

BUF Board of Trustees Meeting  
December 20, 2018

Attendees: Rory McLeod (Vice-President), Sky Hedman (Secretary), Paul Beckel (Ex-Officio), David Curley, Angie Lindquist, Rod Haynes

Absent: Kara Black (President), Murray Bennett, Frank McDonald, Beth Nyblade

Other participants: Ann Newman, Treasurer.

Minutes by Sky Hedman, Secretary.

Chalice lighting 7:02 pm

Checkins

**Approval of last meeting minutes.** Minutes from November 29, 2018 meeting were approved by email on 12/4/2018.

**Treasurer's Report:** Ann Newman, Treasurer. Reviewed financial status and reported a sound financial state.

**Discussion regarding Building Capital Fund:** Ann referred to the Treasurer's handbook for clarification about the use of the Building Campaign fund. (See report.) The Building Capital Fund, the original capital fund (for renovation of the building) has a remaining balance. Ann indicated that eligible expenditures must be recommended by the Board or a Board task force. Ann asked if the recommendations should be made to the congregation. The original capital campaign excess was left behind to cushion increase in mortgage payments. Paul pointed out ambiguities in the phrase "recommended by the board." The fund cannot be used for building repair and minor enhancements.

The board discussed a use of this money for possible renovation of the kitchen. The board agreed that we want to see a plan, including bids, and assigning costs. We discussed considering grants. This topic will be discussed at the next meeting. The Board discussed whether an Ad Hoc committee of the board would be appropriate.

Ann noted that we can close out CC+ at the end of this month.

Ann will generate a reserve study covering future maintenance and renovation needs. She emphasized that she must identify what items should be included (mostly items over \$10,000.)

**Input to budgeting process:** Paul passed out a draft of Board budgeting timeline. The Board suggested that HR recommendations on salaries and benefits by made by November. Open

congregational meetings for input on goals were suggested to be held in mid-January. It was noted that the framework for the budget is available based on last year's budget. According to the timeline, the Board sets primary goals in January meeting. An additional congregational input meeting would be held after the canvas results have come in and a draft budget is available. Ann suggested discussing ideas for major budget goals budgeting at a board retreat at the start of the fiscal year.

**Minister's Report:** (attached)

- **Capacity limits:** Paul Beckel noted a reduction of attendance. Attendance is still strong, but capacity limits are not being reached. David Curley suggested that we not wait until capacity is maxed. Taize service has been successfully introduced.
- Paul recommends that board discuss funding for **GA scholarships**.
- **WorkSource Intern:** Paul introduced the new intern who is paid by state to work for BUF up to 20 hours a week as a building steward.
- Paul emphasized the tech requirements of the **Membership coordinator job**, although the job will require person to person connections.
- **Website:** BUF.org might need professional assistance. We have made some progress by using Carol Shephard's RE hours. Paul, Kathy Wahto and Jeff Copeland have been working on it. Rory McLeod emphasized that a learning curve is necessary. Scott Heise will volunteer. Board will revisit this topic next meeting.
- **Safety:** Paul referenced his chart that lists the safety programs that should be implemented. Rory suggested to also include the resources that BUF could offer to the community in the case of an earthquake.

**RE Gift Report:**(attached) Attachments show results of planning for how to use the RE Gift over five years. The proposal is a plan to subsidize the salary for a Director of Life Long Learning over five years. The DLL would be a Masters prepared UUA certified DLL. Also included in the plan is to set aside money for unknown major projects and to add a 10 hour a week RE assistant and 10 hour a week Youth leader. This scenario is based on assumption of 5% increase in pledging in the coming years. Intention is to increase the quality of the program and thereby to increase membership. The budget for use of the RE Gift assumes an increase in RE expenses, payroll expenses, and overall BUF payroll expenses. Paul Beckel noted that he used high numbers in order to be conservative in the projections. Discussion followed about the assumption that BUF budget would increase 6% each year. The point was made that children's ministry never supports itself. Older donors always support RE.

