



**Board of Trustees**  
**First Unitarian Universalist Church of San Antonio**  
**April 17, 2024**

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

**Guests:** Lucy Norton, Maggie Joseph, Donna Pereira

A quorum was established and Heather called the meeting to order at 6:32 p.m. Heather gave the opening words. Betty read the Covenant, Deb read the Values, Heather read the Mission, and Polly read the Ends.

Mike was assigned Process Observer and Ruth, Timekeeper.

Board members checked in.

**Open Congregant Time**

Maggie Joseph expressed anxiety regarding the financial situation and its impact on our beloved staff. Lucy Norton worried about “death by a thousand cuts.” She felt frustrated about the difficulty meeting the budget. She appreciated the hard work everyone has done.

**Consent Agenda**

The Consent Agenda was approved with the following items pulled out for discussion below: Stewardship Report and LDC Report.

- 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 (Debu)
- 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)
- DLRE Search (Rev. Nell)

### **Stewardship Charge**

Betty reviewed that the Board approved a charge to the Stewardship Committee on February 22, just as the committee was gearing up for the Stewardship Campaign. Therefore, the Committee did not address the charge until the Campaign was complete. Betty reported there was strong resistance from the committee to the Board's charge, with feedback including that the proposed charge was the responsibility of the ministers, board, and stewardship. Dorothy presented two alternate charges. Betty would like to set the stage for the new church year in a healthy way and asks the Board to review the alternate charges and give her guidance going forward.

Polly pointed out we had a respectable Stewardship Campaign in terms of response.

### **LDC Report**

Debu confirmed the Treasurer position is still open. Deb reported she met with Linda Nash to give her a better idea of what qualities the person filling the Treasurer position needs. Heather noted the slate must go out by May 5, 2024.

### **Values, Mission, Ends**

Heather reported the final version of the Values, Mission, and Ends is in the Board Drive dated April 17, 2024.

**Ruth moved and Polly seconded that the Values and Mission be approved and submitted to the Congregation at the upcoming Congregational meeting.** The motion passed.

**Mike moved and Polly seconded that the Ends be approved.** The motion passed.



No one was able to volunteer to write some language elaborating on the more oblique terms in the Values, Mission, and Ends so that issue will be left for next year.

### **Financial Health**

Deb reported that at the end of March, we had net income of **\$8,795.10** for the month. For the year, June 1 to March 31, there is a net of \$8,306.48.

As of the end of March, our Operating Account balance was **\$62,049.45**, putting us back into compliance with Policy 4.9.

Our Savings Account balance as of March 31<sup>st</sup> was **\$577,897.29**. Our commitments to reserve lines were **\$600,275.27** but that was a transfer in anticipation of items to be paid out of the reserves but have not yet had checks written or cashed against the funds. (The check for the fence has not yet been written).

At **83%** of the church year we have **82.9%** of our pledge income in. But we have only **50.86%** 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 processing whim of the IRS.

### **Dealing with Deficits**

The following line items in our budget are overspent as of 3-31-24:

504	Credit Card/Bank Fees	130.92%	over by \$772.97
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*
591	HVAC Maintenance	136.06%	over by \$1,803.12
820	Grounds Committee	110.75%	over by \$107.45

\* reason for the overage discussed last month.

### **Finance Committee and the Budget**

Deb explained that the Finance Committee received the Canvass pledge number from Stewardship of \$513,000 and recognizing that this was \$100,000 - \$125,000 less than what was needed to fully fund a budget of \$707,000. As chair, Deb called for the committee to come up with creative ideas for achieving a balanced budget. Six proposals had been received by the Finance Committee's meeting on April 8<sup>th</sup>. Rev Mark imparted information from Rev Nell stating that in a discussion with Keith Kron they came to the consensus that the Interim Minister process was in the best interests of the church. Given that element, only 3 of the 6 proposals survived for consideration and of those 3, 2 were identical. Both proposed allowing the Assistant Minister contract to conclude on July 31<sup>st</sup>. Rev Mark's offer of earlier retirement was also part of the budget developed by the Finance Committee. Steve Feinstein, our excel guru, was able to turn around the finalized Finance Committee budget sooner than expected and so all committee members received copies the next day from Steve. Deb was then able to provide the board members with a copy as well of the Finance Committee Budget. The Proposed finance committee budget is posted in the google site in the Financial Documents folder.

Deb explained the Board now has the ability to approve or reject the Proposed Finance Committee Budget. If the proposed Finance Committee Budget is rejected then it's up to the Board, as a whole, to come up with a budget that is approved. The Board Approved Budget is what then goes to the congregation for vote at the May meeting.

Some questions that came in to Deb during this week included:



**Line #465**, One-Time rentals was bumped up because we have an actual project/effort being made to increase the line (Mike's Little Red Hen Wedding Project) \$6,000 was the projected amount based on us doing what we did this year - nothing, but it being further out from COVID and people planning wedding once again.

**Line #467**, Other fundraising - We know it will be a lesser event than the Service Auction, which produced \$7,000, but given that track record there is a foundation to believe the church can rally to produce an event.

**Line #568**, Custodian - this was an Admin choice, to switch from a contractor to a "staff" (similar to childcare) position with FICA being paid. This amount is below what would be considered the 'part-time" level that guidance says we should provide benefits. For what had been #568(b) see #596.

**Line #582**, (new) Copyright Licensing - "new" should be deleted as it was "new" last year.

**Line #589**, Bookkeeper - Kika is covered in Line #588, CPA. That line was my (very early on) attempt to get in funds for a part-time bookkeeper but was deleted with the writing on the wall early on. We can simply delete that line entirely - title and everything.

