

BUF Board of Trustees Meeting

July 25 , 2019

Attendees: Rory McLeod (President), Murray Bennett (Vice President), Melissa Swift (Secretary), Sky Hedman (Treasurer), Angie Lindquist, Rod Haynes, Bharti Kirchner, Debbie Boots, Paul Beckel (Ex-Officio)

Absent: David Curley

Other participants: none

Minutes by Melissa Swift, Secretary

Chalice lighting 6:58 pm

Checkins

Approval of last meeting minutes. Minutes from 6/27/19 meeting were approved by email on 6/28/19.

Board Officer Elections:

Rod moved to elect this slate of officers, Angie seconded:

President: Rory

Vice-President: Murray

Secretary: Melissa

Treasurer: Sky

Passed unanimously.

Q&A and motions requested by Financial Oversight Committee:

Presented by Sky Hedman:

Discussion of whether the Board should approve Frank McDonald as check signer. After discussion, decided that it was not currently necessary.

During discussion, decided to make a change to the wording in the procedures, for clarity (so that the role can include more than just approving checks):

***Sky moved that the procedures be changed to "Assistant Treasurer role includes approving checks". Seconded. Passed.

Melissa will update the actual procedure document.

***Sky moved to approve language for Credit Union (see below). Seconded, Passed.

Discussion of recommendation from Financial Oversight Committee that each team balance their own budget. Not ready to pass a motion now - needs longer analysis/discussion.

***Motion to form an ad hoc committee to reconcile each program team's financial practices & procedures. Rory made the motion; seconded, passed. Sky, Debbie and Paul volunteered.

Treasurer's Report: Sky Hedman, Treasurer provided June financials via email, and answered questions during meeting.

Sky also noted, as an FYI:

Pledges for 2019/2020 as compared to pledges for 2018/2019:

5% new

27% decrease or \$0

39% same

28% increase

Meeting Dates:

Board Meetings for 2019/2020:

Aug 29th

Sep 26th

Oct 24th

Nov 21st

Dec 19th

Jan 23rd

Feb 27th

Mar 26th

Special budget meeting: Apr 16th

Apr 30th

May 28th

Jun 25th

Board Officers Meetings for 2019/2020:

one week before Board meeting (default, subject to change per individual schedules)

Congregational Meeting Date: Sunday, May 17

Training Date(s) for New Board Members: 6:30p - 7p before BOT meetings, next three meetings (Murray, Paul, David, doing training), in a different room than the main room. Will cover:

Bylaws

Policies and Procedures

Fellowship Organization

Ad Hoc Committees:

Board Policies & Procedures Update Committee - work is proceeding, some changes coming
Resolutions Committee - no changes needed

Board Committees - Membership & Status:

Human Resources (Murray)

Couple of people short, BOT needs to approve new members -

***Sky moved that we approve Lisa Moss, Gail Adell (recommended by Barbara E-Q);
seconded, passed.

Murray will present the new HR policy manual to the Board, with commentary on changes, for approval at a future meeting.

Senior Minister Evaluation

Kara Black, Beth Nyblade and Angie Lindquist were assigned to this committee for last year until it was discovered that the evaluation was on an every-other-year rotation rather than every year. The three worked on the new Ministerial Agreement instead.

Angie and Bharti volunteered to be on this committee this year. Angie will ask if Kara and Beth are still willing to be on the committee.

Financial Oversight (Sky) - membership and status are both fine

Audit Committee - needs members, including at least one Board member (this is an internal review year, no external review needed); this committee should be different than FOC; will add to next month's agenda

Stewardship and Fundraising (Debbie) - Debbie will be the Board rep (she is already on the committee)

Board Policy Grievance Committee - if no grievances, no need for meetings; Rod, Angie volunteered and Rod will ask Frank McDonald as well.

Board Retreat Dates:

Social - at Rod's, Friday night, Aug 16, 6pm (Board members only)

Business - Aug 17 (9am - 3pm) at BUF (brown bag lunch)

Discussion of Possible Agenda/Activities for Retreat Business Meeting:

Review Board goals from 2 years ago (5 year plan 2017-2022)

The goals are listed with details in Appendix B of Board of Trustees Policy and are:

- 1) Be more welcoming of diversity (race, age, sociocultural and economic situation...?)
- 2) Clearly define organizational systems
- 3) Have knowledgeable, supported and energized leadership
- 4) BUF's culture supports our mission

General consensus was that we would like to use at least 1 hour to discuss each of the four goals in depth. For each goal, one person will make a short presentation on what has been accomplished thus far on that goal, and one (or more) will present on 'looking forward' as a way to get the group discussion going.

Operations Team Minutes from June:

Rod provided the Ops Team minutes from their June meeting. He had told the Board about the meeting last month, but had not been able to provide the minutes until now. See attachment below.

