

BUF Board of Trustees Meeting (virtual, via Zoom)

March 26, 2020

NOTE 1: The Board also met virtually via Zoom on 3/13/20 and 3/19/20, in order to informally discuss rapidly developing events related to COVID-19 (coronavirus). Minutes were not taken during these meetings, but there were also no motions or formal Board-level decisions made. Going forward, minutes will be taken at all virtual Board meetings.

NOTE 2: Due to coronavirus concerns, the Board and Minister decided via email to close the BUF building on 3/21/20.

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)

Other participants: Barbara Gilday

Minutes by Melissa Swift, Secretary.

Chalice lighting 7:05 pm; Checkins

Approval of last meeting minutes. Minutes from 2/27/20 meeting were approved by email on 3/9/20.

Thank You's. Rod.

Suggested that we should thank Mark Allyn, but how? Circulating a card for signatures no longer works. So...Board members recorded a visual/auditory thank you while we were all on Zoom and it will be sent to Mark electronically.

Treasurer's Report: Sky. Summary appended below.

Need to make a few changes to get through the rest of this fiscal year.

Per Sky's request, Rory moves that \$5,128 be transferred from RE Gift to current year's budget. Motion seconded and passed.

Sky would most likely be in favor of taking WECU up on their offer for us to temporarily defer mortgage payments, but needs some more details about the specifics from WECU.

Our load would be extended, to compensate for not paying now. This option was posted in the MWU as a possible money-saving option.

Debbie moves that we authorize Sky and Kathy to talk to WECU about the offer made to postpone our mortgage payments.

Motion seconded and passed.

Sky recommends that we ask members about whether they think they can still fulfill this year's pledge. This is a task for the Stewardship committee.

Minister's Report: Paul. Discussion (no attachment).

Paul provided greater detail than usual (more 'operations' type items), so that we know that things are being addressed.

- Lot's of staff learning going on.
- Grant from UUA (\$1K) to cover expenses related to Zoom and electronic delivery of Sunday Services.
- Starting to put some programs online, more to come
- Working from home is an adjustment!
- Building maintenance - Kathy had to be there for a couple of mandatory inspections
- Tech not working is very frustrating, trying to balance communication about it without overwhelming/confusing people
- Many people want to help. Long term, we will be forced to develop systems to communicate better about volunteer opportunities (not generally our strong suit). Short term, finding ways for people to actually help is challenging.
- Organizing/reaching out via birthday groups
- Staff wants to ask for feedback/ideas, but also can't implement every idea all at once
- Thank you's and phone calls are good for keeping up with the 'pulse' of BUF
- Would be nice to have video postings from Board (2 - 5 minutes)
- Reassurances about Sunday Services. Technically rather complicated, lots of people involved. This Sunday, Zoom only (we now have 300 participant licenses). Meeting with Celebrants earlier this week. Now, planning for one person to be host (lots of tasks), instead of Paul and Kevin co-hosting. PayPal link for donating, right in the chat. Worry about Zoombombing, and how to mitigate.
- Chalice-side chats with Paul (zoom)
- Pastoral Care, Flu Buddies working well
- How do we continue to fulfill our mission in this new reality? Questioning all of the things we used to do....creative ideas to do things differently, or do new things? Social Justice needs to remain central, but how?
- Visitor follow-up?
- Member meeting(s) via Zoom, just for reports from Board, etc (not formal Congregational meeting) ?
- Admin / Communications / Program - these are the three major categories that staff are using for planning. How should we use the Operations Team structure?

A unifying volunteer project / donation target would be nice. April and May organizations for Social Justice donations are already set (we should keep those, since the organizations are counting on the donations).

Can we split the plate for every Sunday, rather than designating the whole plate once a month?
Are there people in the BUF community who are in desperate need right now?

Murray, David, Bharti (and Paul if needed) will get together to talk about logistics of possible Board Q&A meetings and Board Chalice-side chats.

Nominating Committee Report. Barbara Gilday.

The Nominating team has come up with 14 names of people to ask/recruit, and the team has the Board's wish list of qualities wanted in new Board members. The committee will divide up the work of contacting those 14 people.

Stewardship Committee Report. Debbie.

