

BUF Board of Trustees Meeting (virtual, via Zoom)

June 18, 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: Sara Pearson, John Stewart

Minutes by Melissa Swift, Secretary.

Chalice lighting 7:01 pm; Checkins

Approval of last meeting minutes. Minutes from the 5/14/20 meeting were approved by email on 5/28/20.

Approval of Congregational Meeting minutes. Minutes from the 5/31/20 Congregational Meeting were conditionally approved by the Board (by email) on 6/16/20. They will be submitted for final approval at the next Congregational Meeting.

Thank you's. Rod.

Drew Betz - for great stories during services

Peter Luton - volunteer grass mower

Method of thank you TBD (Rod and Bharti will decide)

Treasurer's Report: Sky.

(summary appended below; amended version of May's summary also appended below)

In good shape. We actually have fewer no-shows on pledge promises for this year. Net situation is reassuring and inspiring.

Discussion of renters and rental income and related considerations

(start planning in July for requirements/conditions, negotiate with renters in August, so they can start in September as desired, if possible at all)

Longer term concern - are we getting any new members?

Minister's Report: (appended below)

Comfortable that we can carry forward through the summer (Sunday services)

In the Fall, we might start doing hybrid services, but will do some sort of online offering indefinitely.

Great volunteer coverage for Summer Sunday services

Now we have to be a lot more prepared in advance to make Sunday mornings work smoothly, as opposed to in-person when many people knew how things should work.

Discussion about transitions during services, troubleshooting (not all volunteers have the same skill level with the technology). Kai (paid) will be host for Summer. Good to have continuity. We want to get better and better. People have high expectations.

During summer, encourage “less elements” and “less volunteers” and shorter than normal duration.

Safety and Security team has created a document/policy, but would like to pass along the responsibility to carry it forward, and adapt it for building re-opening, etc....it's not comprehensive yet? Paul will send to Board for review.

Debbie had question about visiting people in hospital, etc,....i.e., Pastoral Care Team....the work they do needs to be publicized more

Discussion of when we can start meeting in small groups, outside, with social distancing?

Suggestion to use terms such as “lower risk” rather than “safe” when communicating about in-person activities.

Community Within BUF. Paul.

Fairly quiet past three months, since we can't do as much in person.

We have more communications infrastructure than we have had, hopefully we will keep going in that direction. Crucial for Membership Coordination.

Book groups are still meeting, Men's group still meeting, Chalice circles going well

No Dinners for Eight, no Women's Retreat

Birthday groups great new form of networking, but still just starting to get going

HR Report. Murray.

HR team has met once in the past three months (recently). Needs new member. Melissa volunteered to be considered.

Feedback on Congregational Meeting. Debbie

Request for newly elected members to give feedback.

Save document with other Board documents? (so it will be accessible and able to inform next Zoom Congregational Meeting)

Updates on ad hoc teams. Murray.

Debbie - kitchen upgrade stuff - on hold

Membership team - ad hoc - to do the work of a Membership Coord - Angie (the work has changed significantly...will add to agenda for next month's BoT meeting)

Policies & Procedures ad hoc committee - hasn't met for several months, still have work to do

Communications team - Rory - priority is congregational feedback mechanism. Paul's survey is great. Can we do a quarterly survey? Communications Coordinator person instead of a team? Functions are important. Needs coordination between Board and IT.

Ad Hoc committee on resolutions. Rory.

Goal was Procedure for making resolutions

8th principle resolution coming soon (within a month)?

Committee has done a lot of work on categorizing various types of resolutions, each need different policies

They will propose some changes to policy, Bylaws, and make some recommendations for Ops Team, fairly soon (couple of months?)

Vote on GA delegates. Paul.

Rory moves to recognize Rick Steele, Lew Phinney, and Bharti Kirchner as official delegates of BUF at UUA's General Assembly 2020.

Motion seconded, passed.

Buildings & Grounds suggestion. Debbie.

Buildings and grounds (B&G) tasks that need doing - publish list to congregation, to see if we can get skilled volunteers.

We don't really have an active B&G committee.

