

BUF Board of Trustees Meeting (virtual, via Zoom)
September 24, 2020

Attendees: Murray Bennett (President), Bharti Kirchner (Vice-President), Rod Haynes, David Curley, Melissa Swift, Debbie Boots, Henry Ohana, Sarah Pearson, John Stewart (Secretary).

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

Other attendees: Sky Hedman (Treasurer), Deb Cruz, Kathy Wahto, Genia Allen-Schmid

Minutes by John Stewart, Secretary.

Chalice lighting 7:03 pm; Checkins

Approval of last meeting minutes. John: Minutes from August 27, 2020 meeting were approved by email on 9/06/20.

CBB & the 8th Principle: Deb Cruz

- 8th principal forums are ongoing and attendance is variable. There is much feedback to review.
- CBB (Community Beyond BUF) includes approx. 15 different groups including SEJC teams, Denominational Affairs, Interfaith, Humanitas, BLM, Healthy Relationships Team. COVID has reduced activities for the time being.

Admin 1 Team Report: Kathy Wahto. Report appended below.

Some highlights are:

- Interest in BUF is up, interest in our diversity.
- The Endowment Fund has increased by 106% over the past year. The Endowment Committee has recommended that the \$1,980 Endowment Distribution be directed towards improving BUF's streaming video equipment. Murray: This does not require Board approval, according to the charter of the Endowment Committee.
- Very satisfying that the community has continued to support BUF financially and in other ways. Many positive written comments/compliments, which are forwarded to Paul.
- Building & Grounds is seeing heavy volunteer support.

Treasurer's Report: Sky. Summary appended below.

- Increased income: pledges and other donations above plan.
- Cash on hand is sufficient, although below goal.
- Opening BUF will require that individuals in the congregation be comfortable attending services. Improving the way the sanctuary is ventilated would probably help that process. Cost is unknown, but estimates are being obtained. Would not be part of the normal operating budget and might require specific congregational approval. May be able to use the \$28,000 left over from the building remodel.

Budget – 2nd half of the year: Sky.

- Budgets are a plan
- Existing budget, passed by the congregation in May, assumed that the building would reopen at the end of December. It now is more likely that the building will remain closed for the remainder of the fiscal year.
- We are not formally required to present a revised budget, however we told the congregation that we would, if needed and the changes are unusual enough to merit the presentation of a revised budget.
- A revised budget won't cut the heart out of BUF finances.
- The proposed revision will be presented to the Board at the October meeting.

HR Report: Murray. Report appended.

- Changes in Human Resources Committee makeup.
- Murray discussed the potential of joining the state unemployment pool (churches are not required to), but the costs seem to outweigh the benefits at this point.
- Committee meetings with permanent staff were discussed.
- **Murray moved that Andrea's compensation be increased \$25/gig as a result of her playing during the monthly Taize services. Motion was seconded and passed.**

"Building & Grounds" Concerns: Henry

- Concerns about burning out existing volunteers for building and maintenance chores.
- Proposing a congregation-wide volunteer call to increase the pool of volunteers and develop more of an ownership of the process and the facility.
- **Henry will talk to Jim Reimer to assess volunteer needs and report the next meeting.**

Minister Evaluation Plan: Bharti. Powerpoint of process appended

- Contract with Paul requires biennial reviews.
- **Bharti will select up to 8 congregants to assist in review. Interested in input on the selection of the 8.**

Discussion:

- Timeline will be completion by end of October
- Paul is aware of and participating in the process.
- It really matters how the 8 congregants are selected. Selection bias, those who know Paul well, how to have 8 who represent the different fields of interest/segments of the congregation. In past, the 8 have been selected in discussion with Paul. Maybe have Paul select 4 and have the Board select the other 4?
- Because of the crisis time of the COVID pandemic, there may always be an "asterisk" next to this review.

Retreat Review & Action Items: Murray, David & Debbie

- Sarah's summary of the COVID Discussion was very complete.
- In the next Midweek Update, announce the November Congregation meeting and the retreat results.
- Murray: The COVID Task force is still getting up and running.
- David: 8th Principal.
 - Preparing for the Congregational Meeting.
 - Any feedback/reactions will be appreciated.
 - Next goal: discuss with Birthday Groups and Chalice Circles (currently ongoing)
 - There will need to be a committee tasked with implementing the 8th Principal after adoption by the Congregation.
- Debbie Boots: Collaboration software project: next step is to form a Collaboration Committee as follows:
 - **Debbie moved that the Board form an Ad-hoc Collaboration Software Committee to research, investigate, select and implement collaboration software for use by the Board, staff and by BUF as a whole. Motion was seconded and passed.**

Thank-You's. Rod

- Lack of broad perspective of extraordinary service among members.
- Will discuss with Kathy Wahto.

