

BUF Board of Trustees Meeting

December 19, 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)

Minutes by Melissa Swift, Secretary.

Chalice lighting 7:00 pm

Checkins

Approval of last meeting minutes. Minutes from 11/21/19 meeting were approved by email on 12/12/2019.

Thank You Notes. Rory.

Hospitality team (ushers and greeters, Judy Kasper). Rod passed around a card for signatures.

Treasurer's Report: Sky. See attached.

One more announcement on Sunday for special giving campaign; going very well so far
Discussed budgeting to a different number than 0 (i.e., budgeting to get a surplus, for bookkeepers)

Discussion of suggestion to allow for 8% shrinkage in pledge income

Operations Team will incorporate suggested changes into their proposed budget (per Paul)

Minister's Report: Paul. Q&A.

Happy with strength of giving

HR Report: Murray. See attached.

Discussion of Code of Conduct changes. Good to start with HR committee but needs to be broader. Paul referenced Western Washington University's work in this area.

Action Item Followup:

- Form adhoc for kitchen upgrade (Debbie)
 - Limited team available, working on figuring out sequence of needs/events
 - Commercial kitchen is not a goal
 - Discussion of spending limits and implications
 - New electric oven (fund through Buildings & Grounds?)
- Some clarification was required in dealing with endowment issues (David)
 - Rory will re-send info to David (b/c it was not received)

Communications Team Update: Bharti.

Goals of communications team (internal, external, etc)

Lots of online resources:

- BUF Facebook (Deb Cruz was unofficial admin, now is official)
 - Discussion of concerns related to one person representing BUF online
- Midweek Update (should be easier to sign up)
- Buf.org (some confusion b/c of recent redesign)
- Listservs/group emails (many not aware of them, like BUF News)

Would be nice to coordinate all news streams (not just one, or some)

There is a BUF Members and Friends FB group (Rory made himself admin); there are others that we should get a handle on (if they are “dead” that reflects poorly on BUF)

Recommendation for creating a more permanent Communications Team

Review Board Task Calendar: Rory.

3 year reviews are due for Mission Statement and Board Covenant

Rory makes a motion to not do a full review of the Mission Statement this year, but to allow the slogan contest to stimulate congregational discussion in preparation for full review next year.

Seconded by David, passed.

Board members will review Board Covenant for discussion next meeting

Choose major board goals (phase I). Rory and Murray.

Discussion of preliminary goal list (with estimated dollar amounts).

Board ended up with a tentative prioritization of the items on the list, which will be shared via email amongst Board members; the general (unprioritized) list of budget categories that were discussed will be used in the budget meeting on Jan 12th (led by Paul), and the Board will finalize its prioritized recommendations during the January Board meeting (so that input from the meeting can be taken into consideration).

Next Meeting Date: Jan 23, 2020

Meeting adjourned at 8:57 pm.:

Summary of Action Items:

- Sky will write something for the MWU about audit being completed
- Paul or Rory will create contest@buf.org email alias and have it forward to Melissa and Sky
- David will send out the Board Covenant to Board members in order to facilitate review
- Board members will review Board Covenant ahead of January meeting
- Rory will send updated spreadsheet (with budget goals and tentative priorities) to Board members

Attachments: (below)

Monthly Treasurer's Summary Report to the Board of Trustees

November 2019 Financials (42% of the fiscal year)

Prepared for the December 19, 2019 Board Meeting

Overview of current and projected status: Expenses are exceeding income. Strong building and grounds equity, positive but diminishing cash on hand reserves, increasing long term reserves

Request for Motions:

1. "Extra Giving" campaign has generated approximately \$15,000 in donations. The campaign continues for the rest of December.
2. "Mission slogan" contest will be implemented in January. Intended goal is to stimulate the congregation to think about and articulate BUF's mission in ten words or less.
3. Financial Oversight Committee recommends that the 2020-2021 budget be developed with an excess of Operating Income equal to the amount of mortgage principal that will be owed during the 2020-2021 fiscal year.
4. Financial Oversight Committee recommends that the 2020-2021 budget assume an 8% shrinkage between pledges and actual payments.
5. Financial Oversight Committee recommends the inclusion of a Cash Flow analysis of BUF's fiscal year when developing a budget.
6. External Review: Larson & Gross have issued a draft report. Final report will be arriving after payment is processed. Payment should be mailed this week.

Income and Expense:

Income and Expense	Year-to-date	% of budget
<i>Pledge Income</i>	\$137,485	44%
<i>Total Donations</i>	\$155,563	41%
<i>Fundraising Income</i>	\$ 5,052	27%
<i>Rental Income</i>	\$ 15,392	38%
Total Income Year to Date	\$192,616	38%
Overall Expenses Year to Date	\$200,124	40%
Op. Income minus Expense	-\$ 7508	

Cash on Hand

	This month	% Change	Prior month	Prior month
Checking balance	\$20,953	-71%	\$ 73,504	\$ 87,800
Cash assets	\$ 192,225	- 1 %	\$195,210	\$210,582

Assets less liabilities (Cash on Hand*)	\$ 14,934	- 15%	\$ 17,554	\$ 27,121
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BUF's goal remains an average of 2 month operating cash flow or \$70,000 Cash On Hand.

Cash On Hand reports:

Assets that are available to Board under normal operating conditions: Checking, Savings, TIAA CD, Building Account and Accounts Receivable. (It does not include Endowment, Humanitas, A. Herrmann Social Justice Account.)

Equity that is subtracted from Assets are those that are not available under normal operating conditions: Restricted Funds and Designated Program Funds. Liabilities are adjusted to include only one month of the Principal payment for the mortgage.

Funds Activity Report

Funds Activity	This month	Prior month
Total Designated Board Funds available	0	0
Total Restricted Investment Funds	\$ 31,669	\$ 31,669
Total Restricted Bank Account Funds	\$ 64,305	\$ 61,465
Total Designated Program Funds	\$ 68,993	\$115,851
Total in all funds	\$164,967	\$208,985

Fundraising Summary

Fundraising Event	Income YTD	Income Goal	% of Goal
Dinner Auction/Gala	\$ 0	\$17,110	0%
Other Fundraising	\$1832	\$650	281%
Paddle Call 2018	\$3220	\$	
Total Fundraising	\$5,052	\$18,760	27%

Other Status Updates/Requests/Documentation:

1. Members of the Financial Oversight Committee are Jeff Copeland, John Stewart, Frank Donald and Brian Quick. Jeff Copeland has resigned from the FOC but will continue as a check approver.
2. Treasurer's Summary Reports and selected Financial Reports generated by Bookkeeper are placed by bookkeeper in BUF Workroom.

Attachments

Treasurer's Report

November 2019 Balance Sheet Prev Year comparison

November 2019 Cash on Hand Report

November 2019 YTD I&E Annual Budget Comp

November 2019 Monthly Income and Expense Compared to Actual Budget

November 2019 YTD I&E Budget 12-spread comp

HR report – December 2019

Murray Bennett

- 1) The major topic this quarter was to present payroll recommendations to the board. Paul summarized these in an e-mail sent Nov 15 – “Human Resources Budget Recommendations” and we will be discussing them in tonight’s meeting.
- 2) We working on improving the Code of Conduct – this has been ongoing over the quarter ongoing and will probably be a major topic for next quarter
- 3) We are developing a Human Resources Team Charter. At the moment there is nothing succinct to show to prospective volunteers.
- 4) Our childcare coordinator, Bri, left. In an exit interview with Genia all of her comments about BUF were positive. She had to leave for personal reasons.