We have pledges from 40% of people contacted. A bit delayed because normally many of the conversations happen in person at the church. Debbie will pass along to the committee that there needs to be post-coronavirus follow-up to check on whether people can still fulfill this year's pledge.

Booktoberfest will need to be a bigger fundraiser.

Operations Team Report. Rod.

Minutes from Feb 28th Operations Team meeting are appended below.

HR Committee Report. Murray.

Committee met a couple weeks ago. Discussion of need for strong communication if there is a need to make dramatic changes to employment terms. Paul advocates for not making quick changes, if possible (give lots of lead time).

Planning ahead for Congregational Meeting / Election.

Our Bylaws don't address a global pandemic (!) but they also don't limit us from doing something like a mail-in ballot. UUA might come up with some guidance.

How do we determine quorum?

Should we use Zoom? What about people who can't get online? They could call in to the Zoom meeting.

Two-step vote? Meaning, first have a vote on process?

Is there going to be a resolution? Not from BLM (8th principle) because too difficult to organize meetings about it.

Zoom meeting seems like the best option currently...but there are logistics to figure out.

Rory, Sky, Murray and Melissa volunteered to be on a Congregational Meeting Task Force.

Next Meeting Date: Thursday, April 2nd (Zoom)

Meeting adjourned at 9:02 pm.

Summary of Action Items:

- Send recorded thank you to Mark Allyn (Rory)
- Ask Stewardship Committee to contact current pledgers (Debbie)
- Plan/organize Board presence during our quarantine time (Murray, David, Bharti)
- Set initial meeting for Congregational Meeting Task Force (Rory or Murray)
- Ask WECU for details about deferral of mortgage payments (Sky)

Attachments: (below)

<Treasurer's Report>, <Operations Team - minutes from 2/28/20 meeting>

**Monthly Treasurer’s Summary Report to the Board of Trustees
February 2020 Financials (66% of the fiscal year)
Prepared for the March 26, 2020 Board Meeting**

Overview of current and projected status:

- BUF’s Operating budget shows a net income for February 2020 of -\$13,483.
- This net income is reduced further by BUF’s monthly capital expense (Mortgage Principal) of \$1324.
- The resulting total deficit for the month of January is -\$14,807.
- BUF is currently projected to have a deficit of -\$10,466 at the end of the 2019-2020 Fiscal Year (including mortgage principal reduction).
- BUF has a positive Cash On Hand (\$18,326). We have increased our long term reserves.

Motions Requested:

1. RE Gift: Motion requested:
 - a. Request additional \$5,128 to be transferred from the RE Gift to our 2019-2020 budget.
 1. Original computation did not include increase in DLL salary in regards to medical expenses
 2. Original computation did not include funding RE Assistant.
 3. Disbursement was less than Board approved.
 4. Detailed Spreadsheet attached.

	Board Approved 2019-2020	Actual budget 2019- 2020	Difference between approved and actual
RE Gift			
Total supported RE expenses	\$82,127	\$84,259	\$2,132
Disbursement from RE Gift	\$29,000	\$26,004	-\$2,996
From BUF Operating budget	\$53,127	\$58,255	\$5,128

Items for Discussion:

2. Updates to 2019-2020 Budget for March – June, 2020:
 - a. Income
 - i. Reduce forecast for:
 1. Pledge Income, Non-Pledge / Friends Donations and Cash Donations.
 2. Auction – MayFaire (\$5000), Board Bash (\$0)

3. Rental

b. Expenses

1. Maintain permanent staff with no reduction in salary or benefits.
2. Reduce Building Maintenance expense
3. Layoff or scale back hourly employees
 - a. Custodial contractors,
 - b. Building Steward,
 - c. Childcare Coordinator
 - d. Keyboard Artist II
4. Reduce utility expenses: Electricity, gas, water/sewer, garbage pickup
5. Reduce budget for Worship Arts
6. Propose deferment of mortgage payments for duration of shutdown (WECU must approve)
7. Eliminate contributions to Reserves (Building Maintenance, Emergency, and Sabbatical)

c. Additional Measures

1. Transfer Emergency Operating Reserve (\$22,966) to Operating Income
2. Apply \$3000 from RE Gift Special Initiative (\$10,000) to RE General Expenses

