

BUF Board of Trustees Meeting

March 28, 2019

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

Absent: Murray Bennett, Frank McDonald

Other participants: Ann Newman, Treasurer, Kaitlin Davis, Community Within BUF

Minutes by Sky Hedman, Secretary.

Chalice lighting 7:02 pm

Checkins

Approval of last meeting minutes. Minutes from 3/14/19 meeting were approved by email on 3/18/2019.

Treasurer's Report: Anne Newman, Treasurer reviewed the financial status per her Treasurer's Report.

Next Treasurer discussion: Search for new treasurer continues. The announcement will be made during the next two Sunday pulpit notes.

External/internal reviews: Anne Newman reports that she is working on the 2017-2018 fiscal review; it will be done as soon as possible. The 2018-2019 fiscal year will need an external review. The external review should be done after the fiscal year is over. Cost for external review should be budgeted in next year's (2019-2020) budget.

Noted that we need volunteers for Financial Oversight Committee, and Audit Committee. Suggestion was made to check Whatcom Volunteer Center.

Minister's Report: Membership Coordinator tasks were discussed. Minister's report included list of BUF financial thresholds for review. Worship Arts suggestions from David Curley have not been implemented. Discussion followed. (Minister's report is attached.)

Operations Team: Budget worksheet was distributed. Rod Haynes' report from two Operations Team meetings (March 15 and March 22, 2019) are attached. Board received report on the process for planning and implementation of the projector for the sanctuary.

Community Within – Report: Kaitlin Davis summarized her report (attached.) Discussion of Membership Coordinator job hiring process followed. Discussion of problems of low volunteer participation was discussed.

Community Beyond - Report Business Report attached. Jae Heidenreich has resigned as Community Beyond BUF lead. A replacement is being sought.

Membership Coordinator Paul Beckel sent an email to the Board summarizing the process of hiring a Membership Coordinator, and using funds to hire someone temporarily to perform tasks related to membership. He addressed this issue in the Midweek Update.

Status of DLL hiring process: Deadline is April 1, 2019. Process for comments on candidates will be published in next Midweek Update.

Denominational Affairs:

GA Scholarships Rory indicated that the process continues of accumulating the list of those attending. Kara suggested a fundraiser, asking congregation to contribute to offset costs for someone to attend.

Appointment of Delegates Board will select delegates to GA from Rory's list.

Motion - Board Funds

Motion: Kara moved that the remaining Board funds for the year be dedicated for scholarships for GA. Motion was tabled.

GA booth reconsideration Kara Black proposed that the Board cancel plans to have an Exhibitors Booth at GA.

Motion: Kara Black made the motion to cancel the Exhibitors Booth at GA. Discussion followed. Motion passed.

Board fundraiser: Kara Black has three ideas for Mayfair :

- Wine (Cider and beer) and cheese tasting with live music,
- Game night with Taco Bar and beer tasting
- Riseup singing song circle with non-alcoholic drinks and snacks.

Decision will be made at next meeting.

Resolutions Ad Hoc Committee Status

- **Truth & Reconciliation Resolution** has been submitted by Deb Cruz with ten signatures.

- Resolution process One meeting of Resolutions committee has been held. Proposed process is that the resolution is to be submitted 60 days before Congregational Meeting with ten signatures. The signatures should be included in the Resolution. The first 30 days will be used for feedback. Revised resolution will be sent out 15 days before Congregational Meeting. Final version to be included in notice to congregation. Rory McLeod, Murray Bennett, Kaitlin Davis and Deb Cruz are on the Resolutions committee.

Meeting publicity for Congregational meeting (May 19th, 2019 at noon). Kara suggested that it be included in MWU. Sky Hedman will ask Kathy Wahto to publish the date .

Ministerial Agreement - update Angie Lindquist summarized status of committee to update Paul Beckel's contract. The old one was from 2014 when Paul was called. The committee used UUA Ministerial Agreement recommendations as a guide. Brian Hanson reviewed the revised agreement and made suggestions. HR reviewed the new agreement also. Paul Beckel will review recent changes to document. Team is working on salary recommendation to complete the process.

Kitchen remodel status Frank McDonald sent a report on work being done to update the kitchen. The Board is seeking to establish a group of five, including women, to plan and recommend the renovations.

