

BUF Board of Trustees Meeting

January 23, 2020

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)

Not Present (Excused): David Curley

Minutes by Melissa Swift, Secretary.

Chalice lighting 7:00 pm

Checkins

Approval of last meeting minutes. Minutes from 12/19/19 meeting were approved by email on 12/30/2019.

Treasurer's Report: Sky. See Summary, appended below.

Good news, extra giving campaign was a success (even some more contributions in January). Description of new, simplified budget worksheet. Programs might show a budget of \$0 if they are self-funded; the worksheet will only include expenses paid by BUF, to make it clearer for BUF's budget. Self-funded programs will have details listed on a separate sheet. We need a couple of reviewers to look over the recommendations from the audit, re: security measures.

Minister's Report. Paul. Verbal discussion and Q&A (no written report).

Happy to have the Celebrant Team formed and "off the ground" - had their first training session recently with Barbara ten Hove. Six people on the team, for a three year term (hopefully). They will be responsible for standard parts of Sunday Services; help keep services moving smoothly. Paul is considering requesting a Sabbatical for next year (maybe 1st quarter 2021?), which would be easier with a strong Celebrant Team. Paul has not yet taken a Sabbatical, but norm is about every 5-7 years, and that is in line with Paul's current tenure at BUF.

Operations Team Report. Rod.

Operations Manual is under construction (lots of content, needs to be edited/organized). Ops Team is meeting tomorrow, Rod will send out minutes to the Board afterwards.

Denominational Affairs Committee Report. Paul.

Paul talked to Lew; mainly about our attendance at next General Assembly (on East Coast, so probably not many BUFsters going).

Action Items Check-in:

- Report in MWU about audit being completed (Sky) - continue as Action Item
- David will send out, and members will review, the Board Covenant (David) - continue as Action Item

New Business:

Form team to handle Membership Coordinator role / duties. Bharti & Angie.

We haven't been able to afford hiring a Membership Coordinator for the past three years, even though the need has been identified. This situation will likely continue, so maybe a volunteer team can take on the important tasks, at least until we can hire someone. Primary focus would be to grow and sustain membership.

Initial exploratory team: Angie, Bharti, Murray, Paul and maybe a couple of others who will be contacted to gauge interest.

Rory makes a motion that we form an Ad Hoc Committee (with at least Angie, Bharti, Murray, and Paul) to explore the idea of forming an official Membership Team.

Seconded, passed.

Nominating Committee wants info. Rory.

Sky, Angie, and Rory are finishing their Board tenure at the end of this church year.

What skills/qualities do we want for new Board members who are being recruited for next year?

Possible ideas were put forth:

- Strong connection to RE program
- 10+ years membership experience
- Strong connection with Buildings & Grounds committee and/or related professions
- Previous committee experience a plus
- Try to maintain gender balance on the Board as a whole

Chalice Lighters Ambassadors. Paul.

Could be under scope of Denominational Affairs, but Denom Affairs isn't very active...

4 calls during year, where congregations can request funds for special projects, but since we don't have an Ambassador, our most recent request was denied.

With an Ambassador, we could drum up more people to be active contributors (who are encouraged to give 4 times a year, as a part of the wider UU community). Creates sense of larger denominational connection.

We need a volunteer to be a Chalice Lighters Ambassador.

Someone who is involved denominationally (goes to GA, goes to Elliot, etc....)??

Rory will ask Drew Betz and report back.

Thank you's?

Carl Nyblade

Ann Stevenson

(cards written and circulated for signatures)

Budget Discussion. Sky.

Discussion of RE Gift and mortgage line item (hard to explain, but important!)

Congregational meeting didn't surface any new or specific goals, but generally validated the goals that the Board has already identified.

Board finalized budget goals (with amounts and priorities), which will be passed on to the Stewardship Committee.

Next Meeting Date: Feb 27th

Meeting adjourned at 8:57 pm.:

Summary of Action Items:

- Rory will pass along ideas related to Nominations, to Barbara Gilday
- Rory to ask Drew Betz about being Chalice Lighters Ambassador

Attachments: (below)

Monthly Treasurer's Summary Report to the Board of Trustees

December 2019 Financials (50% of the fiscal year)

Prepared for the January 23, 2020 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

Items for Discussion:

1. "Extra Giving" campaign generated \$17,021 in donations. The donors have all been individually thanked by members of the Board.
2. "BUF slogan" contest is a success. 39 entries have been submitted so far. Deadline is January 31, 2020. Voting will take place February 2, 2020. Winning slogan(s) will be announced February 9, 2020.
3. Financial Oversight Committee recommends that the 2020-2021 budget be developed using the BUF contribution to each Program only, to minimize the confusion by listing each Program's income and expense separately. Many programs are self funding, either through fund raising or endowment. This information is not necessary in decision making for the new fiscal year.
4. Financial Oversight Committee recommends that the 2020-2021 budget assume an 8% shrinkage between pledges and actual payments..
5. External Review: Larson & Gross has not sent final report waiting for signature page. AdHoc committee to review results is needed.

Income and Expense:

| Income and Expense | <i>Year-to-date</i> | <i>% of budget</i> |
|--------------------------------------|---------------------|--------------------|
| <i>Pledge Income</i> | \$164,163 | 52% |
| <i>Total Donations</i> | \$194,690 | 52% |
| <i>Fundraising Income</i> | \$ 22,090 | 118% |
| <i>Rental Income</i> | \$ 18,643 | 46% |
| Total Income Year to Date | \$260,398 | 52% |
| Overall Expenses Year to Date | \$243,717 | 48% |
| Op. Income minus Expense | \$ 16,681 | |

Cash on Hand

| | This month | % Change | Prior month | Prior month |
|------------------|-------------------|-----------------|--------------------|--------------------|
| Checking balance | \$ 47,726 | 129% | \$20,953 | \$ 73,504 |
| Cash assets | \$222,246 | 15% | \$ 192,225 | \$195,210 |

| | | | | |
|---|------------------|------|-----------|-----------|
| Assets less liabilities (Cash on Hand*) | \$ 39,075 | 162% | \$ 14,934 | \$ 17,554 |
|---|------------------|------|-----------|-----------|

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 | \$ 34,476 | \$ 31,669 |
| Total Restricted Bank Account Funds | \$ 65,423 | \$ 64,305 |
| Total Designated Program Funds | \$ 69,628 | \$ 68,993 |
| Total in all funds | \$169,539 | \$164,967 |

Fundraising Summary

| Fundraising Event | Income YTD | Income Goal | % of Goal |
|--------------------------|-------------------|--------------------|------------------|
| Dinner Auction/Gala | \$ 0 | \$17,110 | 0% |
| Other Fundraising | \$ 1,849 | \$650 | 281% |
| Paddle Call 2018 | \$ 3,220 | | |
| Year End Gift –' 19-20 | \$17,021 | | |
| Total Fundraising | \$22,090 | \$18,760 | 118% |

Other Status Updates/Requests/Documentation:

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

Attachments

Treasurer's Report

December 2019 Balance Sheet Prev Year comparison

December 2019 Cash on Hand Report

December 2019 YTD I&E Annual Budget Comp

December 2019 Monthly Income and Expense Compared to Actual Budget

December 2019 YTD I&E Budget 12-spread comp