Income and Expense:

Income and Expense	<i>Year-to-date</i>	<i>% of budget</i>
<i>Pledge Income</i>	\$208,401	66%
<i>Total Donations</i>	\$246,884	66%
<i>Fundraising Income</i>	\$ 23,801	127%
<i>Rental Income</i>	\$ 29,969	74%
Total Income Year to Date	\$333,018	66%
Overall Expenses Year to Date	\$330,418	66%
YTD Op. Income minus Expense	\$ 2,600	

Non-operating Expense (Mortgage principal) \$1324 per month

Cash on Hand

	This month	% Change	Prior month	Prior month
Checking balance	\$ 22,409	-47%	\$ 42,455	\$ 47,726
Cash assets under Board control	\$200,777	-7%	\$216,075	\$222,246
Assets less liabilities (Cash on Hand*)	\$ 18,326	-45%	\$ 33,609	\$ 39,075

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	\$ 84,778	\$ 34,476
Total Restricted Bank Account Funds	\$ 69,405	\$ 67,080
Total Designated Program Funds	\$ 64,011	\$ 67,461
Total in all funds	\$218,195	\$169,017

Fundraising Summary

Fundraising Event	Income YTD	Income Goal	% of Goal
Dinner Auction/Gala	\$ 0	\$17,110	0%
Other Fundraising	\$ 1,861	\$ 650	286%
Paddle Call 2018	\$ 4502		
Year End Gift –'19-20	\$17,438		
Board Bash		\$1,000	
Total Fundraising	\$23,801	\$18,760	127%

Other Status Updates/Requests/Documentation:

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

BUF Operations Team Meeting

February 28, 2020

Attendees: Genia A, Paul B., Kathy W., Deb Cr., Rod H.

The team discussed the recent email written by Mary Alden to Rod H. and others about enhancing methods of communications between members of individual committees within BUF's councils, and between committees and councils. Kaitlin said the intent of the Healthy Relations Team (HRT) in the matter is not only to repair miscommunications or conflicts, but to be proactive before problems arise. This means councils or committees need to examine or develop charters and roles. Kaitlin mentioned she holds five or six notebooks containing Leadership Development training, which could be factored into the effort of the HRT to foster better communications. **[ACTION ITEMS NEEDED HERE]**

Deb C. is asking the committees within SEJC to complete profile sheets, and identify perceived barriers to communication within committees. The sheets are due for submission by the end of March.

Genia asked whether leadership training is targeted to specific groups or is the curriculum a set of general principles applicable to all?

Paul said the training is a caucus tailored to specific groups.

Deb asked what is the function of the Operations Team.

Paul said back in time there were 7 to 10 questions from the Board of Trustees to the individual committees within BUF where the answers were reporting mechanisms back to the BOT. The bottom line questions are (1) HOW ARE YOU DOING? (2) WHAT DO YOU NEED?

In March Kathy W. will be reporting to the BOT. In April Deb will be reporting to the BOT. It was noted that Murray Bennett, Vice President of the BOT, is the point of contact for BOT agenda.

Paul said the Operations Team and the BOT are doing well in planning and promulgating the upcoming budget. Timelines are being followed. **Decision:** BOT should invite members of congregation to budget discussions. **Action:** Paul will advise BOT of this suggestion.

Paul said there needs to be training conducted on how to operate ZOOM for "all major leaders at the church." **Action:** [who will set up training and when?]

Kaitlin led the group in reviewing and revising the Operations Team Roles of Members and Meeting Procedures within the language of the Operations Team Policy and Procedures **Action:** Rod will ensure all Operations Team members can access the agenda and minutes on Google-docs. The minutes need to be revised and then approved at the next meeting.

Action Items

1. Response to Mary Alden email (if any)
2. Paul to advise BOT of idea of inviting congregation members to budget discussions
3. Rod will ensure all Ops Team members have access to Google docs for agenda and minutes each month
4. Minutes to be approved as first item next meeting.
5. Kaitlin will share revised copy of meeting procedure and next section of Operations Team P&P to be reviewed at next meeting.

Next meeting: March 27, 2020 4:00 pm