



**Board of Trustees**  
**First Unitarian Universalist Church of San Antonio**  
**MINUTES**  
**August 21, 2024**

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

The meeting was called to order at 6:35. Quorum was established. Donna was assigned as process observer, Betty as time keeper.

**Consent Agenda Approval:** Approved with one correction on July minutes: Carol, not Kathy, seconded the first tech motion on p 4. Sheri updated the doc

**Business**

**Financial Health** – Donna requested time with Kathy McFarlane to review financial processes. She would like a finance committee to be formed to review financials quarterly. Some oversights from last fiscal year will need to be corrected this fiscal year. She discovered that Breeze has the same functionality as Vanco. We may want to look into making a switch. Greater and more explicit internal controls are needed, with clear lines of oversight.

**Status of Fellowship Hall AC replacement:** See written report. There is a plan to consolidate all the AC systems on campus. Exact plan forthcoming.

**Capital Campaign:** It was agreed that the motions in Polly's report should be presented late September/early October instead of early September as most recently planned.

**Staff Training:** Kathy asked to take a Breeze training in Dallas. The board decided not to approve the expenditure because it may be more conceptual than currently needed. It was pointed out that Breeze supplies tech support and many detailed instructional videos. Polly and Donna agreed to identify specific areas wherein Kathy needs explicit training.

**Establishing the Transition Team:** The board brainstormed several names.



**Minister Housing Allowance:** Polly moved that the board approved the allocation of 60% of the minister's salary be allocated as housing expense. Donna seconded. The motion was approved unanimously

**Board Education:** The board will read *Governance & Ministry* Chapter 3 for the September meeting.

**Moving Rainbow Inclusion Committee to subcommittee of Social Justice:** The issue was tabled until further consultation with a key stakeholder. Carol will follow up.

Adoption of 2025 UU Organizations Retirement Plan:

- o See <https://hrforuus.uua.org/help/en-us/41-2025-plan-restatement/256> for an explanation of the restatement of the plan

Whereas the First Unitarian Universalist Church of San Antonio is committed to assisting all of its employees 18 years and older prepare for their retirement years, and;

Whereas the Unitarian Universalist Organizations Retirement Plan (the "Plan") is the retirement plan sponsored by the Unitarian Universalist Association, therefore;

Be It Resolved that the First Unitarian Universalist Church of San Antonio hereby adopts the 2025 Restatement of the Unitarian Universalist Organizations Retirement Plan with an implementation date of January 1, 2025 and commits to complying with all the provisions of the Plan and the elections made by First Unitarian Universalist Church of San Antonio in the 2025 Employer Participation Agreement that we submit to the UUA Retirement Plan Committee and they acknowledge receipt and approve via counter signature of same.

Polly asked who would be responsible for ensuring compliance. It was generally agreed that this would be the purview of the treasurer.

Donna moved that the plan be adopted and Polly seconded. The motion was unanimously approved.

**Board Retreat:** The date was set for sept. 28, 9 am-2 pm, location tba, off campus.

**Executive Session**



Minister moving expenses were discussed.

**Process observation comments:** Donna said that the discussion was productive and generally on topic.

**Timekeeper comments:** Betty said we did well “under the circumstances.”

The meeting adjourned at approximately 8:35.

Faithfully submitted,

Sheri Phillabaum, secretary