

## **BUF Board of Trustees Meeting**

August 29 , 2019

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

Absent: (none)

Other participants: (none)

Minutes by Melissa Swift, Secretary.

Chalice lighting 7:06 pm

Checkins

### **Approval of last meeting minutes.**

Minutes from 7/25/19 meeting were approved by email on 8/2/2019.

**Treasurer's Report:** Sky Hedman (see attached for summaries for 2018-19 and July '19)  
Discussion of paddle call funds (which year should it be considered income?) Sky will continue researching.

Discussion of \$17K "other income" line in budget:

- We had anticipated this pledge income, but the estimate was off
- This year we can start using the timeline for budgeting, created last year by Paul
- Treasurer should be involved from the beginning of the budgeting process
- We should start with the Mission, so that budget reflects congregational priorities

Discussion of the need for clarity around Booktoberfest - is it fundraising for all of BUF or just the RE program? An issue for the Stewardship committee?

**Operations Report:** Rod Haynes (see attached for Operations Team minutes from 8/16/19)

Discussion of "expressing gratitude" for members, volunteers, staff, etc

- Paul conveyed a request made by the Operations Team -- that one Board member takes responsibility for giving thanks publicly for at least one person - Board should come up with suggestions/names at meetings, to inform the person implementing the "thanking";
- Board informally agreed to try out a process where 5 mins would be set aside every Board meeting to discuss who should be acknowledged/thanked; Rod and/or Rory will then implement the actual logistics of giving thanks

**Minister's Report:**

Sept 15th and 29th, volunteers are needed to help with “online directory” (Breeze) questions, in the social hall (with our phones and computers); volunteers should be Board members to add authority and legitimacy

- Need to address questions about security and “why?”; frame it as a way to help BUF, improve community; self-service options for changing your contact info; can help committees; Paul will send a follow-up email to the Board members for volunteer sign-up
- Rory noted that BUF has been using Breeze for a few years to manage pledge data, but we are now turning on enhanced functionality for self-service and individual access

**Buildings & Grounds:** Rory

Committee is re-forming. Need policy.

**New Website and Privacy Page:** Rory

Discussion/review of the draft Privacy Policy on the new website (still under development, due to go live in October).

Bharti had some good suggestions for additions (no objections from other Board members); Bharti will talk to Scott Heise.

**Info Kiosk:** Rory

Two kiosks needed - a member-facing kiosk still downstairs, but visitor-facing kiosk should be upstairs. Murray will move forward with this effort.

**Discuss LLC:** Rory

BUF was bequeathed 1/20th of an LLC (nearby house); intent was that eventually BUF would take over the property.

Discussion of possible ramifications.

Murray will ask Gil Baker, chair of Endowment Committee for information/guidance, will then report back to the Board.

Paul encouraged quick action.

**Forming Communications Team:** Melissa

Melissa made a motion to form an ad-hoc Communications Team to assess BUF communications and make recommendations about short term and long term goals, comprised of Melissa, Rory and Bharti, and open to other church members.

Motion was seconded & passed.

**Meeting dates:**

Officers: September 19th

Board: September 26th (New Board Member Orientation at 6:30pm)

**Meeting adjourned at 8:55 pm.:**

**Attachments:** (below)

## Monthly Treasurer's Summary Report to the Board of Trustees

June 2019 Financials (100% of the fiscal year 2018-2019)

Revised and Prepared for the August 29, 2019 Board Meeting

**Overview of current and projected status:** Strong building and grounds equity, balanced monthly income to expense ratio, positive cash on hand reserves, minimal long term reserves

**Request for Motions:**

**Request for Clarifications to existing policy:** None

**Income and Expense:**

1. BUF has received 100% of its total 2018-19 income. Pledge income is at 91%, Total Donations including pledge income is at 92%, Rental income at 122%, and Fundraising income at 87% of expected income.
2. Overall expenses are 102% of budgetary expectations

