



**Board of Trustees**  
**First Unitarian Universalist Church of San Antonio**  
**MINUTES**  
**September 18, 2024**

**Gathering, Establishing Quorum**

- Call to Order (Carol) at 6:33
- Polly was assigned process Observer; Ruth was assigned Timekeeper (Ruth)
- A quorum was established

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

**Consent Agenda Approval**

The minister's report was pulled out for separate discussion

Rev. XK would like to hear from the board as to what type of information we desire in a monthly report. Rev. XK asked if there were any areas that would be "off limits" for his feedback; the board couldn't think of anything.

There were no objections to any other time on the consent agenda.

**Business**

- Financial Health –Donna said we are good in terms of cash on hand. She is working on past balance sheet accounts to make sure they're fully accurate.
- Quickbooks Update proposal - Donna said that the current version of Quickbooks we're using is not supported. Suggested Quickbooks online. Her suggested version would allow three users for \$65 month plus some start-up costs. Donna moved we acquire Quickbooks online and Polly seconded. Motion carried unanimously



- Capital Campaign Update - Polly moved to approve Derrick architectural firm to proceed with the final design phase of construction documents for \$52,091. Donna seconded. The motion passed unanimously.
- FEMA Security Grant - Polly said that before funding can be offered, we need to start working on the historical and preservation documents required by the grant. Earliest possible disbursement date is mid-October.
- Facilities
  - Polly said she was concerned about ongoing electrical problems; for example, there was a short in the sanctuary. We may need to find a new electrical service company.
  - Physical Security: Polly and others expressed concern about unlocked gates & office doors. We currently have no formal procedures in place to make sure gates and doors are secured. A security working group is needed for the FEMA grant. Dr. XK will work with Polly to make a general announcement about the importance of locking up. Carol will put the establishment of such a group on next month's agenda.
- Cyber security audit update: Mike found a third-party company that could do an initial assessment. He moved that Tech Sage Solutions be contracted for 2-3 hours at \$195 hour for assessment of church office practices regarding the secure handling of members' secure data, especially bank and credit card data. Donna seconded. Polly added a friendly amendment: \$750 upper limit, including extraneous costs. Motion carried unanimously.
- Sam's Card - Betty has investigated employment practices of Sam's and Costco and it seems Costco has a better record for treatment of employees. Rev. XK will suggest to Kathy that she not renew the Sam's card unless there are strong reasons to renew it.
- Twitter - Due to their support of egregious content, the board asked Dr. XK to consult with Mary Wright about possibly discontinuing use of X.
- Board Education – *Governance & Ministry* Chapter 3 There was a discussion of the practice of electing committee chairs. No action was taken.



- Update, moving Rainbow Inclusion Committee to subcommittee of Social Justice: tabled until next month

## **Executive Session**

### **Closing (@8:30 p.m. - 5 minutes)**

- Process observation comments (Polly) The checklist is too long!
- Timekeeper comments (Ruth): Just a little behind
- Adjournment: 9:06

### **Upcoming Calendar Events:**

September 28 – Board Retreat 9:00 a.m. to 2:00 p.m. at 8703 Broadway  
(Carol's office)