

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

July 23, 2020

Attendees: Murray Bennett, Bharti Kirchner, Rod Haynes, David Curley, Melissa Swift, Debbie Boots, John Stewart, Henry Ohana, Sarah Pearson

Not Present (Excused): Paul Beckel (Ex-Officio)

Other participants: Sky Hedman (Treasurer)

Minutes by Melissa Swift, Secretary.

Chalice lighting 7:07 pm; Checkins

**Approval of last meeting minutes.** Minutes from 6/18/20 meeting were approved by email on 7/5/20.

### **Board Officer's Election**

Slate of volunteers for Officer positions:

- Murray Bennett - President
- Bharti Kirchner - Vice President
- John Stewart - Secretary

David moves that we elect the slate above as Board Officers for the 2020-2021 year.

Seconded. Motion passed.

### **Thank You's.** Rod.

Rod recommends Karen and Chad Nuckles-Flinn for providing great music during services. Encouragement from Rod to Board members to let him know about people who should be thanked. Recipients will get an e-card from the Board.

Other recommendations for future thank you's:

- David recommends Barbara and Jaco ten Hove, and Carrie Koehline, for worship services and music.
- Henry recommends volunteers who are weeding BUF grounds (Pam Ives, Judy Kasper, Lauralee Carbone)

**Treasurer's Report:** Sky. Summary appended below.

Two motions were made, as requested by Sky (see summary):

- 1) Debbie moves that Sky Hedman and John Stewart represent the Board of Trustees of Bellingham Unitarian Fellowship in researching and negotiating a re-finance to BUF's mortgage. Bharti seconded. Motion passed.
- 2) Henry moves that Murray Bennett, as the incoming President of the Board of Trustees of Bellingham Unitarian Fellowship is a duly appointed signer on checks or transfer

documents from NCCU and WECU. This authority includes all checking and savings accounts at those institutions. John seconded. Motion passed.

**Approval of new members to HR Committee.** Murray.

Murray moves that Melissa Swift and Jae Heidenreich be added to the HR Committee (replacing two members who left). Bharti seconded. Motion passed.

**New Board Member Orientation Planning.** Murray.

Normally Paul does three training sessions before Board meetings, those are good and will likely happen (after confirming with Paul). Those meetings are about 'big picture' though...what about nuts and bolts details or questions? New members encouraged to call Murray or another experienced member.

**Board Retreat Planning.** Murray.

In the past, Board Retreat included a social gathering Friday evening, then a meeting at BUF on Saturday for 4-6 hours to discuss long term planning. We cannot replicate this exactly while on Zoom. (How do we do social hour? What is a sensible agenda and length of time?)

Shorter - maybe focus on COVID planning?

Diversity - big topic these days....David volunteered to champion

Membership recruitment / attraction (will look different b/c of COVID). Attracting new groups/types of members?

Possibility of a shorter retreat now and then another one in 6 months.

Murray, Sarah and Debbie will meet to come up with a plan/agenda for the retreat.

**Action items re: Healthy relationships & Pastoral Care Teams.** Debbie.

Debbie has two main concerns (brought up via email prior to the Board meeting):

- 1) "The first situation is that I feel the Board of Trustees has a responsibility to understand the 'health' of the church. We keep our eye on the financial health - but we previously discussed needing a better idea of relationship health. Specifically, why do people leave BUF?"
- 2) "The second situation is the inconsistency of the BUF response to members who are sick or hospitalized but might never get an official contact from BUF to check in on them....Especially important during a global pandemic!"

Some discussion, concluding in the Board supporting Debbie in (a) reaching out to the Healthy Relationships Team for help/ideas/history about membership and relationship health of BUF, and (b) reaching out to the Pastoral Care Team for help/ideas/history about contacting members who are sick or in need.

**Meeting Dates for the 2020-2021 Board Year.** Murray.

Board meetings will continue to be held on the 4th Thursday of each month, from 7-9pm, with the following exceptions:

Nov 19, 2020

Dec 17, 2020

Apr 15, 2021

Apr 29, 2021

Scheduling of Congregational Meeting(s) is tabled until next month, when Paul can contribute

**Report on 2020 UUA General Assembly (GA).** Bharti.

Bharti attended GA (virtually) for the first time and reported back to the Board about some of the highlights:

- Much talk about Nov election (keeping it free and fair)
- “The Way of Gratitude” by UU minister (Galen Guengerich) - recommended!
- Four days of Zoom was a lot!
- UUA trying to keep pace with changes and stay relevant.
- Naomi Klein (Ware lecture), talked about Green New Deal

**Next Meeting Date: August 27th**

**Meeting adjourned at 8:11 pm.**

**Summary of Action Items:**

- Murray, Sarah and Debbie meet for Board Retreat planning
- Debbie will reach out to Pastoral Care and Healthy Relations teams and ask them for proposals related to keeping track of members