**Cash on Hand**

1. Checking balance is \$110,109 a decrease of 8% over previous month balance of \$119,933, the month previous the balance was \$125,824.
2. Total Checking/Savings is \$234,817 a decrease of 4% over previous month balance of \$242,532, the month previous the balance was \$276,433.
3. Cash less liabilities (cash on hand) is \$132,799. The previous months balance was \$138,567, the months previous the balance was \$114,337.
4. BUF's goal remains an average of 2 month operating cash flow or \$70,000 Cash On Hand. *To find our true Cash On Hand, you must subtract out the \$100,000 received as payment of the RE Gift Pledge, \$28,363 in the Building Account (add back the \$28,298 in the Building/Capital Fund in the Liabilities & Equity section as it is a restricted fund), and \$4154 in ICE Funds for a true Cash On Hand of \$28,579, the previous month it was \$34,616.*

**Funds Activity Report**

1. Total Designated Board Funds available \$0.
2. Total Restricted Investment Funds \$59,026, prior months total was \$57,741.
3. Total Restricted Bank Account Funds \$86,160, prior month was \$85,057.
4. Total Designated Program Funds \$127,487 prior month was \$124,369.
5. Total in all funds \$272,673, prior months total was \$269,943.

**Fundraising Summary**

| <b>Fundraising Event</b> | <b>Income Goal</b> | <b>Income YTD</b> | <b>% of Goal</b> |
|--------------------------|--------------------|-------------------|------------------|
| Dinner Auction/Gala      | \$15,500           | \$12,395          | 80%              |
| Other Fundraising        | \$650              | \$1602.           | 246%             |

|                          |                |                |            |
|--------------------------|----------------|----------------|------------|
| <b>Total Fundraising</b> | <b>\$16150</b> | <b>\$13997</b> | <b>87%</b> |
|--------------------------|----------------|----------------|------------|

**Other Status Updates/Requests/Documentation:**

1. \$3500 raised at the Paddle Call at the Mayfaire gala was moved to the All-Church Retreat Fund.
2. Note that BUF ended the FY 2019 with a Net Operating Income of -\$2543. The budget for 2019-2020 assumed that the Net Operating Income would be \$17,000. This amount was carried over as “Other Income” to the FY 2020 budget.
3. Members of the Financial Oversight Committee are Jeff Copeland, John Stewart and Brian Quick.
4. Treasurer’s Summary Reports and selected Financial Reports generated by Bookkeeper are placed by bookkeeper in BUF Workroom.

Attachments

*June 2019 Balance Sheet*

*June 2019 Balance Sheet Prev Year Comp*

*June 2019 Cash on Hand Report*

*June 2019 Funds Activity Report*

*June 2019 Monthly I&E Comparison*

*June 2019 YTD Income and Expense Annual Budget Comparison*

*June 2019 YTD Income and Expense Budget-to-Date Comparison*

*June 2019 Statement of Cash Flow*

## Monthly Treasurer's Summary Report to the Board of Trustees

July 2019 Financials (8% of the fiscal year)

Prepared for the August 29, 2019 Board Meeting

**Overview of current and projected status:** Strong building and grounds equity, balanced monthly income to expense ratio, positive cash on hand reserves, minimal long term reserves

**Request for Motions:**

**Request for Clarifications to existing policy:** None

**Income and Expense:**

1. BUF has received 11% of its total 2018-19 income. Pledge income is at 13%, Total Donations including pledge income is at 12%, Rental income at 16%, and Fundraising income at 17% of expected income. Note that \$3220 from the Paddle Call 2018 (Sanctuary improvements) is income because it was spent in this fiscal year.
2. Overall expenses are 8% of budgetary expectations