**Membership Coordinator job description:** Board reviewed the proposed job description.

**Motion:** Rod proposed that we accept the job description as written, with the exception that the last line be changed to: “Demonstrate significant experience with or understanding of countering systems of oppression and cultural marginalization.” Motion passed.

Board expressed intention to further development of a similar statement for all job descriptions.

Meeting was adjourned at 9:11 pm.

Next Board Meeting: January 31, 2019, 7:00 pm

Attached within this document:

1. Minister’s Report
2. Expanded RE vision
3. Membership Coordinator Job Description

Attached as separate document:

4. Final Report 12-15-18 RE Gift

**BUF Minister's Report to the Board**  
**December 14, 2018**  
**Rev Paul Beckel**

1. Capacity limits

At last month's meeting I shared some of this verbally: In some areas we are reaching our facility's and staff capacity for activities. It's exciting to continue to grow our programs, provide a wide range of activities, and receive rental payments, but all of this may need to level off unless we build our infrastructural support (staffing, volunteering, and maintenance).

Some areas of concern:

- scheduling specific/desirable rooms (and having activities conflict when rooms haven't been reserved)
- having enough total rooms available at any given time
- having enough furnishings and equipment, wear and tear on kitchen, plumbing, ovens, floors

One example: we invested a lot of administrative time into our work with the Raid Relief families. (This will fade out, for now, and all agree that it was an important expression of our mission.) That admin work included managing nearly \$150,000 in support for basic needs, bonds, and legal fees. Significant additional staff time (Admin and Building Steward) went into the Gratitude Dinner. (The families did a tremendous amount of work, and we were happy to co-sponsor the event.) That dinner, serving 170 people, also pushed us *past* our capacity for tables and dinnerware, which we had to rent. This event made it clear that 75 for dinner might be considered routine, 100 doable. More than that (whether as a BUF event or a rental) is going to be possible only in rare circumstances.

Another example: Our new Taize service (meeting on the first Monday evening of each month) seems to be meeting an important need, as something like 40 people came in November, then 60+ in December. At the same time this involves unanticipated costs for a musician, it has bumped other activities off the calendar, it requires significant setup and cleanup ... and once a good thing gets started, additional pieces begin to seem essential: childcare, administration ... and doing it more than once a month. The latter may be an effective and significant way to expand participation at BUF, but Tessie is going beyond expectations to do what she's already doing.

## 2. GA scholarships

Last month I encouraged the Board to shoot for \$5,000 to distribute as scholarships for GA in Spokane in June 2019. We have \$1,403 in our current budget for “Denominational Affairs” which could be used for any workshops, training, or Regional Assembly fees for volunteers. However, I don’t anticipate any of these other expenses for the current fiscal year.

For GA 2015/Portland, we distributed about \$5,000, which came from the paddle call, SEJC funds, and an anonymous donor. Carl Nyblade, Joan Mackay and another volunteer developed a fair/workable system to solicit requests and disburse these funds. Genia has re-recruited Carl and Joan, and now Drew Betz too. All that’s left, then, is the funding.

## 3. WorkSource Intern

Funded by WorkSource as an “intern,” Zitri (Nathan) King has started to work for us as more-or-less-Building-Steward. He is not our employee, or a volunteer, or a contractor. He will be working 10-20 hours per week. Wages, benefits, and taxes are paid by Worksource, with the understanding that BUF provide supervision such that this will be a learning experience for him. Kathy has been training Zitri, and anticipates that Dale Cunningham will work closely with him as well. He started this week helping with community night dinner.

## 4. Membership Coordinator

My report last month was only an outline, and I didn’t have the opportunity to share with you my thoughts about the Membership Coordinator job description. I provided a multi-page memo on this to Human Resources and also to Sky and Kara, who have been working most closely on the new job description ... and I think it’s all getting clearer — enough so that the HR team anticipates posting the job in January.

I’ll pare all that down to three things: a) everyone working on this has been very intentional about keeping the job manageable for the new employee, with concern also that the congregation not assume that this person will be able to do all the heavy lifting around volunteer recruitment; b) while this employee will need to be excellent in communicating person-to-person, they will also need to be competent in web applications/organizational systems, and will spend quite a bit of their time, in

the beginning, setting these up; and finally c) I see membership coordination (helping BUFsters “to come alive and stay alive” as was the mantra coming out of a board retreat a couple of years ago) to be primarily one-on-one relationship building, even while the work is facilitated significantly by digital tools.