Long term, it would be great to find some leadership and build a cohesive group. Debbie will try to move this forward.

Procedure rules for Board meetings. Rory.

Rory suggested that the Board adopts the Democratic Rules of Order (Democraticrules.com) and uses those instead of Robert's Rules. We have essentially been doing this informally already. If the Board uses these rules for a while, successfully, it might make sense to propose a change to the Bylaws for the whole congregation.

Board Procedures (Board Meeting Rules) currently states:

- A. The Vice-President shall ensure that, whatever decision-making and other processes are used, the processes are clear, fair and consistent meeting to meeting.

Angie moves that the Board of Trustees uses Democratic Rules of Order.

Seconded, passed.

The Board Meeting Rules will be updated to reflect this change.

Suggestion from Angie for next year's Board

Non-officer Board Members should have some sort of specified role?

Possibilities include: Backup Treasurer, backup Secretary, maybe something else for these new times?

Assigned liaisons to other specific groups (RE, B&G, worship, etc)
Good topic to bring up in July, as an agenda item for Board retreat

Next Meeting Date: July 23rd, 7pm

Meeting adjourned at 8:59 pm.

Summary of Action Items:

- Update Bylaws (per Congregational Meeting) - Melissa
- Update Board Meeting Rules (per motion above related to Democratic Rules) - Melissa

Attachments: (below)

<Summary of Treasurer's Report for June meeting>

<Amended Summary of Treasurer's Report for May meeting>

<Minister's Report>

**Monthly Treasurer’s Summary Report to the Board of Trustees
May 2020 Financials (92% of the fiscal year)
Prepared for the June 18, 2020 Board Meeting**

Overview of current and projected status:

- BUF’s Operating budget shows a net income for May 2020 of \$5,301.
- As of May 31, 2020, BUF has a Cash On Hand of \$-11,463. This number includes the PPP loan as a liability.
- Predicting that the PPP loan will be forgiven, the adjusted Cash on Hand is **\$42,037**.
- The financial forecast for June, 2020 includes:
 - Anticipated income shortfall and reduced expenses due to the Corona Virus shutdown
 - Mortgage payment deferral of three months (approved by WECU). Mortgage Payments will resume in August, 2020. \$5000 contribution to Building Maintenance Reserves made this month to apply towards mortgage payments in August, 2020.
 - Contribution to Emergency Reserves of \$20,000 (May, June).
- BUF is currently projected to have a net operating income of \$8421 at the end of the 2019-2020 Fiscal Year.

Motions Requested:

Items noted:

1. Maintain permanent staff with no reduction in salary or benefits.
2. Pay leave benefits for hourly employees under the federal Families First Coronavirus Response Act.
 - a. Building Stewards
 - b. Childcare Coordinator
 - c. RE Assistant

Income and Expense:

Income and Expense	<i>Year-to-date</i>	<i>% of budget</i>
<i>Pledge Income</i>	\$282,685	97%
<i>Total Donations</i>	\$330,711	96%
<i>Fundraising Income</i>	\$ 59,052	354%
<i>Rental Income</i>	\$ 31,4049	81%
Total Income Year to Date	\$455,748	98%
Total Expenses Year to Date	\$449,523	97%

YTD Op. Income minus Expense	\$ 6,225	
-------------------------------------	-----------------	--

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

Cash on Hand

	This month	% Change	Prior month	Prior month
Checking balance	\$ 15,648	65%	\$ 30,209	\$ 18,276
Cash assets under Board control	\$240,181	-2%	\$243,871	\$197,741
Cash on Hand*(Assets less liabilities, including PPP Liability)	\$ -11,463	-225%	\$ 9,151	\$ 14,918
Cash on Hand (removes PPP Liability)	\$42,037	-33%	\$62,651	

Funds Activity Report

Funds Activity	This month	Prior month
Total Designated Board Funds available	0	0
Total Restricted Investment Funds	\$ 29,395	\$ 29,395
Total Restricted Bank Account Funds	\$ 71,245	\$ 70,771
Total Designated Program Funds	\$ 51,615	\$ 53,246
Total in all funds	\$152,255	\$153,412