Mission poster/display Rod Haynes presented ideas for Mission Statement display. Design team should be included in process. Question was raised about where the mission statement would be displayed. Rod will superimpose mission statement over one of his photographs and send out four or five samples for feedback.

David Curley volunteered to write about "volunteers" for MWU.

Meeting adjourned at 9:11 pm.

Attached below:

Minister's Report
Operations Team Reports (March 15 & March 22, 2019)
Community Within BUF Report
Community Beyond BUF Report

March 2019 Board Report

Rev Paul Beckel

Membership Coordinator Update

See recent email; additional conversations have been held with the HR team about establishing the appropriate hourly wage for this position when we determine whether it will be quarter or half-time.

Financial Thresholds

The document below summarizes Board policies related to the levels of authority for required for financial decision making. I'd like your feedback on its accuracy and whether there's a simpler way to present it. I shared it with the Operations Team last week, also asking for comments. Hopefully not making it too long, I plan to add notes about who is authorized to spend from which of our various funds). This document is intended to become part of the Ops Team procedures (like the Budgeting Timeline).

(By the way, based on our conversation at the last Board meeting, I have updated the Budgeting Timeline to include an HR consultation with each staff member prior to budget development.)

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BUF Financial Thresholds

As of March 2019

All of the following per Board Policies

I. EXPENDITURES

A. Single Purchase

1. "The Operations Team shall receive prior Board approval for any single purchase or commitment of funds greater than \$3,000 for a particular capital improvement or piece of equipment, unless there is an approved budgeted amount for the particular capital improvement or piece of equipment."

2. "Per the Bylaws, all contracts and expenditures exceeding \$10,000 require a Congregational vote."

B. Competitive Bids

1. "The Operations Team shall receive written competitive bids when making capital improvements or purchasing equipment costing over \$10,000."

C. Non-Salary Budget Adjustments

1. "The Operations team shall ensure that, when transferring non-salary budget amounts between budget categories

a. Total annual expenditures will not exceed the total budget less any projected year-end deficit

b. The transferred amount is clearly noted in financial reports shared with the Board

c. Those affected by budget adjustments are consulted

d. Board approval has been given when such adjustments exceed \$1,000, except in the case of emergencies involving risk to people or property. If the latter, the Board shall be notified of the adjustment as soon as reasonably possible"

D. Salary Budget Adjustments

1. "The Operations Team shall obtain advanced Board approval for all changes in budgeted or actual compensation, hours and benefits for employees."

a. Questions:

i. Does this apply only to salaried employees? Is Board approval required for changing, e.g. childcare or building steward hours, or wages?

ii. Must the Board be notified of (and then give approval for) any amount of projected overage in non-salaried employee compensation?

E. Reserve Funds

1. "Reserve funds may only be spent with Board approval or in the case of emergencies involving risk to people or property. If the latter, the Board shall be notified of the expenditure as soon as reasonably possible."

F. Check-signing limits

1. "Checks or transfers to outside entities over the sum of \$5,000 must be signed by two designated signatories."
2. This is procedural, not about authorizing the expense.

II. DONATIONS

A. Acceptance and use of Unrestricted donations

1. Under \$1,500 to be added to revenue for current fiscal year
2. \$1,500 - \$2,500 to be determined by Operations Team
3. Over \$2,500 to be determined by the Board

B. Designated Financial Donations

1. The Operations Team shall decide whether to accept
 - a. when under 2% of the current operating budget.
2. The Board shall decide whether to accept
 - a. If the amount of such an offered donation exceeds 2% of the current budget
 - b. Or if it requires additional budgeted funds in order to be used for its designated purpose.

C. Restricted Donations

1. All must be accepted by the Board

D. Material Donations

1. Evaluated by Operations Team (Op Team may delegate acceptance of smaller items to staff, committees, or volunteers)
2. If valued over \$250, Op Team must consult with relevant committee(s) before accepting (Op Team still has ultimate authority over the decision).

3. Board approval required if acceptance would require any significant future expense (for maintenance, etc)

Operations Team Report for March 22, 2019

Paul presented a document related to threshold monies, explaining when the OPS team can spend or defer. He welcomes feedback. The document was extracted from Board policies.