Next Meeting Date: October 29, 2020

Meeting adjourned at 9:00 pm.

Summary of Action Items:

- **Sky: Budget – 2nd half of the year: to be presented at October Board meeting**
- **Henry: will talk to Jim Reimer to assess volunteer needs for Building and Grounds and report the next meeting.**
- **Rod: will discuss thank-yous with Kathy Wahto**
- **Bharti will select 8 congregants to assist in Minister Evaluation. Interested in input on the selection of the 8.**

Summary of Board Actions:

- Murray moved that Andrea's compensation be increased \$25/month as a result of her playing during the monthly Taize services. Motion was seconded and passed.
- Debbie moved that the Board form an Ad-hoc Collaboration Software Committee to research, investigate, select and implement collaboration software for use by the Board, staff and by BUF as a whole. Motion was seconded and passed.

Attachments: (below)

- Administrative Council Report
- Treasurers Report
- Human Resources Team Report
- Minister Evaluation at BUF

Endowment: Current chair is Gil Baker with three volunteers. No operational budget. The committee doesn't meet regularly but has had at least three meetings during past 12 months.

Total endowment assets equal **\$164,287** at 31 August 2020 compared to **\$79,453** at 31 August 2019, **106% increase**.

The endowment committee and the BOT have resolved several issues over the past year, including at what principal amount could a % of earnings be considered for disbursements, what would be the % of earnings to consider for disbursement and how the committee would determine a recommendation for use of disbursements. There was also lengthy discussion and a board resolution to accept and book the bequest of shares in the LLC ownership of the house on I Street (valued for book purposes at \$10,000.)

2019-20 endowment disbursement \$1,871 Defibrillator

2020-21 endowment disbursement \$1,980 Streaming video equipment

Administration, Bookkeeping and Database and Communication Management:
Actual Expense 2019-20 **\$13,345** compared to budget \$13,919. Current Budget \$13,909

BUF financial records, timely reporting, compliance reports, membership database, website and Zoom online meeting and streaming application, are maintained by the Administrator and Bookkeeper, with technical support from the IT team and data management team (Brian Quick, Sue Sayegh, Scott Heise, Paul Beckel, Kathy Wahto and Genia Allen-Schmid.)

The expansion of the Breeze applications and the creation of the On-Line Membership Directory are complete and in use. Breeze and Zoom communication tools have been critical during the virus lock-down, including service streaming, virtual church activities and meetings, virtual fundraising and donations, and the distribution of OOS every Sunday and during the May Congregational Meeting.

Audit: completed external professional review of cash handling & reporting, balance sheet and financial controls. Resulted in additional segregation of duties

and more organized oversight from trained internal volunteers. (Larson & Gross, \$825)

Special Fund-Raising campaign in December, Treasurer, Financial Oversight Committee, Admin and Bookkeeper devised BUF-wide appeal.

Employee Benefits: paid family and sick leave due to Wa state Family Leave Trust, with one-time sick and family leave benefits through Federal Families First program (estimated \$12,000.) Health insurance benefit re-established for qualifying employees and cost now reflected in Benefits instead of employee compensation. Established guidelines for 'work from home' due to pandemic.

Able to apply for and receive Federal Payroll Protection Program (\$53,500) to maintain payroll without significant reductions. Payroll documentation completed and waiting to be filed for full forgiveness.

Anonymous capital bequest of \$100,000 to apply to mortgage principle, enabling the re-amortization of our loan with WECU

Building and Grounds: Chaired by Frank McDonald who passed the lead status in August 2020 to Jim Reimer. \$9,657 Actual expense compared to budgeted \$12,950. Current 2020-21 budget is \$10,313

Goals: B&G has a handful of on-call volunteers and began monthly meetings in September to add more volunteers and identify priorities, including long-standing building projects dating back to the building expansion and more current maintenance and replacement needs. Partial list attached.