5. buf.org

I will be giving you an update at our meeting. If we have not made significant progress on the new website by then, I will recommend to the board that we hire a professional website developer to help us finish this work. One local professional who I trust estimates \$4,000 for a basic site.

6. Clarifying “Safety”

I’m grateful to the group that gathered to consider how to ensure that we would have a safe gathering for the Raid Relief Gratitude Dinner. I’ve noticed, however, that people mean a lot of different things when they raise concerns about safety at BUF. So along with my thanks, I sent to the ad-hoc safety-group leaders the following chart ... asking if those interested in different aspects of safety would each choose one of these tasks to pursue.

	<b>Policies</b> needed to establish <u>who</u> must see to it that <u>what</u> happens	<b>Procedures</b> needed to describe how it is to happen	<b>Ongoing teams</b> needed to conduct training and drills, educate the congregation, and oversee implementation (e.g. volunteers at events, response teams always available, maintenance of materials and facilities)
1. Prevention re active violence/shooter			
2. Evacuation during active violence/shooter			
3. Prevention of unlawful entry and theft			

4. Prevention of sexual abuse			
5. Response to sexual abuse event/allegation			
6. When individuals convicted of sexual or violent crimes, having served their sentence, request to participate in congregational activities			
7. Prevention of physical hazards, access to first aid			
8. Response in case of injury or sudden serious illness			
9. Fire prevention			
10. Fire evacuation			
11. De-escalation of disruptive or threatening behavior			
12. Follow-up to disruption or threatening behavior			
13. Prevention of data loss, cyber crime			

(Added after the first draft)

- a) Earthquake damage prevention
- b) Earthquake evacuation (same as fire?)
- c) Transportation of children and adults
- d) Offsite behavior norms for children and adults (alcohol, pot, sex, weapons, animals)
- e) Health, including Chemical sensitivity