**Cash on Hand**

1. Checking balance is \$96,491, a decrease of 12% over previous month balance of \$110,110; the month previous the balance was \$119,805.
2. Total Checking/Savings is \$222,513 a decrease of 5% over previous month balance of \$234,817, the month previous the balance was \$243,392
3. Cash less liabilities (cash on hand) is \$145,727. The previous months balance was \$132,799, the months previous the balance was \$138,567.
4. BUF's goal remains an average of 2 month operating cash flow or \$70,000 Cash On Hand. *To find our true Cash On Hand, you must subtract out the \$100,000 received as payment of the RE Gift Pledge, \$28,368 in the Building Account (add back the \$28,298 in the Building/Capital Fund in the Liabilities & Equity section as it is a restricted fund), and \$4155 in ICE Funds for a true Cash On Hand of \$41,502, the previous month it was \$28,579.*

**Funds Activity Report**

1. Total Designated Board Funds available \$0.
2. Total Restricted Investment Funds \$35,226, prior months total was \$59,026.
3. Total Restricted Bank Account Funds \$87,432, prior month was \$86,160.
4. Total Designated Program Funds \$122,201 prior month was \$127,487.
5. Total in all funds \$244,759, prior months total was \$272,673.

**Fundraising Summary**

| <u>Fundraising Event</u> | <u>Income Goal</u> | <u>Income YTD</u> | <u>% of Goal</u> |
|--------------------------|--------------------|-------------------|------------------|
|--------------------------|--------------------|-------------------|------------------|

|                          |                 |               |            |
|--------------------------|-----------------|---------------|------------|
| Dinner Auction/Gala      | \$17110         | \$0           | 0%         |
| Other Fundraising        | \$650           | \$0           | 0%         |
| Paddle Call 2018         |                 | \$3220        |            |
| Board Bash (annual)      | \$1000          | \$0           |            |
| <b>Total Fundraising</b> | <b>\$18,760</b> | <b>\$3220</b> | <b>17%</b> |

**Other Status Updates/Requests/Documentation:**

1. Members of the Financial Oversight Committee are Jeff Copeland, John Stewart and Brian Quick.
2. Treasurer's Summary Reports and selected Financial Reports generated by Bookkeeper are placed by bookkeeper in BUF Workroom.

Attachments

*July 2019 Balance Sheet Previous Year Comparison*

*July 2019 Balance Sheet*

*July 2019 Cash on Hand Report*

*July 2019 Funds Activity Report*

*July 2019 Monthly Income and Expense Comparison Detail*

*July 2019 Income and Expense Budget-to-Date Comparison Detail*

*July 2019 Statement of Cash Flows*

*July 2019 YTD Income and Expense Compared to Actual Budget*

## **BUF Operations Team Meeting**

**August 16, 2019**

### **Chalice Lighting**

OPS August 16, 2019

Rod thanked all for coming. Paul said he had been gone for the last 2 weeks. Nothing to report but expressed gratitude for people leading Sunday service.

Genia said there is a small committee working on our birthday Sundays, organizing everyone by birthday months and using those groups to facilitate small group activities during 4 services a year to build multi-gen connections. It is falling into place. We have facilitators and a plan and logistics. Seems fun and exciting. September 29, the Sunday after the retreat, is the first go-round. It is during the service and is multi-programmatic inside and outside the service.

Paul said it may be challenging to get buy-in from people who don't normally associate themselves with RE.

Genia said we are consulting a group of elders for their feedback. They seem excited.

Paul said this also gives OPS team an opportunity to connect with all church leaders to really engage. When you hear more info from Genia, please encourage your people, tell them that it matters. RE needs a boost.

Kathy W reported the admin council has a number of things happening. Projector project will be in use this Sunday. It looks magnificent. There are a few minor superficial things left to do. Kudos to the team for communication, research and work. Financials are done for the FY that ended June 30. We barely didn't make a profit. The non- operating revenue, remainder of capital pledges and endowments, was way up. We lost about \$2k for operating year. Rentals were above budget. There was no expense category that exceeded budget. We were short an pledge and giving revenue.