- We are in full compliance with Bellingham Fire Department, including elevator, fire alarm system, fire doors, fire exits, signage. Need to move Lockbox at some point to front of building
- Front doors successfully re-engineered by Rory McLeod, downstairs social hall doors need maintenance. All other doors secured and function as exit doors only. Roof, ceiling and water damaged bathroom restored. Dumpster area locked down. Building lock down and utilities minimized during pandemic.
- Planning started to upgrade kitchen, including dishwasher, replaced gas stove with electric commercial quality unit.
- Began lighting upgrade in office and conference room

Design Team-subgroup of Building and Grounds, chaired by Ginny Baker with four other members.

They have maintained the Narthex art display (previous docent Molly Monahan has retired from that role) and have been consulted around several ongoing projects in the church, including signage and displays, painting options, brochure cabinet in entry and banner displays.

Yard and landscape-subgroup of Building and Grounds. One small and one very large volunteer work party (late summer) There is quite a lot of exterior cleaning and maintenance work to accomplish, including cleaning the dumpster enclosure, fall pruning, mulching for winter, raking leaves, power washing sidewalk and porch, and establishing driplines in front and back gardens. No use of external contractors, due to budget constraints.

Safety: progress to report. A small committee formed and met almost weekly during late winter and early spring. Included Michael Berres, Eliana Friedlob, Jerry McGaha, Brian Quick and Kathy Wahto, with support from Alan Friedlob. A draft plan with an ambitious scope was completed and submitted to the Minister and the operations team. Much formatting and editing work remains to be completed, but work stopped at the same as the pandemic lockdown. Draft incorporated the Child Safety Plan, developed this spring by RE. Safety work completed: defibrillator purchased and installed, volunteer and staff regular background screening, signage for exits, removal of blocking obstacles, exterior doors secured, door monitoring during Sunday service,

IT Team, AV Committee worked together to upgrade the Projector and Screen Project in the Sanctuary, as well as many other audio and camera and lighting improvements needed to support streaming Sunday services. Solved innumerable challenges around equipment, planning and use of software and apps. Balance of 2018 paddle call used to help upgrade equipment when combined with \$2,000 from PNWUU technical grant.

Other successes included establishing long-term cloud-based archiving, improving password security in administration and improving wireless signal in building.

IT operating budget for 2019-20 for software and hardware was \$3,625 with \$5,311 in actual expense. 2019-20 budget is \$3,717.

AV Committee chaired for most of the year by Andrew Schoenberg who helped improve process documentation and training of volunteers, improved audio equipment and provided good support for renters wishing to use the Sanctuary AV.

Memorial Garden: Not currently meeting.

**Monthly Treasurer’s Summary Report to the Board of Trustees
August 2020 Financials (16% of the fiscal year)
Prepared for the September 24, 2020 Board Meeting**

Overview of current and projected status:

- Net Income for fiscal year (2020-2021):
 - BUF’s Operating budget shows a net operating income of **\$9119** for the month of August. For the second month in a row, BUF has exceeded our financial goals.
- Cash on Hand for August:
 - As of August 31, 2020, BUF has a Cash On Hand of -\$13,670. This number includes the PPP loan as a liability.
 - Predicting that the PPP loan will be forgiven, the adjusted Cash on Hand is **\$39,830**. Our goal is \$70,000 Cash On Hand.
- The Financial Oversight Committee is applying to WECU for re-financing our mortgage.

Income and Expense:

Income and Expense	<i>Year-to-date</i>	<i>% of budget</i>
<i>Pledge Income</i>	\$ 62,398	105%
<i>Total Donations</i>	\$ 73,126	106%
<i>Fundraising Income</i>	\$ 780	9%
<i>Rental Income</i>	\$ 35	100%
Total Income Year to Date	\$ 76,063	94%
Total Expenses Year to Date	\$ 60,504	88%
YTD Op. Income minus Expense	\$ 15,560	

Cash on Hand

	This month	% Change	Prior month	Prior month
Checking balance	\$ 27,949	-11%	\$ 31,339	\$ 47,027
Cash assets under Board control	\$227,279	-2%	\$231,967	\$241,128
Cash on Hand* (Assets less liabilities, including PPP Liability)	-\$ 13,670	16%	-\$ 16,310	-\$ 22,506
Cash on Hand (removes PPP Liability)	\$ 39,830	7%	\$ 37,190	\$ 30,994

