

BUF Board of Trustees Meeting (virtual, via Zoom)

October 29, 2020

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

Not Present (Excused):

Other participants: Sky Hedman (Treasurer), Kathy Wahto, Ken Gass

Minutes by John Stewart, Secretary.

Chalice lighting 7:00 pm; Checkins

Approval of last meeting minutes. Minutes from 09/24/2020 meeting were approved by email on 10/08/20.

COVID Project Update, Building Rental (NLC) Proposal: Bharti, Kathy Wahto, Ken Gass

- Bharti made a presentation on Natural Learning Center (NLC) (copy attached).
- Kathy: space to be used by NLC can be totally separate, isn't used by BUF. The proposal is in conformity with state, county and school standards.
- Ken: we won't have a better arrangement, in terms of safety/sanitation.
- **David moved that the Board accept the report: Natural Learning Center – Proposal to re-open school at BUF and authorize the COVID Task Force to negotiate a rental agreement with NLC. The motion was seconded and passed.**

Treasurer's Report, Budget, 2 Proposed Building Projects: Sky. Summary Treasurer's Report appended below.

- Ventilation improvement project: hoped to have firm proposal to present to congregation in November, but no enough bids, still researching with Jim Reimer and others. Sole bid received so far is for just under \$28,000 to improve ventilation in sanctuary by adding another cold air return at the rear, adding an A/C unit and a regulated path for fresh air from outside. Rest of building would need the addition of UV and ionization filters for approx. \$17,000.
 - There was general support to continue with the project as ensuring that the congregation is comfortable with beginning to attend again when the building can re-open is critical.
- Treasurer's Report: Results are as predicted. Net operating income in September was slightly lower than in July and August, as some members prepay their pledges, but on track with overall budget.
- Mortgage refinance: John and Sky: WECU has not formally approved the rate modification request, however that is likely: Proposed terms are to reduce the rate to 4.0%, fixed for the remaining term of the loan in May 2027, on payment of a .25% fee.
- Budget proposal and narrative are attached.

- Sky pointed out that the Stewardship Committee has asked that they do not want to be responsible for the Mayfaire, which will be an online auction this year. An Auction Committee will be required. Sky requested that the Board take responsibility for organizing the committee.
- **Rod moved that the Board accept the budget proposal and recommend it to the congregation at the November 15 congregational meeting. The motion was seconded and passed.**

Minister's Report: Appended below

- Discussion about whether we need to augment the technology tools used for Sunday services, as their presentation is sometimes uneven. This has to do with transitions between presenters and audio quality of some of the music. It has improved, but with around 12 people involved in presenting at a service, there are a lot of variables.

The 8th Principle: David, Henry

- Final meeting of the 8th Principal Team not until Friday, 10/30.
- September/October: were presentation and listening sessions after Sunday services, which are now complete. Attendance at the sessions varied widely.
- October: The committee worked with Birthday Groups and Chalice Circles (with special thanks to Genia, who reached out to birthday groups and chalice circles). These elicited wider participation and more varied responses.
 - Bharti passed on emails from the December Birthday Group and the Enso Chalice Circle expressing discomfort with the proposed principle as well as reporting that her own chalice circle had expressed discomfort.
- November: there are two meetings (Nov 1 & 8) prior to the congregational meeting to address any concerns.
- Discussion: there was much discussion about whether/how to amend the resolution, if requested.
 - The consensus is that the final "resolve statement" is the only pertinent part of the document that matters.
 - The wording of the resolution was as developed by Bruce Pollack-Johnson and Paula Jones and BLUU and DRUUM.

Congregational Meeting: Murray

- 20% of the members constitute a quorum.
- A 75% affirmative vote of a resolution is required for passage.
- According to our Bylaws, resolutions at Congregational Meetings are not accepted from the floor, and if not proposed by the Board must be proposed by petition of at least ten Members, submitted to the Board at least sixty days prior to the meeting at which the resolution is to be considered.
- A Zoom meeting presents challenges. Amendments will be required to be submitted prior to the meeting.
- Melissa volunteered to determine when a quorum has been reached.
- There will be 3 presentations:
 - Sky will present the budget
 - Murray will present the report of the COVID task force

- David will present the 8th Principle
 - Discussion will be limited to 1 minute per commentator.
- Following the meeting, voting will be opened. There was discussion about whether/how to make voting confidential (Murray and John to do the vote count). Members could either attest to their membership and that they had attended the meeting, but not disclose their names in order to maintain true ballot secrecy OR Members would disclose their names and that they had attended the meeting with Murray and John ensuring that names were not associated with their votes as soon as membership had been confirmed. Murray will determine the procedure.

