave. Consensus was the contractual compensation terms were necessary to attract quality candidates. Mike noted the interim contract does not provide compensation if the minister is fired for cause.

Ruth moved to accept the interim ministry contract as modified and submit it to the Interim Minister Search Committee. Carol seconded. The motion carried.

Values/Mission/Ends

Heather reviewed the process to date. Concerns regarding use of the phrase "life-affirming" were raised. Given the length of conversation necessary, Heather moved review of the issue to a later meeting.

Facilities/Capital Campaign Update

Polly presented the construction budget estimate by Keller Martin Contracting. The estimate included a "Base Scope of Work" of \$1,152,984. The Contractor also offered two additional "alternates" which brought the total estimated cost to \$1,266,612. There will be a Townhall April 7 to discuss the estimate which architect Danny Derrick will attend.



Healthy Relations Committee

Heather noted we have a hole in how we do things in that there is no stated methodology for addressing a conflict with another. Board members reviewed and discussed the two healthy relations committee samples provided by Heather.

Carol moved the Board establish a Healthy Relations Committee and ask the COSM members with mediation backgrounds to serve on an ad hoc basis to help congregants with conflict resolution. Debu second the motion which carried with none opposed and no abstentions.

Board Goals

This item was moved to the April meeting.

Board Education

Other Options Chapter – Debu commented he'd been through having to ask a minister to resign.

Limitations & Linkage

Limitations were moved to the April meeting. Linkage Policy 3.5 requires evaluation of the Senior Minister's performance. The Board discussed adding "and governance policies" to the criteria upon which the minister would be evaluated.

Carol moved and Ruth seconded that Linkage Policy 3.5 be amended to read:

"Linkage: 3.5

Policy 3.5: Evaluating Senior Minister Performance - The Board will prepare a regular evaluation of the Senior Minister. Performance will be assessed based on the Senior Minister's contract and the First UU's By-Laws and governance policies"

The motion carried with two abstentions.



Closing

- Process Observer: Debu noted we had opportunities to stop conversation to maintain focus or else we need to adjust time allotments to allow for discussion; everything else was according to the checklist.
- Timekeeper: Mike noted we went over time

Debu delivered the closing words. The meeting adjourned at 8:54 p.m.

Respectfully submitted
Carol Bertsch, Secretary

Upcoming Calendar Events:

- 3/24 – Sunday - Board Listening session in Fellowship Hall (Deb leading)
- 3/26 – Tuesday - Board Listening session via Zoom (Deb leading)
- 4/06 – Saturday – Leadership Dinner
- 4/11- Thursday – 3:00 p.m. - Executive Team Meeting
- 4/17 - Wednesday – Board Meeting