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Funds Activity Report

Funds Activity	This month	Prior month
Total Designated Board Funds available	0	0
Total Restricted Investment Funds	\$ 96,739	\$ 96,646
Total Restricted Bank Account Funds	\$ 41,481	\$ 95,167
Total Designated Program Funds	\$ 50,735	\$ 54,319
Total in all funds	\$188,955	\$246,132

Fundraising Summary

Fundraising Event	Income YTD	Income Goal	% of Goal
Dinner Auction/Gala	\$	\$	0%
Other Fundraising			
Paddle Call 2018	\$	\$780	100%
Pandemic Grants & Income	\$780	\$8000	10%
Total Fundraising	\$780	\$5280	15%

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

Human Resources Team Report

September 2020

Murray Bennet

During the last quarter two new members joined the HR team. They are Jae Heidenreich and Melissa Swift, replacing Barbara Gilday and Barbara Lehman. The HR team now comprises:

- Barbara Ellis-Quinn (head)
- Paul Beckel
- Murray Bennett
- Jae Heidenreich
- Kathy Fonte (secretary)
- Carl Nyblade
- Melissa Swift

All employees have signed their Employment Agreements. The only significant difference from previous agreements is that we can reimburse employees for their health insurance costs.

There was discussion with Kathy Wahto about the advisability of joining the state unemployment pool. At the moment BUF does not pay into the unemployment pool, so if a former BUF employee makes an unemployment claim, BUF could have to pay a significant chunk of the amount paid out. By joining the pool the amount that we would have to pay out would be much less, but at the cost of a monthly payment into the pool. Kathy's best guess, drawing on XXX, was that we are better off for the foreseeable future not joining.

Following up on something we started last year, the team met with each of Kathy, Genia, Kevin, Sue, Melanie, and Andrea for a half-hour conversation. We asked each to tell us how they were doing during the pandemic, what we could do to help them, and whether there was anything else that they wanted to discuss with us. These are very valuable conversations for the HR team and, we hope, for the employees. We intend to have another conversation with each prior to setting salaries for next year. That will be in January.

Minister Evaluation At BUF

- Identify duties/
tasks of the ministry
- Selected
congregants take
part
- Provide specific
feedback and action
steps to be taken
- Tool consulted -
*Fulfilling the Call: A
Model for Unitarian
Universalist Ministry
in the 21st Century*

Rating check-
boxes de-
emphasized



Feedback in the form
of dialogue;
constructive
comments



“Can you recall a specific
instance when Rev. Paul’s
sermon/conversation/
action inspired you or
benefited you?”
“What do you want to see
more of/less of?”

Current
UUTrends

The Evaluation Process: Who & How

Up to 8 pre-selected congregants
Done every two years
Select alternate duties/tasks

A Board representative and the
Minister is present

Meet via Zoom

The Evaluation Process (the form)