Concerning the budget draft Paul explained, it keeps getting refined. The Board approved the HR committee's recommendation on payroll. The newest addition will go to the Board. OPS team is not required to provide Board feedback until middle of April. The team discussed how to notify the congregation of draft budget meetings and when best to hold them. Paul explained the budget will be shared with whomever shows up. In previous years we've held 2 congregational feedback meetings. Often people don't show up. Rod said the meeting is held in order to elicit feedback. It was thought Tuesday lunch with Paul would reach a different demographic. The OPS team is in charge of the congregational input meeting. The treasurer is in charge of presenting it to the congregation. We will do Sunday, April 7 at 12:15 program and Tuesday, April 9. It will go for at least 60 minutes. Rod will be present at the Sunday meeting. Paul will send a draft containing this new approach out to the OPS team.

The addition of a Projector in the sanctuary resulting from last spring's Paddle Call at May Fair was next on agenda. Kathy said the equipment package the IT committee described is similar to what a national company provided us. The group discussed Rory's proposal about having the projector's image showing on a painted white wall. Kaitlin said her partner Ryan does similar work. He says the IT team has done their homework. The brands are good. He checked it against a website that evaluates different equipment and said it is sound and herecommends having a licensed electrician do the work. Kathy told the group that her son Matt will donate a scissors lift. The OPS team approved the projector plan. We will communicate with [both IT and] the design team that their input is appreciated and state if they have design thoughts that would make this more design-worthy, they can provide those ideas by a specific date. Somebody has to write it and talk to Ginny and Jed. The letter should be sent to both the IT team and the Design team. Next steps: we need to give both a written note to both groups and a personal call to both groups. Rod will write a draft letter and obtain edits from Ops Team members before sending final draft to Board members.

The Design team doesn't meet regularly, instead typically communicates by email. Ginny Baker is the Chair. It is important to say a decision has been made. This is the first time we've had 2 teams come and say they had two different ideas / visions. Rod will write the draft letter. That comes before the conversation. He will provide that by next Wednesday, March 27.

Paul reminded the group the March 28 Board meeting will expect something from community beyond and community within. Send to Rory ASAP if possible.

The Board encouraged Paul to add to the Budgeting Timeline that HR should meet with staff so they can have input on payroll. It has been hard to find a spot on the calendar for that. We'll keep working on that and bring it back with notes. Kaitlin added it is important for staff to know they have input and also to be in attendance at the budget input meeting. Everybody has their own HR liaison.

Paul updated the membership coordinator situation. The Board officers met last night. There had been a lot of uncertainties about the position. The Board officers said the position would be

tabled again and that the OPS team already has the ability to use the money to hire someone on a temporary basis to do the technical / organizational work that will be helpful when the permanent position is filled. There are projects we could give Carol Shephard now, but we need to make clear we are only hiring her a month at a time for 10 hours a week.

Kaitlin said the position was originally conceived as being supervised by the DLL. The position has been changed to meet some RE needs. We all agree that we need to be scrupulous in explaining that this temporary contract position is not the permanent position and very specifically should not be referred to by the same title. OPS team agreement that a temporary spot can be offered to CS for 10 hours a week with clear understanding the position is temporary. Paul said he has not offered this job to Carol, only saying to her that he wanted to talk to her. We have \$4600 left in the paddle call fund. Rod's letter will include a \$5000 cap and the same messaging to both IT group and Design. If we go over \$10,000, we must have congregational approval. Kathy proposed adding a component to upgrade our hearing assistance system, or to do that soon as a separate project. OPS team approves just going with the IT proposal as we saw it last week, not including the hearing aspect.

We'll meet next at April 19 at 3:30 PM.

Operations Team Report for March 15, 2019

Rod is back, Paul gave an update on pastoral care committee. Healthy relationships team met last night. Music has been great. We are working on general way of communicating welcome. We want to approach general scent sensitivity with welcome members, as well as kids in sanctuary (matter of balance) and every other aspect of welcoming.

Rod said the topic of kids in sanctuary was mentioned during his Canvas experience. Some members felt excluded by recommendation to put kids in kid room. Paul said the kid situation is handled on an ad hoc basis now. That is approach is being reviewed. Kathy presented her report to council last night. Endowment has gone up. It had been \$25,000 at start of year, but that has almost doubled. Information technology is active and likes to socialize together. They accomplish a lot in the background.

