

BUF Board of Trustees Meeting (virtual, via Zoom)

April 23, 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: Sarah Pearson, Genia Allen-Schmid, Deb Cruz

Minutes by Melissa Swift, Secretary.

Chalice lighting 7:01 pm; Checkins

Approval of last meeting minutes. Minutes from 4/16/20 meeting were approved by email on 4/20/20.

Treasurer's Report: Sky. Summary appended below.

PPP loan awarded, and we have rec'd the money (in the nick of time, related to our current cash on hand amount)

Mortgage deferred for 3 months, with option to apply for another 3 months

Strategy for budget for April, May, June 2020:

- For PPP, we need to prove we kept people on payroll, and paid utilities, then loan is forgiven.
- We won't draw down from our operational reserves, b/c we don't need them right now...we will need them later, next fiscal year.
- We won't withdraw any more from the RE Gift, since we had intended that withdrawal to cover payroll. We will start drawing this again in July.

Rory makes a Motion: Board supports the following PPP disbursement schedule: \$20K in April, \$20K in May, and \$13,500 in June.

Seconded, passed.

Paul notes there will be some savings from Payroll tax holiday, and also says that Endowment got a big donation recently.

Stewardship Report. Debbie.

We are at 77% of goal for next year in terms of pledges. Comparable to previous year.

That is with 68% response, so people are being generous.

Good to keep in mind that our goal is higher than it was last year.

Stewardship committee would like to focus solely on canvass and pledges, next year, and not 'other fundraising' - split off as a separate committee/team? Not sure if there is volunteer energy available for this.

Budget Schedule.

Sky, Paul, and Kathy got together a tentative budget. Now they need Operations Team to look at it (and any of us from the Board).

Rory had an article in the MWU this week about the schedule.
We are currently on track.

What should we deliver to the congregation? Should be easier to read, condensed (not full detailed spreadsheet)

May 21 7pm Board will present the budget ahead of time (Budget Hearing). BUF members will be encouraged to submit questions in writing before this meeting, so they can be discussed/addressed prior to the main Congregational Meeting.

FAQs to be published in MWU on 20th and 27th (Bharti)

Congregational Meeting planning.

Next Board meeting we will have more time to work on meeting planning, and a 'dress rehearsal.'

Thank You's.

Rod and Bharti will create a Thank You e-card, get notes/signatures from Board members, and send it to Noreen Fujito-Sacco (in particular for her work facilitating Milestones on Zoom).

Next Meeting Date: April 30th

Meeting adjourned at 7:55 pm.

Summary of Action Items:

- Follow-up on previous action item: Debbie ordered a sign for front of church

Attachments: (below)

<Treasurer's Report Summary>

Monthly Treasurer's Summary Report to the Board of Trustees
March 2020 Financials (75% of the fiscal year)
Prepared for the April 23, 2020 Board Meeting

Overview of current and projected status:

- BUF's Operating budget shows a net income for March 2020 of -\$16,583.
 - This net income is reduced further by BUF's monthly capital expense (Mortgage Principal) of \$1384.
 - The resulting total deficit for the month of March is -\$17,867.
- As of March 31, 2020, BUF has a Cash On Hand of \$14,918, a level which does not cover payroll.
- The financial forecast for April – June, 2020, has been updated to include:
 - Anticipated income shortfall and reduced expenses due to the Corona Virus shutdown
 - Mortgage payment deferral of three months (approved by WECU).
 - Paycheck Protection Plan loan of \$53,500, received April 21, 2020.
- With the benefit of the PPP loan, BUF is currently projected to have a net operating income of \$16,269 at the end of the 2019-2020 Fiscal Year.

Motions Requested: Request disbursement of PPP loan in the following increments:

April: \$20,000

May: \$20,000

June: \$13,500

Items for Discussion:

Adjustments to 2019-2020 Budget for April – June, 2020. *Building was shut down March 11, 2020.*

1. Income
 - a. Reduce forecast for:
 - i. Pledge Income, Non-Pledge / Friends Donations and Cash Donations.
 - ii. Fundraising – MayFaire (\$0), Board Bash (\$0)
 - iii. Rental (\$0)
 - b. Eliminate RE Gift disbursements for April – June 2020.
 - c. Increase income by amount of PPP loan (\$53,500.)

2. Expenses

1. Reduce Building Maintenance expense
2. Defer mortgage payments to WECU for three months.
3. Reduce utility expenses: Electricity, gas, water/sewer, garbage pickup
4. Reduce budget for Worship Arts
5. Maintain permanent staff with no reduction in salary or benefits.
6. Pay leave benefits for hourly employees under the federal Families First Coronavirus Response Act.
 - a. Building Stewards
 - b. Childcare Coordinator
 - c. RE Assistant
7. Eliminate contributions to Reserves (Building Maintenance, Emergency, and Sabbatical)

Income and Expense:

| Income and Expense | <i>Year-to-date</i> | <i>% of budget</i> |
|-------------------------------------|---------------------|--------------------|
| <i>Pledge Income</i> | \$233,461 | 74% |
| <i>Total Donations</i> | \$277,894 | 74% |
| <i>Fundraising Income</i> | \$ 23,801 | 127% |
| <i>Rental Income</i> | \$ 31,379 | 78% |
| Total Income Year to Date | \$367,410 | 73% |
| Total Expenses Year to Date | \$366,990 | 73% |
| YTD Op. Income minus Expense | \$ 419 | |

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

Cash on Hand

| | This month | % Change | Prior month | Prior month |
|------------------------------------------------|-------------------|-----------------|--------------------|--------------------|
| Checking balance | \$ 18,276 | -16% | \$ 22,409 | \$ 42,455 |
| Cash assets under Board control | \$197,741 | -2% | \$200,777 | \$216,075 |
| Cash on Hand* (Assets less liabilities) | \$ 14,918 | -19% | \$ 18,326 | \$ 33,609 |

Funds Activity Report

| Funds Activity | This month | Prior month |
|----------------------------------------|-------------------|--------------------|
| Total Designated Board Funds available | 0 | 0 |
| Total Restricted Investment Funds | \$ 29,396 | \$ 34,476 |
| Total Restricted Bank Account Funds | \$ 71,077 | \$ 69,405 |
| Total Designated Program Funds | \$ 60,346 | \$ 64,011 |
| Total in all funds | \$160,819 | \$167,892 |

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.

*Notes on Cash on Hand:

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.

Financial Reports attached:

Monthly Asset Balances
 Monthly I&E Comparison
 Statement of Cash Flow
 Balance Sheet Prev Year Comparison
 Cash Liquidity Report
 Funds Activity Report
 I&E Annual Budget Comparison
 I&E YTD Budget Comparison