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

Present: Polly Noël, Betty Burgner, Mike Brand, Ruth Bujanda-Moore, Carol Bertsch, Debu Dasgupta, Sheri Phillabaum.

Minutes

Carol called the meeting to order just a few minutes after 6:30 due to slow Internet.

Quorum was established

Polly delivered opening Words; Covenant/Mission/Values/Ends were read.

Ruth was assigned process observer and Debu, timekeeper

Consent Agenda was approved:

Previous Board Minutes (Sheri)
President's Report (Carol)
V. President's Report (Polly)
Treasurer's Report (Donna)
Minister's Report (Rev. Nell)
Coordinating Council Meeting (Rev. Nell)
LDC Report (Debu)
Trust Fund for the Endowment Report (Ruth)
CREF Report (Mike)
Stewardship Report (Betty)
Financial Report (Donna)
Capital Campaign Report (Polly)
Digital Communications Manager Report (Mary via Carol)

Financial Health

Donna reported that there are discrepancies in PEX accounts as well as uncleared checks from before May 2024 and as far back as 2022. Donna will review; it may take some time. Financial statements will be issued as-is and corrections will be made later.

Retirement account issues are still in process of being resolved.

Capital Campaign

There were two motions relative to the capital campaign

First motion: That the Board approve Derrick Architects (DA) & consultants to proceed with Design Development stage (estimated time to complete 7 weeks or less) for $22,860* to be paid with Capital Campaign funds.

Recommend that we ask DA to proceed with all designs required for the current schematic design, but that any future bids/construction contract treat the non-critical elements (e.g., landscaping, entrance canopy) as an optional component.

Note: Contracts with Derrick Architects allow for Design work to be stopped at any time, requiring only payment for work that has been completed at that point. Design Development payments would be subtracted from future project cost estimates.

Polly moved, Mike seconded
The motion passed

Second motion: That the Board tentatively schedule a special Congregational Meeting for September 8th (immediately after the service) to allow a Congregational vote regarding the use of Trust Funds and/or loan to bridge any estimated gaps. Final decision to proceed and any associated motions will be finalized at the August Board, based on latest financial updates and other available information. Decisions at the Congregation meeting would dictate future action, including further engagement with architect firm.

Recommend also that the planned meeting with Frost Bank (information exchange only) proceed as planned on August 1. If approved by the Congregation,

presumably loan would not be signed until November and may reflect lower interest payments.

Polly moved, Ruth seconded
The motion passed with the following amendment:

In the meeting there will be separate votes for using the trust fund and for taking out a loan; Donna moved and Debu seconded the amendment.

Bids for Heat Pump Repair

Polly suggested that any request for proposals for the planned replacement of the heat pump in the Fellowship Hall (whether to one or more companies) must include the following instructions:

- Manufacturer equipment specs for the equipment to be installed, as well as warranties for the equipment and labor, must be submitted with the quote.
- Quote must also include clear billing instructions (e.g., amount / timing of any down payment and final payment) and acknowledgement that invoices will be sent electronically to both office@uusat.org and to vicepresident@uusat.org.
- The company must provide evidence that it is registered with Balcones Heights as a contractor and that a permit has been issued for the requested work. Work may not commence until this has been accomplished. Final payment will not be made until proof of final inspection (scheduled by the company) has been submitted to the church.

Donna, add "if required" after "permit."

Polly would also like to be sure we get three bids for the work.

Polly will convey thanks to John Faultersack for his hard work with facilities.

Cyber security audit and IT support for the church office

Mike said that right now Kathy (the church's congregational administrator) is the only person who knows first-hand about these things and others need to be knowledgeable about it as well. An audit is needed.

Donna said that it would be good to check to see how secure Vanco is, and how much personal financial info Kathy has access to.

Tech support team would be Mike Brand, Jim Noel, maybe Ron Meneses

There were two motions regarding cyber security audit and IT support for the church office:

Motion one: The board authorizes the Tech Team to conduct a cyber audit, to include access to Kathy's computer and permission to interview Kathy about her current practices.

Mike so moved; Carol seconded.

The motion passed

Donna will ask Kika (the church's accountant) if Quickbooks is being backed up

Motion two: The church enters into a month-to-month agreement with The Computer Shop to provide tech support to Kathy and her computer at a rate of $55/month.

Mike so moved; Donna seconded

The motion passed

Computer for Rev. XK

Carol will ask Rev. XK if he will have his own computer as have Mark and Nell, or if we will need to purchase him one.

Bridget's Going-away Reception Committee

Ruth will ask Valerie Lopez to recommend someone from the parent group who might want to head this up. Ruth is willing to liaise with the person.

Rev. XK Moving Expenses

UUA recommends 10k + up to 25% for tax purposes. Board agreed to pay him up to $12,500

Rev. XK Welcome Reception Committee

Debu, Donna, Ruth, and Sheri volunteered to be on this committee

Executive Session

No issues were discussed in executive session

Closing

Ruth said that the process went well; some tech difficulties at the top made starting in time difficult; discussion was lively

Debu said we made good use of time as we finished one minute early despite starting a little late!

Faithfully submitted, Sheri Phillabaum, secretary