

## **BUF Board of Trustees Meeting (virtual, via Zoom)**

April 9, 2020

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: John Stewart, Genia Allen-Schmid, Deb Cruz

Minutes by Melissa Swift, Secretary.

Chalice lighting 7:05 pm; Checkins

**Approval of last meeting minutes.** Minutes from 4/2/20 meeting were approved by email on 4/5/20.

### **Board decisions made via email between meetings:**

- On April 3rd, Sky Hedman, Treasurer, asked the Board Trustees to approve the deferment of mortgage payments to WECU for a period of up to six months. The maturity date (5/01/2027) would be extended to 11/01/2027. The request for approval was made by email. On April 4, 2020, the Board of Trustees voted unanimously by email in support of this action.
- On April 4th, Sky made a motion by email, asking that the Board of Trustees support the application for a PPP loan (Paycheck Protection Program from the U.S. Small Business Administration). Rory seconded the motion by email. Board members voted by email. The motion passed on April 5, 2020.

### **Treasurer's Report:** Sky.

WECU granted our request for mortgage deferment (see above).

PPP application completed yesterday (4/8/20), then follow-up documents uploaded today (4/9/20) (see above).

Need budget re-forecast for next few months (Sky, Kathy, and Paul will discuss).

Good contributions coming in, so income for this month is looking better than last month.

Asked Sue to give us an update on pledges: 57% of pledges returned so far, and we have reached 68% of our pledge goal.

Discussion of timing of budgeting meetings.

General consensus that we should put out the best budget we can right now, then have another congregational meeting to make updates to the budget later. Rory mentioned one congregation that decided to hold a congregational meeting every 4 months. Fiscal year ends at the end of June, so in practical terms we need some sort of budget as of July 1st. Bylaws state that the budget has to be presented at the May congregational meeting.

Assume current bare bones budget, and propose that kind of budget for next 4 months or so?

**Congregational Meeting Logistics.** Rory.

Rory moves to reschedule the 2020 annual congregational meeting from May 17th to May 31st. Seconded, passed.

Rory has ballot items identified, but does not yet have a full agenda ready.

Discussion of possible congregational meeting procedures.

This will probably be a very well attended congregational meeting.

Need schedule/plan for weeks leading up to the meeting.

Last Board meeting of April (30th) should be our budget discussion (Sky will have something for the Board by then). Then, send Board-approved budget to congregation at least 15 days before the May 31 meeting (per bylaws), along with formal announcement of meeting

**Thank You's.**

E-card options being investigated by Bharti and Rod.

Jeff Copeland is the next recipient (will try out the e-card).

**Next Meeting Date:** April 16th, 7pm

**Meeting adjourned at 8:17 pm.**

**Summary of Action Items:**

- Debbie will follow-up with Rick Steele about data management (pledge)
- Sky meet with Paul and Kathy to discuss budget forecasting

**Attachments:** (none)