Next Meeting Date: November 19, 2020

Meeting adjourned at 9:02 pm.

Summary of Action Items:

- Murray to determine voting procedure for Congregational Meeting
- Melissa will determine when a Congregational Meeting quorum has been reached.
- The Budget proposal presented by Sky was recommended to the congregation for presentation at the November 15 congregational meeting.
- The COVID Task Force to negotiate a rental agreement with the Natural Learning Center.

Attachments: (below)

- Summary Treasurer's Report
- Natural Learning Center- Proposal to re-open school at BUF
- 8th Principal Resolution
- Minister's Report to Board, including
 - Email
 - Re-entry timeline
 - Notes for 2020-21 Payroll Conversations
 - Worship templates and protocols

Monthly Treasurer's Summary Report to the Board of Trustees
September 2020 Financials (25% of the fiscal year)
Prepared for the October 29, 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 **\$1771** for the month of September. For the third month in a row, BUF has exceeded our financial goals.
- Cash on Hand for August:
 - As of September 30, 2020, BUF has a Cash On Hand of -\$13,001. This number includes the PPP loan as a liability.
 - Predicting that the PPP loan will be forgiven, the adjusted Cash on Hand is **\$40,499**. Our goal is \$70,000 Cash On Hand.
- BUF is applying to WECU for re-financing our mortgage. John Stewart will provide status update.

Income and Expense:

Income and Expense	<i>Year-to-date</i>	<i>% of budget</i>
<i>Pledge Income</i>	\$ 87,231	101%
<i>Total Donations</i>	\$ 102,456	102%
<i>Fundraising Income</i>	\$ 3,454	31%
<i>Rental Income</i>	\$ 35	100%
Total Income Year to Date	\$ 111,546	95%
Total Expenses Year to Date	\$ 94,217	90%
YTD Op. Income minus Expense	\$ 17,329	138%

Cash on Hand

	This month	% Change	Prior month	Prior month
Checking balance	\$ 27,351	-2%	\$ 27,949	\$ 31,339
Cash assets under Board control	\$226,114	-1%	\$227,279	\$231,967
Cash on Hand* (Assets less liabilities, including PPP Liability)	-\$ 13,001	5%	-\$ 13,670	-\$ 16,310
Cash on Hand (removes PPP Liability)	\$ 40,499	2%	\$ 39,830	\$ 37,190

Funds Activity Report

Funds Activity	This month	Prior month
Total Designated Board Funds available	0	0
Total Restricted Investment Funds	\$100,781	\$ 96,739
Total Restricted Bank Account Funds	\$ 93,860 (excl. PPP Fund offset)	\$ 41,481
Total Designated Program Funds	\$ 45,751	\$ 50,735
Total in all funds	\$239,792	\$188,955

Fundraising Summary

Fundraising Event	Income YTD	Income Goal	% of Goal
Dinner Auction/Gala	\$	\$14,500	0%
Other Fundraising			
Paddle Call 2018	\$	\$ 780	100%
Pandemic Grants & Income	\$3454	\$10,500	33%
Total Fundraising	\$3454	\$11,280	31%

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
Cash on Hand Report
Balance Sheet Prev Year Comparison
Cash Liquidity Report
Funds Activity Report
I&E YTD Budget Comparison

Natural Learning Center- Proposal to re-open school at BUF

Kim Wulfestieg, Director

The NLC is a small, non-profit homeschool elementary program and has been a BUF tenant for the past five years. Typically, the school has between 12 and 16 student, with a director and one or two part-time instructors.

We have stayed in touch over the phased lock-down, as Kim considered what approach (and what safety measures) would work for her school and the parents of the children. Many of her families have been with her since she started the program.

Why now: Bellingham School District is resuming in-person for kindergarten and 1st grade and elementary Special ED. City playgrounds have opened, as well as the Blaine School District, Lynden School District, YMCA, Boys and Girls Club, Gabriel's Art Kids, other private schools and daycare centers.

Proposal: Small group (5 students only) meet three days per week, Mon, Wed and Friday from 10am-2pm.