There is typically a "normal amount of shrinkage" is budget outcomes at the end of the church year. The church database is about to launch in its more interactive form. Building: Dale is in Ecuador. Frank M is co-chair and there will be a meeting after church Sunday. That meeting is open to all. Church Mutual is sponsoring a Sep 11 Safety training. All are encouraged to attend that and / or join the email list. We want to hear about everyone's priorities. Summer camp rental at church for July and August means about \$4k over in additional revenue (Gabriel's Art afterschool program). This intensive type of tenant is very important, but it does mean the odd person seeking meeting space can't get it. The camp has a new space to meet.

Scott Wise is pulling the webpage together. It is close to going live. Our existing website crashed for 5 days last week. Probably may churches experienced outages.

Paul said Scott is experienced in this set up as he's worked with other congregations.

Rod asked how should we recognize people for these exceptional projects, like the projector project and website? We need to circle back to congregation with full report of how things were accomplished. It helps to inform everyone as well. Gratitude and informing are priorities. It can't be mechanical. It needs to be routine, but special at the same time. Paul said we need to assign that to someone to make it happen. Kathy said I'd love to see Board assigned to handwrite thank yous. It's also important to acknowledge endowments. We want it to represent trustee level. Paul said we will see if someone on the Board will take the assignment. (all agree). The Board member needs to figure out the system for the thanks. Kaitlin said immediacy is more important than having it happen in front of the Board. In fundraising, they say to thank the giver 7 times. A thank you note, an annual program, an article appears in the mid-week update. The local foodbank calls people to thank them personally.

Rod said he will spearhead this gratitude discussion with the Board.

Kaitlin asked if there a place to put up the thank you notes that we receive? A bulletin board is on the list.

Jae had a Community Night Dinner update. They lack two or three volunteers willing to cook on Wednesday nights, even though the choir met to discuss the problem there were no volunteers. CND will be suspended until more volunteers jump in to help. Jae will circle back with Ann S about Family Promise.

Rod said he would be in touch about mission statement project.

Kaitlin said she'll be teaching OWL this year.

Genia said we'll offer that at middle and high school levels. I have the curriculum.

Paul said we need a new community beyond BUF representative. This OPS team reports to the Board, now we have to say that we have not been able to recruit a rep. Let's give the Board an update.

Kaitlin wondered if Kai might be interested as a volunteer?

Kathy answered Kai is my direct report as a part time building host. I think he would be a good person to ask. He is focused and would do a credible job.

Paul added Kai goes to all social action gatherings because he is interested.

Jae said this is my last meeting. I will tell Linda F that the OPS team recommends Kai be asked to be the Beyond BUF rep on a volunteer basis. Rod will discuss that with Board this evening and get back with JH to confirm that ask.

Kaitlin said we have an initial outline of the things that might be suitable for an operations manual. Think of it as a table of contents, we can then put it into a binder and fill in the appropriate collateral info. Some of the docs are not yet created, but there may be past examples we can work from. For example, to establish a committee had a process in years past, but now we would start from scratch. We could split it up by one topic by meeting, or a team of OPS folk could work together to come back to the group with a proposal. How we practice prudence, honesty, transparency, etc. is very important to



communicate, and more important than “how to get money for my program.” I think the title, “Budget and Funding” is too narrow a heading. Kaitlin said her early thinking was that running programs at BUF need guidance on these issues. I think it would be its own roman numeral.

Genia added: for example, the BUF Memorial Garden encountered a general lack of understanding about who needed to be contacted, who was in charge, etc. People became angry and frustrated. That’s what the Operations manual should do.

Paul said: the Ops manual would include what OPS team is doing but also for how the whole congregation can get things accomplished.

Rod said the Operations Manual is a priority for this year. Where do we start? We’ll make this the center point of next meeting. I will be the INTERIM notetaker next time.

Paul said the OPS team needs to provide the list of leaders for website training. There are 3 date options. All ops team members must reach out to their leaders (and email those leader names to Paul) for training. Respond to Brian’s email

Genia said she will make a proposal for name change from DRE/etc. to the Board of Trustees

Kaitlin said we should look at OPS Manual Outline and get back to me with any notes.

Meeting closed at 4:32 pm.

Minutes by Rod Haynes, Facilitator