Paul reported Building and grounds won't spend all budget this year because the team is too small, and expenditures are not great. Last month the Board asked a new ad hoc committee chaired by Frank M to come up with a proposal for major renovation of the kitchen. That will be a long process and not in the budget.

RE is a roller coaster ride. Last week only had 6 kids. Genia has been keeping track of who attends on which Sundays. There is no attendance data for previous years. It is up and down.

Hard to get a handle on what parents want. There is also a need for balance, as needs of congregation and volunteer needs make this very much a process. Genia just finished class on RE curriculum which was fantastic. She was able to communicate with other RE directors all around the country. All are grappling with lack of commitment and intermittent attendance.

Wants to survey parents to figure out what they are feeling, wanting, needing.

The large lifespan council is on the table. Other RE directors pointed out that, in addition to an RE committee which focuses mostly on kids, there is a broad based life-span / growth / learning council encompass retreats and chalice circles. That could be a good way to communicate how we get young families to commit to intergen. The Within BUF council met Sunday March 17.

Five of them will be there. They are not meeting regularly among themselves, as there is no impetus for that. What we call Community within BUF is what a lot of UUA calls Congregational Life.

Paul reported Carol Shepherd is working on the website with others. When we get the new website, we'll do testing to make sure the terms and labeling words we're using are good. We'll recruit a broad variety of people to test the usability.

Rod said when you talked about quantifying what people want in a program, I [Jae] was reminded about Community Night Dinner (CND). I'd like to touch base with them, quantifying who is coming to dinner, how best to support them, etc. It has been mentioned that attendance is all over the place. Giving CND a hand anticipating attendance would be good. Perhaps we say to the congregation, we say, if this is valuable, step up in x. y z.

Like RE, CND is up to all of us. It has generally run as its own thing, but that iteration of RE is dead. As we see with intergen services, there is a cultural shift that requires buy-in for people to understand what they can get out of it. No longer does the pastor give a 30-minute service and the kids leave, etc.

Paul spoke about the volunteer membership coordinator position. The first go-round did not locate a suitable match. The HR team met this week and asked if they want to proceed with the uncertainty of not having payroll projections for next year being unknown, not knowing if it is 1/4 or 1/2 time. The job description is up in the air. A lot of work has been done to distill the job description down to a manageable size, which was challenging.

Kathy Fonte just joined the membership committee and looked at the job with fresh eyes, letting us know we were expecting too much work in too few hours. That said, HR voted to move forward with the position and asked the Board to take the lead on finding a way to attract new candidates.

SHARE-OUTs

Paul: for sharing decisions made by the Operations Team we will rely on the Mid-Week update, but in the long run, we will need to consider other ways, as well.

CURRENT Projects

Genia reported the child safety policy is finally done, primarily around sexual misconduct. People think about a dozen other things around safety. Kaitlin said we need to review and approve it then create a manual. Paul said he doesn't know that anyone on this team has been the official keeper of the policy book. It needs to stay on the website as well. Kaitlin indicated she wants to maintain a policy book. She has a list of things that would ideally go into it. I see Safety as a tab, and different subjects would be under it Kaitlin will talk to KW about how we hold the policy but not the mechanics of it. This will be our guinea pig policy because it is the first one. Kaitlin said the healthy relationships team is working on de-escalation training. I [who?] would like to see a standing safety committee with regular meetings.

PADDLE CALL ISSUES

Paul had a handout related to sanctuary audio-visual upgrade. We must quickly figure out how the paddle call money will be used. It is poor stewardship to ask for money and not use it. The design team thinks the proposed projector is garish, and the IT team says it is needed.

OPS can make a decision or set up a larger meeting. The Board decided to permanently install a projector. Kaitlin asked about not having enough money from the Paddle call. Paul said we have

enough in buildings and grounds to make up the difference. We have to know when we start a project that we can finish it for the amount we bargain for. Rod agreed with Kaitlin's suggestion to get Ryan's opinion and find out if the figures are a hard figure. We'll meet next at March 22 at 4:30 PM.

**Community Within BUF
Council Report to the Board
3/28/2019**

CWB has met twice this year; October and March. Kaitlin Davis was selected to represent this council on the Operations Team in October, and the new organizational structure was shared with the team. When the volunteer coordinator position is filled, that person will sit on the operations team and work closely with this council.