Fill out an evaluation form, with check boxes

Comments Section & Action Steps– most important

Individual ratings will not be disclosed

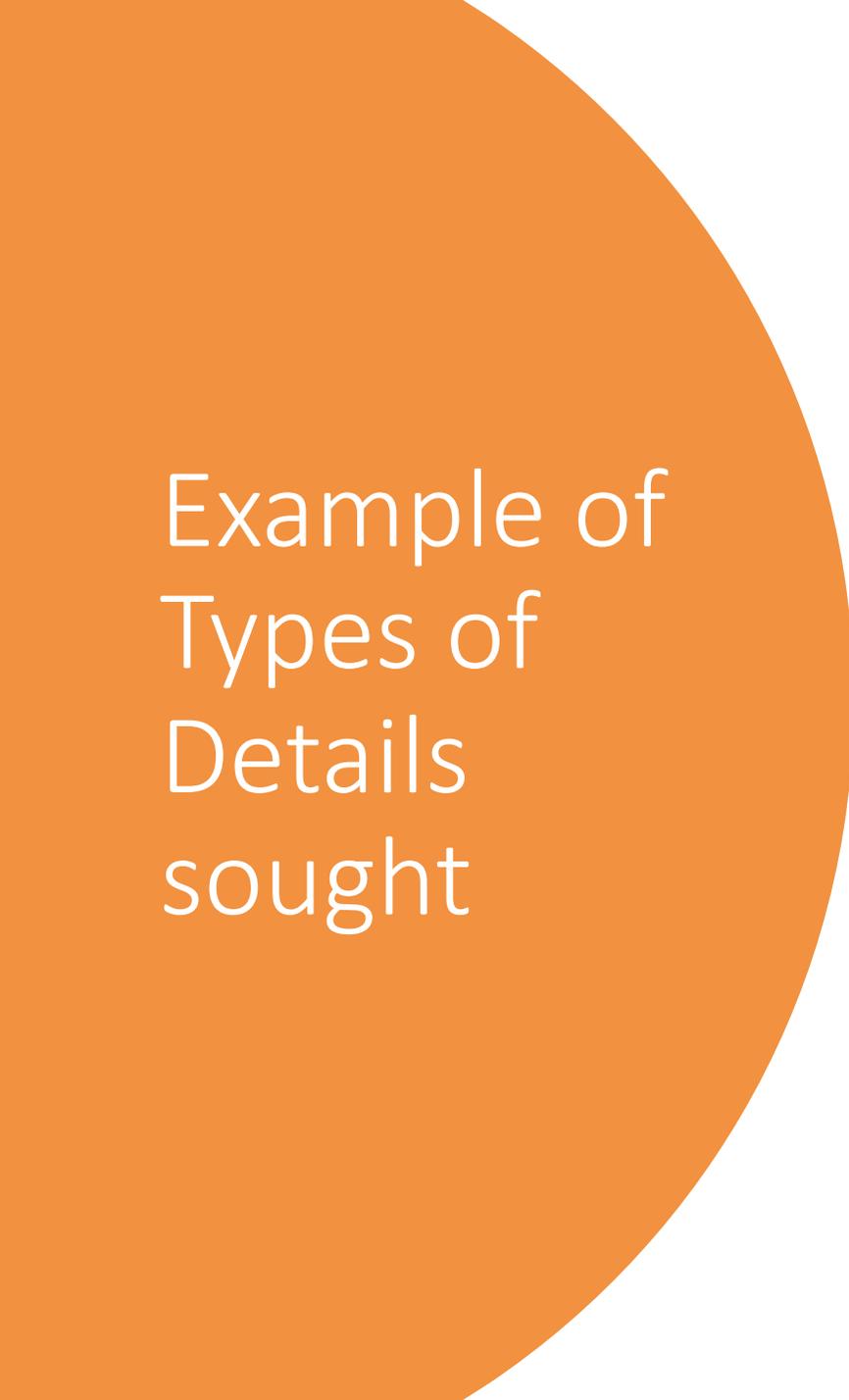
What are the duties/tasks of the Minister?

- 1. Leads worship
- 2. Officiates rites of passage
- 3. Provides pastoral care and presence
- 4. Encourages spiritual development
- 5. Witnesses to social justice in the public square
- 6. Leads administration
- 7. Pursues personal renewal and professional development
- 8. Serves the larger Unitarian Universalist faith
- 9. Leads the faith into the future