## Expanded RE Vision

	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	Assumptions
<b>Interim Expenses</b>							
Interim DLLs	19,036						projected actual expense
Interim RE Assistants	4,804						projected actual expense
<b>Payroll</b>							
DLL salary	19,000	52,092	54,696	57,431	60,302	63,318	5% annual increase see note (2) below
DLL Retirement + LTD	1,104	5,730	6,017	6,317	6,633	6,965	eligibility as of about April 19 11% of salary
RE Assistants	4,420	6,800	7,140	7,497	7,872	8,265	1 assistant, 10 hours per week, \$17 per hour, 40 weeks, as of 2019-20
Paid Teachers							
Youth Leader(s)		6,800	7,140	7,497	7,872	8,265	1 leader, 10 hours per week, \$17 per hour, 40 weeks, as of 2019-20
<b>HR Non-Compensation</b>							
Professional Expenses	2,000	3,000	3,000	4,000	4,000	4,000	
Payroll Taxes	3,617	4,505	4,730	4,967	5,215	5,476	
<b>Other</b>							
Hiring/search process							
Training/Consultants for Cong & Vols							
RE Program	3,760	3,873	3,989	4,109	4,232	4,359	3% annual increase
New Program Initiatives		10,000					
<b>Total RE Expense</b>	<b>57,761</b>	<b>92,800</b>	<b>86,712</b>	<b>91,818</b>	<b>96,127</b>	<b>100,648</b>	
<b>Income from Operating Budget</b>							
DLL salary	44,000						
DLL retirement + LTD	4,840						
DLL Professional Expenses	2,000	57,966	57,966	57,966	57,966	57,966	static
DLL Payroll taxes	3,366						
RE Program	3,760						
Income (vs 2018-19) directed solely to RE		5,000	12,000	20,000	29,000	39,000	
<b>Total Income</b>	<b>57,966</b>	<b>62,966</b>	<b>69,966</b>	<b>77,966</b>	<b>86,966</b>	<b>96,966</b>	
<b>Reduction of RE request</b>	<b>205</b>	<b>(29,834)</b>	<b>(16,746)</b>	<b>(13,852)</b>	<b>(9,161)</b>	<b>(3,682)</b>	remaining 26,930
<b>Notes</b>							
1)	Not included above: Health insurance, OWL training, Childcare & Coord, which are fully accounted for elsewhere in the budget. The re will also be increased L&I (relatively small, and hard to calculate.)						
2)	DLL Hourly equivalent	24.36	25.04				
		plus 30% w/e of 750hrs	2019-20-95% of UUA Masters/Cr/+inflation				
3)	The following table shows the other demands that will be on the BUF budget as we consider whether we can raise income for RE and for everything else simultaneously.						
	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	Assumptions
Other Payroll	219,999	236,651	248,483	260,907	273,953	287,650	5% annual increase
Remaining Budget	190,502	196,217	202,103	208,167	214,412	220,844	3% annual increase
Major Maintenance (a new addition to the budget)		3,000	5,000	5,150	5,305	5,464	3% annual increase
Ministerial Transition			3,000	5,000	5,000	5,000	should have about \$30K available
<b>Total non RE expenses</b>	<b>410,501</b>	<b>435,868</b>	<b>458,587</b>	<b>479,224</b>	<b>498,669</b>	<b>518,958</b>	
Increase to non RE income (vs 2018-19)		25,367	48,086	68,723	88,168	108,457	
Increase to RE income, from above		5,000	12,000	20,000	29,000	39,000	
<b>TOTAL increase vs 2018-19 budget</b>		<b>30,367</b>	<b>60,086</b>	<b>88,723</b>	<b>117,168</b>	<b>147,457</b>	
Year over year income increase required		6%	6%	5%	5%	5%	
a)	"Other Payroll" includes \$274,000 per 2018-19 budget, minus all salary, benefits, taxes, and other RE payroll above. Plus, in 2019-20, increasing membership coord to the full year.						
b)	The % annual payroll increase needs to cover normal inflation + health insurance inflation + movement toward the UUA midpoint + movement beyond the UUA midpoint for staff with significant professional experience or years of service to BUF						
4)	what if we want to hire Genia but she doesn't want to work full time?						
	can some of these hours be integrated with the work of a membership coordinator?						



## Membership Coordinator Job Description

10-20 hours per week (.25 - .5 FTE)

### Reports To

The membership coordinator will report to the Administrator,

### Job Overview

The membership coordinator will support BUF programs by helping newcomers and existing members find fulfilling opportunities to engage in programs and service opportunities within our liberal religious community. Additionally, this position will support program leadership with identifying and filling open volunteer roles.

### Responsibilities:

- Contact newcomers who request follow-up contacts.
- Assist with new member orientation to BUF programs and ways to engage.
- Initiate conversations to help people find their place at BUF. Follow up regularly to be sure this is occurring.
- Receive requests from committees/teams to recruit volunteers for specific tasks.
- Assist committees with defining volunteer roles (i.e. description of tasks, time commitment, skills needed).
- Communicate newcomer/member interests with BUF leadership (i.e. member interest in new programs).
- Create strategies for internal and external communication re: open volunteer roles.
- Maintain a simple database of volunteer roles and who is filling them.
- Serve on the Operations Team if position is ½ time. Not necessary if position is ¼ time.

### Qualifications:

The ideal candidate will:

- Demonstrate a commitment to the ethic of service and volunteerism
- Demonstrate proven success in a volunteer management, outreach or customer service role. Show us how you brought innovation to a successful conclusion.
- Demonstrate initiative, excellent writing and interpersonal skills. Be comfortable meeting new people, contacting people over the phone, and communicating in person, by phone, and via e-mail in a warm, friendly, and professional manner.
- Be proficient in Microsoft Office. The ability to work with database systems, web applications, social media, and website management will be essential. The right candidate will have the ability to acquire and update these skills quickly on the job.
- Demonstrate significant experience with or understanding of countering systems of oppression and cultural marginalization.