Fundraising Summary

Fundraising Event	Income YTD	Income Goal	% of Goal
Dinner Auction/Gala	\$ 0	\$16,110	0%
Other Fundraising	\$ 1,861	\$ 550	286%
Paddle Call 2018	\$ 5,133		
Year End Gift –'19-20	\$17,438		
Pandemic Grants & Income	\$34,620		
Board Bash		\$1,000	
Total Fundraising	\$59,052	\$17,660	354%

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 Annual Budget Comparison
I&E YTD Budget Comparison

**Monthly Treasurer's Summary Report to the Board of Trustees
April 2020 Financials (83% of the fiscal year)
Prepared for the May 28, 2020 Board Meeting
Amended**

Overview of current and projected status:

- BUF's Operating budget shows a net income for April 2020 of \$4,663.
 - Mortgage payment was deferred.
 - We received an Endowment donation of \$39,000.
- As of April 30, 2020, BUF has a Cash On Hand of \$9151. This number includes the PPP loan as a liability.
- Predicting that the PPP loan will be forgiven, the adjusted Cash on Hand is \$62,651.
- The financial forecast for May – 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).
 - Contribution to Emergency Reserves of \$20,000.
- BUF is currently projected to have a net operating income of \$5,804 at the end of the 2019-2020 Fiscal Year.

Motions Requested:

Items noted:

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

1. Income
 - a. Update 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, and Emergency, maintain Sabbatical)

Income and Expense:

Income and Expense	<i>Year-to-date</i>	<i>% of budget</i>
<i>Pledge Income</i>	\$258,438	82%
<i>Total Donations</i>	\$305,349	81%
<i>Fundraising Income</i>	\$ 23,801	127%
<i>Rental Income</i>	\$ 31,379	78%
Total Income Year to Date	\$396,451	79%
Total Expenses Year to Date	\$401,561	80%
YTD Op. Income minus Expense	\$ -5110	

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

Cash on Hand

	This month	% Change	Prior month	Prior month
Checking balance	\$ 30,209	65%	\$ 18,276	\$ 22,409
Cash assets under Board control	\$210,372	6%	\$197,741	\$200,777
Cash on Hand* (Assets less liabilities, including PPP Liability)	\$ 9151	-39%	\$ 14,918	\$ 18,326
Cash on Hand (removes PPP Liability)	\$62,651	320%		

Funds Activity Report

Funds Activity	This month	Prior month
Total Designated Board Funds available	0	0
Total Restricted Investment Funds	\$ 29,395	\$ 29,395
Total Restricted Bank Account Funds	\$ 70,771	\$ 71,077
Total Designated Program Funds	\$ 53,246	\$ 60,346
Total in all funds	\$153,412	\$160,819

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, 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 Annual Budget Comparison
I&E YTD Budget Comparison

BUF Minister's Report to the Board
Rev Paul Beckel
June 10, 2020

Thank you all so much for the smooth Congregational meeting! I've had a number of people say to me how proud they were of BUF for being able to pull that off: the logistics, the presentation, *and* the content (budget...).

Since we met last, I've had multiple conversations and Zoom meetings about summer programs and preparation for the fall. Once it became clear that we'd be presenting Sunday services online for the foreseeable future, I began putting less time into adapting everything week-to-week, and more time into solidifying new but no longer short-term processes and documentation.

For example, for planning and presenting summer services, I have a new online planning grid, and a new eleven page template that includes a presenters' oos, congregation's oos, and zoom host's oos. Each of these has vastly different levels of detail (last Sunday's service included 28 distinct elements, each with separate instructions for the Zoom host). The complete template document also includes extensive notes about distribution of the different oos, required prep and rehearsals for presenters, and Zoom settings. We're also continuing to develop a separate set of Zoom host instructions adapted to BUF's needs—and trying to be complete without being overwhelming.

I've moved my worship paraphernalia and electronic equipment back to BUF where I've led services from the sanctuary, the narthex, and now the conference room (where it seems the acoustics are best, and it's not as claustrophobic as I feared). Each move has led to setup challenges, but also good insights that I've been able to carry forward.