**Line #596**, Grounds & Landscaping – this is the contract service.

**Line #692**, Guest Speakers, this amount was one of the lines "tinkered" with to come to balance. Any savings clawed from say the copier or QR codes should be plugged in here since what it represents right now is 7 guest speakers at \$350 a gig (and a bit.). And then there would be a little to pay for travel. To cover the remaining months, vacation and study leave we will need to rely on lay sermons/presentations, intergenerational services covered by the DLRE or some other no-cost option.

**Line #820**, Grounds & Landscaping is the committee. So, for project supplies that they want to take on. gravel, flowers, stones, mulch, etc.

**Line #845**, Telephone/Internet - here's the breakdown the Finance Committee received, if you believe it would be helpful for congregants the breakdown can certainly be provided in the Board Session to preview the congregational meeting:



AT&T Fiber	\$175/month x 12 = \$2,100 fiber optic connectivity
Hammer	\$145/month x 12= \$1740 new
VOIP	provider, four phones
Spectrum	\$141/month discontinuing, three phones

After discussion regarding the copier expense, Rev. Mark commented that more research is necessary on usage and cost before reallocating those funds.

### **Delegates for GA**

Rev. Mark recounted we have eight lay delegates to GA for our congregation and Sylvia Wheeler has developed a list of those interested in serving. They must be approved by the congregation at the congregational meeting.

### **Hybrid Meeting Rules**

**Debu moved and Polly seconded to accept the hybrid meeting rules to be distributed to the congregation at the congregational meeting.** The motion passed.

### **Board Goals**

Heather reviewed the Board goals for the year. Rev. Nell reported the video – actually three videos – was completed. She will forward them to the Board and to Mary Wright to put in the website. Mark reported he was able to encourage many to increase their pledge. The charges to the LDC and COSM were not done.

### **Limitations and Linkages**

Heather clarified that we seek to review existing policy to determine whether the policy is still appropriate or we if need to make changes.

Regarding the investment subcommittee, Deb opined that would need more than three members of the finance committee to be able to have an



investment subcommittee. Mike suggested perhaps the members of the investment subcommittee did not need to be members of the finance committee but merely report to the finance committee. The Board agreed that Policy 4.9(2) would benefit from more clarity. Nonetheless, an investment subcommittee has not been needed to date.

### **Facilities Report**

Polly reported that, due to ongoing concerns about the 35-year old heat pump that serves the meeting space section (south end) of the Fellowship Hall, she was recommending that the Board place on the agenda for the May Congregational Meeting a motion for congregational approval to request up to \$60,000 from the Trust Fund of the Endowments to use in the coming year to pay the balance on the new condensing unit that is being installed in the Sanctuary and for the planned replacement of the Heat Pump that serves the south end of the Fellowship Hall. Although the unit may only cost about \$40,000, our 2022 feasibility study indicated that replacing the Fellowship Hall space's heat pump could trigger costly replacement of copper lines to the mechanical yard due to the increase in pressure from converting R-22 to R-410A. This may be required per the manufacturer's warranty.

**Deb so moved; Polly seconded** Motion carried.

### **Retirement & Health Insurance Issue**

Rev. Nell and Donna Pereira reported that for some time the church has been overpaying into the employee retirement plan and the UUA health insurance plan. Donna clarified that this appears to be a systemic problem, not the fault of one particular person.

For the UUA health insurance plan, the church is supposed to pay 80% and the employee 20% of the premium. For some time the church has been paying 100% of the premium. For the retirement plan, the church was supposed to pay 10% and the employee whatever amount desired. The church has been paying the full amount.

It appears that Kathy, Rev. Mark, Rev. Nell, and Bridget owe the church money. Rev. Nell and Donna are getting the facts together. Rev. Nell reported everything is being handled correctly now but we need a new



payroll/bookkeeping service. Polly thanked Rev. Nell and Donna for their efforts and time. Donna emphasized we need internal controls and suggested the finance committee be active with more than just the budget; perhaps review the balance sheet quarterly.

Rev. Nell clarified she was still interested in serving as sole minister for another year and that she was not qualified to serve as minister of faith formation.

The Board entered executive session.

The Board exited executive session.

**Carol moved to accept the finance committee budget and Ruth seconded. Heather made a friendly amendment to add flexibility to the budget to change descriptive terms and reallocate funds up to \$12,000 to other categories. Carol accepted the amendment and Ruth again seconded.** The motion carried unanimously.

The Board returned to executive session.

The Board exited executive session.

**Mike moved to continue with the plan in place for the past year to seek an interim minister. Debu seconded.** Motion carried with one opposed and one abstention.

### **Closing**

- Process Observer: Mike gave a shout out to Heather for her agenda and times; reported we did nothing to dismantle oppression.
- Timekeeper: Ruth commented that we did pretty well given the number of things to be done.

Betty delivered the closing words. The meeting adjourned at 9:13 p.m.

Respectfully submitted  
Carol Bertsch, Secretary





### **Upcoming Calendar Events:**

- 4/23 – Tuesday - Board Listening session via Zoom (Ruth leading)
- 5/1 – Congregational meeting packet due
- 5/5 – Party (request for Mexican food)
- 5/9- Thursday – 3:00 p.m. - Executive Team Meeting
- 5/15 - Wednesday – Board Meeting
- 5/19 – Congregational meeting