Meeting dates: August 29 (see above)

Meeting adjourned at 8:58 pm.

Attachments: (below)

Language for Credit Union

BUF Operations Team Meeting Minutes from June 7, 2019

Per email from Sky on 7/19/19:

The Board needs to pass this motion exactly to satisfy the North Coast Credit Union:

“The Board approves adding Sky Hedman (BUF Treasurer) and Rory McLeod (BUF Board President) as authorized check signers for the Bellingham Unitarian Fellowship **account #30769008** (Checking) at NorthCoast Credit Union. Anne Newman and Kara Black are to be removed from the account.

Kathy Wahto (BUF Administrator) will remain as an authorized check signer.

Sue Sayegh (BUF Bookkeeper) will continue with account access privileges but is not authorized to sign checks.

The Board approves adding Sky Hedman (BUF Treasurer) as authorized check signer for the Bellingham Unitarian Fellowship **account #75059043** (Savings accts) at NorthCoast Credit Union. Anne Newman is to be removed from the account.

Kathy Wahto (BUF Administrator) and Sue Sayegh (BUF Bookkeeper) are to be given account access privileges but are not authorized to sign checks.”

BUF Operations Team Meeting Minutes

June 7, 2019

Chalice Lighting

Karen reported midweek update will be every other week. Office is closed during GA and first week of August. we'll also post it, and reiterate from pulpit. People will still be present and events continue, but normal office hours won't occur.

Paul said for a fair amount of time Paul, Genia and Kevin will still be around.

Kaitlin said a new benefit is available January 1 in Washington state, paid family leave. There are no exclusions for under 50 employees. That is social progress.

Karen said the benefit also includes foster families. Haven't heard if anyone has stepped up to lead chalice circle or CND, Jae's position. Dinners of 8 shared that it was hard to find new hosts. They are talking about doing dinners of 4/6 instead of 6/8, so those with smaller homes can host. We need a recruitment plan, going into fall.

RH: anecdotally, a number of people don't show up for Dinners for Eight.

Kaitlin said we *haven't had a "find your place at BUF" event for several years*. Tables with displays for each activity has been done in the past, however, if leadership is wonky, how is that handled? I've heard that a couple people are working on it.

Paul said Brian Quick has been working with Sue, Paul, Genia, Carol, about learning deeper functions of database program. Should be ready for roll-out in fall, first to leaders then downline. Eventually, people should be able to change their own info online. This should be a benefit for group leaders and should display openings more easily.

Kaitlin said considering resources that work ok, we may do a mid-week update with all open volunteer positions then have a meeting for people who are interested.

Paul added if there were resource to which we can point people, it can be announced from pulpit in the fall when the database is ready.

Genia said we need to do a better job of celebrating the volunteers who are doing it. that acknowledges all the good work that is being accomplished.

Paul said Genia, Kaitlin and Paul need to get back together in august. It has been quiet and calm with regard to the year's transition. The fall is a chance to ramp things up.

Kaitlin said we need 2 events a year, one to recruit and one to acknowledge volunteers.

Genia said she feels she is in the middle of a whirlwind. She has closure with RE dinners, appreciation breakfast, plus recruiting for next year - OWL facilitators, more teachers, family retreat planning, all chalice circle leaders were going to quit, but that has been averted. adult ed classes for next year are getting lined up and forums being reconfigured. jay B is working with GA to get a format for small, internee groups 4 times next year during the service, tying that into something that goes before the service. We had our first awesome elder meet gin yesterday. We are all in alignment. We need a short term committee that meets twice to generate list of people who might fit. All my recruiting is direct.

Kaitlin said that is ideal, but I worry about the same people getting tapped all the time. I think we should use multiple strategies. it is also good for the group to consider what it is they really need.

Memorial Garden is off Genia's plate for a while.

Rod said the Board wants a mission statement posted somewhere publicly. Rod had good photos, and the Board has said Rod should approach the design committee for input - to discuss size and positioning and who composes the piece. The stairwell is one place that is under consideration.

Kaitlin said Ryan might be open to do the font and design the file.

Rod will send 3 photos and proposed text and dimensions.

Kaitlin said maybe the Design Team could suggest size. We talked about having an OPS team manual, so I've done a draft outline. I just sent it before this meeting. Look at it before next meeting for additions, then we can divide it up for drafting sections.

Paul said you could make a working document for us and put "TBA" in blank spots. We have child safety, budgeting timeline, financial threshold document.

Paul noted that long-term, it should live on the website. At the next meeting, we should each do one new section.

Kaitlin said when we first convened, we agreed third Friday's of the month, **so the next meeting will be august 16 at 3:30 pm.**

Jae said I'll reach out to Linda F to see if she has any other SEJC interest in Community Beyond BUF meeting. Also good time to announce new SEJC leadership.