Council was informed of upcoming budget meetings; specific dates/times TBD.

Linda Berg and Linda Clark are running dinners for 6 or 8 this year: Successful, broad range of people, key to integrating new people, grateful for longer term members who will host.

Discussion of making gatherings smaller (4-6) so that those who live in apartments will feel more equipped to host. It can be difficult to plan and have people commit a year in advance.

Working on a succession plan. Have been inclusive in regard to communication needs, transportation, and food allergies. Suggestion for initial leadership training when people take on new roles. They are planning an end of may potluck instead of a May dinner.

Debbie Boots is chair of Community Night Dinners. Volunteerism has been a struggle; they reached a regular rotation where a different pair each lead one week per month. However, they are all burnt out and need a succession plan. Hired two youth to do dishwashing; paying out of CND donations. There seems to be a belief that CND "makes money," however, the committee would prefer that it just cover its own expenses and not be expected to make money for BUF. Debbie and Jae hosted a cook-out at their house last year to appreciate and thank volunteers. There was a request that the project to remodel the kitchen be handled by a committee of 3-5 people and include men and women (concern that a couple of people would make big decisions for everyone who uses the kitchen). There was also a request to put together a dishwashing training for volunteers so that people are more likely to sign up.

Judy Kasper is chair of Hospitality. She is entering her 3rd year; no one else wants to be chair, though there are 7 regular members. There needs to be a succession plan. New Member Brunch/Potluck April 28th after the service; would like leaders at BUF to come and be introduced to new members. They have revised BUF book describing all of the different activities. They distributed directories, assist with Pathways to Membership, and coordinate Easter/Xmas bread at coffee hour.

Everyone is eager to learn what the plan is for the Membership/Volunteer Coordinator.

Kaitlin will follow-up on the bold items above, as well as the teams that did not attend the March meeting.

BUDGET Considerations for Community Beyond BUF 2019/20

* GA 2020 will focus on the theme to be related to the 400th anniversary of the landing of White settlers on Turtle Island. Revisit the Doctrine of Discovery.. Monies set aside to members of the congregation to attend that GA which will be held on the East Coast. This is an OUTSTANDING DEVELOPMENT FOR THE UUA TO TAKE ON for a GA. It deepens the conversation Deb and Beth are bringing to GA in 2019 with the workshop on Truth and Reconciliation. *(from Beth Brownfield)*

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- Advocate having a social justice line in the budget, even if small to start, perhaps \$200. Other programs aren't required to self-fund raise all their own funds. S&E Justice are core to our principles and purpose, and would be good to have some congregational funding for that. I am hoping eventually, there will be a S&E Justice staff person, as we will shortly have staffing for all major areas of BUF except Community Beyond BUF. *(from Kara Black)*

STRUCTURAL Considerations for Community Beyond BUF 2019/20

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- BUF may benefit by designating 1 person to monitor UUSC , PNWD and Western Region work that is directly relevant to our congregation (grants - such as Chalice Lighter small funds, calendars, schedules, newsletters.) *(from Deb Cruz)*

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Family Promise Report

1. Activities and Successes: Family Promise We continue to grow our list of volunteers who are signed up and have been background checked, to volunteer with Family Promise sheltering work. In the past year we have completed 4 weeks of support services with our partner church Garden Street Methodist. We have 15+ dedicated volunteers who work each time to set up, clean up, do laundry, provide meals, hospitality and overnight stays. We have over 40 people on our list serve who receive info on FP needs and who often volunteer by providing supplies. In the fall, we supported the FP fundraiser: bed race bake sale and hosting the FP Bellingham Community Choir fundraiser at BUF. We've done other jobs including moving furniture into new housing for FP families. We continue to provide snacks and supplies through donations and

regular financial support from the SEJC to purchase perishables. Our next week of support is May 5-11.

BUF continues to support Interfaith Coalition annually with the Christmas collection, the coat drive and the annual HOPE auction. This year we have contributed numerous gift donations to the auction: Greg Aanes- a wooden bench, Mark Allyn- a fabric bag and glass metal sculpture, Bharti Kirchner- a novel. I was able to get a wheelbarrow donated by Hardware Sales. And our Congregational gift of a garden planter with tools and supplies totals \$240 in value. (lots of individual donations)

2. Challenges: Recruiting volunteers who are able to stay overnight during the shelter weeks at Garden Street. We have only 5 people willing to do this: Troy Dillard, Matt Dana, Heidi Ohana, Michael Berres and myself.