**Attachments:** (below)

<Summary of Treasurer’s Report>

**Monthly Treasurer's Summary Report to the Board of Trustees**  
**June 2020 Financials (100% of the fiscal year)**  
**Prepared for the July 23, 2020 Board Meeting**

**Overview of current and projected status:**

- Pledge results for this fiscal year were excellent.
  - Total Pledges:           \$310,707
  - Total Pledge Income: \$315,238
  - Unpaid pledges were 2% of pledge total.
  - Extra pledge donations were 5% of pledge total.
- Net Income for fiscal year:
  - BUF's Operating budget shows a net income of **\$15,107** for the 2019-2020 fiscal year. This figure may be adjusted when the final reconciliation is complete.
- PPP loan
  - The period covered by the PPP loan is over. BUF is waiting for guidance from WECU on applying for "forgiveness" of this loan. BUF has met the requirements for forgiveness.
- Cash on Hand:
  - As of June 30, 2020, BUF has a Cash On Hand of -\$22,506. This number includes the PPP loan as a liability.
  - Predicting that the PPP loan will be forgiven, the adjusted Cash on Hand is **\$30,994**. Our goal is \$70,000 Cash On Hand.
- The financial forecast for July, 2020 includes:
  - BUF will resume making mortgage payments August 1, 2020. The deferral of three months is over.
    - When mortgage payments resume, BUF will pay back the deferred interest of \$5771.60 from the Building Maintenance Reserve. A \$5000 contribution to Building Maintenance Reserves was made in May.
  - BUF contributed \$20,000 in May and June to Emergency Reserves.
- The Financial Oversight Committee recommends moving forward with a re-financing of BUF's mortgage, which has a current rate of 4.4%. Mortgage interest

rates are at historic lows. Per WECU, we cannot proceed until we have resumed making mortgage payments.

**Motions Requested:**

1. Motion to add Board President (Murray Bennett) and remove former President (Rory McLeod) from bank accounts at NCCU and WECU.
  - a. Move: Murray Bennett, as the incoming President of the Board of Trustees of Bellingham Unitarian Fellowship is a duly appointed signer on checks or transfer documents from NCCU and WECU. This authority includes all checking and savings accounts at those institutions.
  
2. Motion to support research into re-financing of our mortgage by Sky Hedman and John Stewart.
  - a. Move that Sky Hedman and John Stewart represent the Board of Trustees of Bellingham Unitarian Fellowship in researching and negotiating a re-finance to BUF’s mortgage.

**Items noted:**

Note that Minutes for this meeting must include the new roster of officers, with their first and last names. These minutes must also be approved before we can proceed with Motion #1 (above.)

***Income and Expense:***

<b>Income and Expense</b>	<i>Year-to-date</i>	<i>% of budget</i>
<i>Pledge Income</i>	\$315,238	100%
<i>Total Donations</i>	\$ 64,085	97%
<i>Fundraising Income</i>	\$ 83,383	444%
<i>Rental Income</i>	\$ 31,409	78%
Total <b>Income</b> Year to Date	\$518,032	103%
Total <b>Expenses</b> Year to Date	\$502,925	100%
<b>YTD Op. Income minus Expense</b>	<b>\$ 15,107</b>	

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

Cash on Hand

	<b>This month</b>	<b>% Change</b>	<b>Prior month</b>	<b>Prior month</b>
Checking balance	\$ 47,027	201%	\$ 15,648	\$ 30,209
Cash assets under Board control	\$241,128	0%	\$240,181	\$243,871
<b>Cash on Hand</b> *(Assets less liabilities, including PPP Liability)	-\$ 22,506	-96%	-\$ 11,463	\$ 9,151
<b>Cash on Hand (removes PPP Liability)</b>	<b>\$ 30,994</b>	-26%	\$ 42,037	\$ 62,651

## Funds Activity Report

Funds Activity	This month	Prior month
Total Designated Board Funds available	0	0
Total Restricted Investment Funds	\$ 35,878	\$ 29,395
Total Restricted Bank Account Funds	\$ 86,853	\$ 71,245
Total Designated Program Funds	\$ 57,904	\$ 51,615
Total in all funds	\$180,635	\$152,255

### 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	\$ 5,133		100%
Year End Gift –'19-20	\$17,938		
Pandemic Grants & Income	\$58,451		100%
Board Bash		\$1,000	0%
<b>Total Fundraising</b>	<b>\$83,383</b>	<b>\$18,760</b>	<b>444%</b>

### Other Status Updates/Requests/Documentation:

1. Members of the Financial Oversight Committee are John Stewart, Frank McDonald, Brian Quick, Pam Ives and Cathy Campbell.
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 YTD Budget Comparison