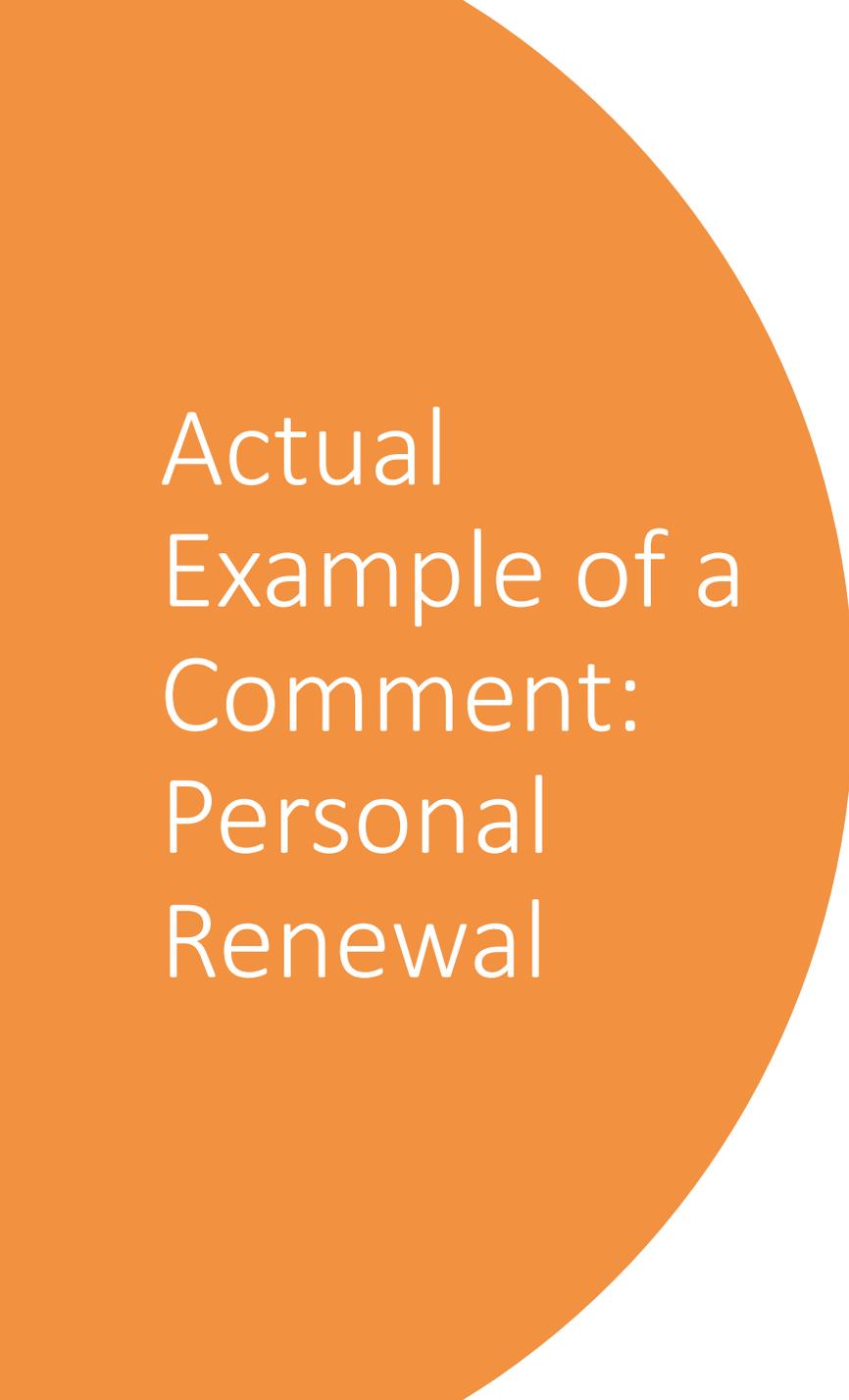
For the 2020 Evaluation

- **In 2020, duties 1,3,5,7 and 9 will be considered**
- Duty 1= Leads Service
- Duty 3 = Pastoral Care
- Duty 5= Witness to Social Justice
- Duty 7 = Seeks Personal Renewal
- Duty 9 = Leads the Faith into the Future

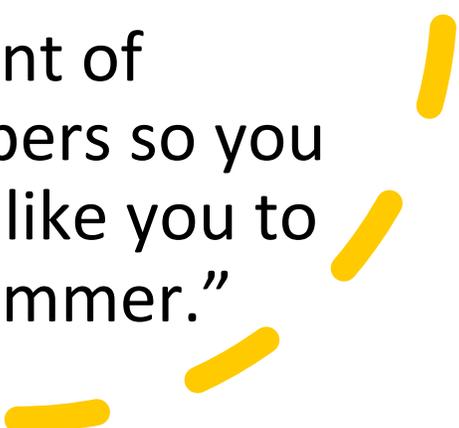
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Example of Types of Details sought

- **Area of Ministry:**
 - **Pastoral Care**
 - **Check One: Strength/Satisfactory/ Area for Growth/Unsatisfactory/ Not Observed**
 - **In composing your comments, consider availability, responsiveness, warmth, empathy, skill level, confidentiality, direct/ indirect contacts, etc.**
 - **Your Comments, with Action Steps, if any:**
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Actual Example of a Comment: Personal Renewal

- “Paul, You take care of your spiritual, physical and emotional health when you need to. You have healthy and lasting personal and professional relationships. You make connections with the larger UU world and share your new knowledge with the congregation. . . Your strengths in this area are physical activity and energy; you generally present yourself as enthusiastic and upbeat.”
 - **Action Step:** “Increase recruitment of volunteers and committee members so you can delegate more. . . We would like you to consider taking time off in the summer.”
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