



**Board of Trustees**  
**First Unitarian Universalist Church of San Antonio**  
**June 19, 2024**

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

Carol called the meeting to order at 6:38 pm.

Rev Nell gave the opening words. The Covenant, Values, Mission, and Ends were read aloud.

Attendees checked in.

Betty was assigned Process Observer and Mike, Timekeeper.

**Consent Agenda**

The consent agenda was approved with a note from Polly that Kathy has not received financial info about the capital campaign.

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  
Trust Fund for the Endowment Report  
CREF Report  
Stewardship Report  
Financial Report (Donna)  
Capital Campaign Report (Polly)  
Digital Communications Manager Report (Mary via Carol)

**Appoint Donna Pereira as additional signatory on church’s Frost Brokerage Account:** Polly so moved, Mike seconded. **Motion carried.**

**Donation for air conditioning:** Gail Reinhart is donating a mutual fund to the church valued at over 100k for repairs or upgrades to the Fellowship Hall air conditioning. Polly will confer with Gail about details. Mike will get a thank you card for the board to sign

**Board continuing education:** Carol said that according to Kathy McGowan the southern region has lots of board trainings, including a free, virtual training on August 17.

**Committee Liaison Assignments:** Stewardship was thrilled to have Betty return as their liaison. Debu will stay with LDC; Ruth will stay with Trust Fund of Endowments “for now,” will confer with Carol about it. Mike will continue as liaison to CREF.

**Treasurer:** Phil Slater has said he can’t be treasurer; Donna is thinking about whether to continue.

**Listening sessions:** Polly said they should be 12:15; all agreed. Tuesday Zooms will be at 6 pm.

Listening Session Schedule - In person 3rd Sunday after church in FH, Zoom on 4th Tuesday of the month (except Dec)

September	in person	9/15/2024	Carol
October	Zoom	10/22/2024	Ruth
November	in person	11/17/2024	Sheri
December	Zoom	12/17/2024	Betty
January	in person	1/19/2025	Debu
February	Zoom	2/25/2025	Mike

March	Both	3/16 in person & 3/25 (Zoom)	
April	Both?	4/22/2025 Zoom	Polly
May	in person		Carol

## **Healthy Relations Committee Policy Proposal**

Nell suggested training for the board on conflict management.

Nell suggested removal of word *senior* before the word *minister*.

Nell suggested waiting to move forward until Rev. Xolani is on board and can be consulted.

There was discussion of what to do if one of the parties to a dispute is a staff person. Complainant should address the issue with the employee first, and if not satisfied, go to the employee's immediate supervisor. Nell pointed out that any process decided upon should cohere with the employee handbook.

It was decided to send the proposal back to the right relations committee to add a path for situations in which an employee is involved.

## **Hospitality Sexton Budget line**

Due to a miscommunication, the line item was removed for this fiscal year.

Carol will work with Donna to find funding for six months to pay for three hours per Sunday at \$16 per hour. One of the RE staff has said they can take the job on a temporary basis. After the six months, hopefully a plan will be in place for volunteers to handle the task.

## **Wedding Rentals Plan**

o Policy 3.2(1)

The Senior Minister is the Board's primary link to operational achievement and conduct, so that all authority and accountability of

staff, as far as the Board is concerned, is considered the authority and accountability of the Senior Minister.

Accordingly:

1) The Board will never give instructions to persons who report directly or indirectly to the Senior Minister.

2) [...]

o Policy 4.7: Board Committee Principles

[...] Board committees cannot exercise authority over staff.

Background: Mike and Moon had volunteered to help revive rental income but felt the original wording of the policy prevented progress.

There was unresolved discussion of whether “the board” refers to the board acting as a body or to each individual on the board.

Debu moved to accept the change, removing the word *senior* from before the word *minister*. There was a chorus of seconds. **Motion carried.**

### **Committee for wedding rentals**

This will be a committee of the board. It is OK for spouses to be on the committee. Mike said he would draft a proposal for changes to the current rental policy for the board. Nell pointed out that this would fall under operations. Polly said that the board wants to be kept in the loop.

Debu moved to establish a wedding rental committee with Mike as chair. Polly seconded. **The motion carried.**

### **Update on capital campaign**

Polly said we need to pull a permit before January 1, after which Texas is scheduled to update codes, which could greatly increase costs.

Frost bank says we should qualify for a loan. We would have a floating line of credit at the start of construction and would switch to a fixed loan later. We need to have funding in place before we can sign a contract to begin construction. The gap may be as much as \$453,401, but Polly believes it will be smaller. In July Polly will ask for board approval to move forward. If the proposal is approved, the congregation will be asked in August for approval to take out the loan.

## Kitchen/Lounge Renovation Completion Estimate including Soft Costs

Estimated Costs	Alternates Included	Base Scope, No Alternates
Design Fees minus SD phase	\$117,639	\$117,639
Alternates Design Fee	\$12,000	N/A
Reimbursable Allowance	\$12,757	\$12,757
Construction Estimate – Base	\$985,456	\$985,456
Construction Estimate – Alternates	\$97,851	N/A
Contingencies	\$184,038	\$138,528
Soft Costs	± \$56,355	\$56,355
<b>TOTAL PROJECT ESTIMATE</b>	<b>\$1,466,096</b>	<b>\$1,339,735</b>

## Capital Campaign - Results to Date

Total Commitments	\$1,076,133.61
Commitment contributions as of 6/19/2024	\$728,616.46
Other contributions as of 6/19/2024	\$138,370.39
Total Contributions as of 6/19/2024 (includes \$35,990.6 In Brokerage Acct)	\$866,986.85
Estimated Expenditures/obligations as of 06/19/2024	\$255,808.74
Unobligated CC Funds as of 6/19 (including CC Reserve &BA)	\$631,178.11
Outstanding commitments as of 6/19/2024	\$347,517.15
Estimated balance on Rupp Family Bequest (pending)	\$ 34,000.00
Estimated current & committed funds for kitchen/lounge	\$1,012,695.26

\*includes payments to architects, engineers & other consultants for earlier feasibility assessment & SD, AT&T, CC promotional activities, plus initial CC projects (\$101,326.2) + \$26,000 for HVAC Condensing Unit in Sanctuary

### 8:00 - Executive Session

**Process:** Betty said we did a good job. There were no discernable instances of dismantling oppression, however. We handled the policy change discussion well.

**Time keeper:** Only 8 minutes over is good.

**Meeting adjourned at 8:38 pm.**