We have had a tremendous complement of presenters over the past 13 weeks of online services. And a number of new/interactive elements that would not have been considered, or not have been possible in the sanctuary. We had a separate Milestones service for about 6 weeks before attendance dropped to just a few people who were largely there to be supportive to others. Taize continues; I have learned a great deal from Zoom-hosting that service for the past three months. Since it's smaller and less formal, yet intended to be more serene, Taize has given me some insights about presenting Sunday services.

The Zoom hosts have met for ongoing training, clarification of our norms, scheduling, expanding our reach via YouTube, and how to maintain privacy online, especially for children. This last item did not get resolved. Genia is going to follow up by asking BUF parents about their preferences in this regard. Our Zoom hosts, so far, are Jeff Copeland, who has gone to great lengths to pull this all together, Rod Haynes, Kai Rappaport (our Building Host, who will be paid as a Zoom host), Mark Allyn, and Mike Kusick.

The celebrants team has met and helped me to get a sense of what shape summer services should take (their strong advice: pretty much the same shape they take now). Several celebrants have volunteered to help coordinate and/or lead summer services. My hope is that the planning grid and documents referred to above will help volunteers when I am less involved in leading Sunday services. The celebrants team also talked about how to maintain our privacy standards during online services. And the team had great input about how to do

flower communion in our new setting. Our celebrants are Sky Hedman, Noreen Fujita-Sacco, Rod Haynes, Su Livingston, Carrie Koehline, and Jeff Copeland.

Staff conversations about Summer services have included Melanie committing to provide accompaniment for three services in light of her reduced choir duties over the spring. Otherwise we'll be in short supply for musicians other than volunteers, so we agreed that some pre-recorded music found online would be used over the summer. I have urged all staff to find ways to ensure that they take time off over the summer (i.e. do a lot of organizing and prep with volunteers so they can take time off over the summer).

Patricia Conover and Barbara Lehman met with Genia, Kathy, and me to develop a survey on the congregation's current experience, summer expectations, and fall planning. A draft was shared with 10 reviewers for comment. The survey will be delivered to the whole congregation this week. Our group came up with a lot more questions than we felt could be meaningfully addressed at this time. We expect to do a follow up survey in the fall when we have a little more clarity about external forces that will affect BUF programs.

Contrary to what I suggested in earlier conversations with the board, I no longer believe that it's urgent to come up with a task force to develop a comprehensive policy about building use and returning to the building. Though there will certainly be questions on this topic to address, I think it will be ok to wait till late August to form a task force. In the short run there are only two matters I ask the board to consider: 1) following the local authorities' guidance re masking, distancing, and cleanliness, we have begun talking about having small groups meet in the BUF back yard, entering the building only by the back door, and only to use the rest rooms. 2) Our primary renters wish to work out contracts with us again. It would be helpful if one or two board members would work with Kathy on this to establish expectations for how they would use the building.

Finally, the pandemic and police circumstances remind us that health, safety and security will continue to be significant concerns for us for the long haul. We have had many conversations about this over the years, and have made many important incremental improvements in both policy and practice. And yet a comprehensive approach to safety and security has eluded us so far with volunteer teams becoming overwhelmed by the scope of planning and implementation of nearly *20 different categories* of health/safety/security goals. We have had a good team working on this over the past year or so. They have come up with a long and multifaceted but rough document which they would like to pass along to the board or to a new team who would continue the work. If the board is willing to take this on (*without trying to do it all*), the timing may be just right. I anticipate that when the congregation returns to the building they will anticipate, appreciate, and cooperate with new protocols, behavioral expectations, and investments regarding health, safety, and security at BUF. Perhaps most importantly—or, at least, this is what has been hardest for us so far—we will be able to recruit volunteers to put into practice whatever new protocols have been developed.

Wow. There's been a lot for us to get our heads around this spring. I applaud your steadiness, and resolve, and willingness to learn and to act to serve BUF's mission through it all.