3. No resources or assistance requested at this time. In the past...say 25 years ago, Interfaith used to have a line item in the BUF budget that we would give in addition to our collections. (From Ann Stevenson)

SEJC Report

Bellingham Unitarian Fellowship

Group Charter Template

Recognized Group Recertification Name: *Social & Environmental Justice Committee(SEJC)*

General Purpose / Mission Statement:

We affirm and promote peace, justice, and equality through action, education and raising awareness within our community and the wider world.

- 1.
2. To select non-profit organizations for educational events, hands-on service projects, and SEJC Collections.
- 3.
- 4.
- 5.
- 6.
7. To sponsor social and environmental justice-related building use and events.
- 8.
- 9.
- 10.
- 11.

12. To represent the Social & Environmental Justice Committee and our UU values at community events
13. through sponsorship and/or participation.
- 14.
- 15.
- 16.
- 17.
18. To disseminate Social & Environmental Justice Information through sales, special community events,
19. and demonstrations.
- 20.
- 21.
- 22.
- 23.
24. **To respond to immediate needs and injustices in our community and the world.**
- 25.
- 26.
- 27.

Leadership Roles / Terms:

The Executive committee will be made up of no less than (7) officers, including the Chair, Vice Chair, Secretary, Treasurer, Action Teams Chair, Communications Chair, and Nominating Chair. The Executive committee will execute all the powers of the full committee during intervals between meetings of the full committee, except for approving annual budgets, appropriating funds greater than \$200, electing new officers, creating new committee policies or reversing any committee actions approved by the full committee.

- 1.
2. Chair: Linda Fels
- 3.
- 4.
- 5.
- 6.
7. Vice Chair: Ann Stevenson
- 8.

- 9.
- 10.
- 11.
12. Secretary: Kara Black
- 13.
- 14.
- 15.
- 16.
17. Treasurer/Finance Chair: Todd Jones
- 18.
- 19.
- 20.
- 21.
22. Communications Chair: Mike Betz
- 23.
- 24.
- 25.
- 26.
27. Action Team Chair: Judy Kasper
- 28.
- 29.
- 30.
- 31.
32. Nominating Chair: Beth Brownfield
- 33.
- 34.
- 35.

The SEJC shall endeavor to maintain fifteen (15) voting members, including an elected Chairperson, Vice- Chair, Secretary and Treasurer, and one person appointed by the chair to oversee each sub-committee, and the Unitarian Universalist Service Committee Local Representative.

The position of Committee Chair is a two-year position, renewable one time for a total of four consecutive years by a majority vote of the committee during the last committee meeting of the church year. The positions of vice-chair, secretary and treasurer are each two-year positions, renewable by a majority vote of the committee during the last committee meeting of the church year.

The Finance sub-committee will be chaired by the Treasurer and will include two (2) other members. The committee's primary responsibility is to create an annual budget and take the lead role with fund raising.

The Communication sub-committee will include three (3) members with one member also serving on the Executive committee. The committee's chief responsibility will be the dissemination of committee-approved information.

The Actions sub-committee will include no less than five (5) members with one member serving on the Executive committee. The committee's chief responsibilities will include: gathering information on organizations and projects to submit to the full committee for possible support, and aiding BUF small group social justice ministries.

The Nominating sub-committee will include no less than three (3) members with one member serving on the Executive committee. The committee's chief responsibility is to maintain the membership of the full committee at no less than fifteen (15) active members.

The Social & Environmental Justice Committee shall be governed by Roberts' Rules of Order.

The Social Environmental Justice Committee may amend the committee policies with a two-thirds vote of the full committee.

Annual Objectives:

For the Congregational Year July 2018 - June 2019, the Social & Environmental Justice Committee work is aligned to BUF's mission as follows:

To do 1. 2.

3. 4. 5.

this we will:

Select recipients for, organize, and coordinate the SEJC monthly collections
Support our Ministry Action Teams in their projects (current teams are Black Lives Matter, Family Promise, Humanitas, Immigrant Rights, Interweave and Native American Connections)

Manage the Adele Hermann fund as an SEJC endowment, with a fixed spending rate no greater than 5% annually, with all current and future funds in socially responsible investments.

Review outside requests for SEJC sponsorship and monetary donations keeping in mind our budget, fair trade sales, mission and teams' needs.

Meet as a whole committee 3 times a year, late summer, mid-winter and spring with a special 4th meeting in May solely for voting on SEJC Collection recipients.

We shall endeavor to maintain a membership of fifteen (15) voting members. A quorum will consist of eight (8) members of the committee who have attended no less than two of the previous three meetings. Meeting dates will be set one year in advance.

Outcome Measurements: The *Group* will track and report on:

- 1.
2. Our 3 meetings per year with minutes, finance & team reports and SEJC policy changes
- 3.
- 4.
- 5.
- 6.
7. Events held and co-sponsored during the year
- 8.
- 9.
10. Donations to outside organizations

Annual budget and spending authorities:

A committee budget will be voted on during the annual spring meeting each year. The SEJC Chair shall have the authority to spend up to \$50 for committee expenses between meetings of the full committee. The chair may do this up to three times between meetings of the full committee.

The SEJC Executive Committee shall have the authority to spend up to \$200 for committee projects by a simple majority vote of the Exec Committee. This option may be used up to three times between meetings of the full committee.

The Adele Hermann funds shall be socially responsibly invested. The committee will spend 5% of the invested funds annually. Distribution of these funds into the general committee account will be made during the month of July each year. Todd Jones and Carl Nyblade are the trustees and signers for the Adele Hermann funds invested with Domini Social Investments.

SEJC intends to raise money by:

1. Fair Trade coffee and chocolate sales during Sunday coffee hours

2. Use our Adele Hermann fund as an SEJC endowment, with a fixed spending rate no greater than 5% annually.

SEJC ANNUAL REPORT TO BUF BOARD - MARCH 9, 2019

Our 3 meetings per year with minutes, finance & team reports and SEJC policy changes Since March 2018, we welcomed new leadership:

Kara Black as Secretary, Mike Betz as Communications Chair and Linda Fels accepted a second 2 year term as SEJC Chair.

Beth Brownfield was congratulated on receiving Howard Harris Lifetime Peacemaker from Whatcom Peace & Justice Center. Congratulated Deb Cruz on becoming the board chair for the new Justice Washington (NWUU Justice Network and WA UU Voices for Justice merged).

Voted to make \$200 donation to Human Rights Film Festival in Jerry Brownfield's name an automatic annual donation.

Action Teams working with Children's Religious Education this year on monthly themes.

Native American Connections is presenting a workshop at General Assembly in June and is focusing on the Paddle to Lummi in July.

In July 2017 we pulled 5% from our endowment fund for annual distribution which came to \$1500. Fair Trade coffee sales have been going down (\$825 for 1st 6 months) but balance is currently \$3000. We are very proud of BUF for the new level of generosity for the Special Collections. Total collections for last fiscal year was just over \$23,000. For the first 6 months of this fiscal year, the total comes to \$11,200.

Events held and co-sponsored during the year

1. Honduran Activist & Singer Kara Lara concert Interweave's Pride Dance

2. Protect Washington Initiative Kickoff with RE Sources Ecuadorian Amazon event with Flavio Slanti
3. Use of BUF Parking lot for Totem Blessing
4. Use of BUF Kitchen for International Day of Peace (by Whatcom Peace & Interweave's New Year's Dance
5. Meeting space for Restorative Community Coalition through June 2019 MLK Day event
6. Clean Energy Solutions event
7. Upcoming benefit concert for Food Bank on April 13, 2019

Donations to outside organizations

In the past 12 months we have donated \$3474:

1. Najla Mohamedlamin for Algerian refugee camp Support Family Promise team's work
2. Sponsor NWUU Justice Summit
3. Sponsor International Day of Peace
4. Gratitude Dinner in November (Relief to Reunite Families)
5. Human Rights Film Festival in Jerry Brownfield's name
6. Donations to SEJC Collection applicants who did not receive a slot Paddle to Lummi
7. Project Fair Vote and Vote Smart
8. (monies from inactive Reclaiming Democracy action team)
9. Justice Center)

\$ 300 \$ 300 \$ 200 \$ 200 \$ 200 \$ 200 \$ 600 \$1,000

\$ 474

(Report from Linda Fels)