- Separate entrance and exit, using the south ramp and stairwell, keeping staff and students completely separate from BUF staff and visitors.
- Only use of the 3rd floor classrooms, kitchenette and bathrooms. No other tenants, no shared space.
- Parents, other adults, siblings will not come into the building.
- Parents and school administration provide signed waiver—and proof of insurance.
- Health monitoring, including taking temperatures and surveying the family each day.
- Masked, daily sanitizing, arranging desks and tables for social distancing. Use of all classrooms in open environment.
- Sanitizing by NLC at morning and after class.
- Covid exposure must be notified to the group and school would immediately quarantine should a case ever come through the classroom. Full contact tracing information provided to county health dept.
- Tuition would be calculated on attendance so there is no motivation to send children to school with a cold or symptoms 'because it's paid for.'

Rental Agreement: to be negotiated, if approved by BOT. Would include daily use of building rental, to make it an easier decision to suspend school if necessary.

<https://bellingshamschools.org/news/kindergarten-first-grade-and-elementary-special-education-return-to-school-in-nov-update-on-stages-2-and-3/>

<https://cob.org/news/2020/city-playgrounds-to-open-this-week>

8th Principle Resolution

Whereas: White supremacy perpetuates the assumption that white people and their culture are superior to other races, and those in power use this assumption to dominate others and to serve their economic, political and social interests;

Whereas: White supremacy and colonialism have had adverse impacts: on indigenous people, beginning with the Doctrine of Discovery; on subjugated African peoples rooted in the transatlantic slave trade; on dominated and exploited Hispanic and Latinx peoples, beginning with the "discovery of the Americas" and on other historical colonization and domination events; and on other communities of color through discrimination, subjugation and exploitation.

Whereas: Domination and supremacy also manifest beyond race to other groups based upon such characteristics as ability, age, ethnicity, education, class, gender, sexual orientation, gender expression, and religious affiliation.

Whereas: The UUA Seven Principles are intended to affirm and promote worth, dignity, interconnectedness, justice, acceptance, and equity. Despite these Principles, white supremacy and privilege endures and UUs have been unable to establish the necessary institutional change.

Whereas: Oppressive systems and actions violate the human dignity of both the oppressed and the oppressor, hindering deeper and more genuine relationships for everyone. The result has been that marginalized communities continually remind BUF that it has not followed through on promises to be diverse, inclusive and equitable.

Whereas: Our UU Principles guide us to an ideal of Beloved Community as a faith-based guide to our thoughts, words, and practices in:

- Journeying toward spiritual wholeness as individuals who seek right relationships based on honesty, trust, mutual respect, and love, and who are willing to re-examine habitual expressions of prejudice and exclusion.
- Journeying towards right relationships as members of the BUF community by practicing radical hospitality with all people including those with different races, abilities, genders, sexual expressions, gender orientations, educations and experiences, ethnicities and traditions, and socio-economic classes.
- Journeying towards truth-telling and accountability and justice, equity and peace in relations in BUF, and in our wider community by re-centering:
 - truth-telling and accountability by seeking out and listening carefully to the experience, wisdom, and leadership of people that historically have been oppressed or marginalized; and
 - justice, equity and peace by identifying forms of domination, oppression and exploitation in BUF and in our wider communities, and by working to achieve just and equitable alternatives.

Therefore, we resolve to adopt and implement the Eighth Principle which states that:

“We, a member congregation of the Unitarian Universalist Association, covenant to affirm and promote: journeying toward spiritual wholeness by working to build a diverse, multicultural Beloved Community by our actions that accountably dismantle racism and other oppressions in ourselves and our institutions.

From: Paul Beckel paulbeckel2@gmail.com 
Subject: Minister's October report to the board
Date: October 29, 2020 at 11:09 AM
To: Board BUF board@buf.org

PB

I've attached too much for you to read before the meeting. I've been pumping out a lot of text and email lately, in part over pastoral concerns that I can't get into.

The only thing you really need to read right now is the first attachment: two pages on COVID/re-entry policy. Please note that the Task Force has an additional 8 pages on procedures that still needs some editing. The policy proposal is not yet in a form precisely in synch with our existing policy manual, so you may wish to pass it as is, or offer some general approval of its direction and ask the Task Force to tweak it.

Other than that, I can report that there is a lot going on both within BUF and in our presence beyond the congregation.

On Monday this week I presented at a public Climate Justice Forum

On Tuesday I taught a 2nd of 4 classes about Judaism/Christianity/Fundamentalism/UUism to our Coming of Age Class

On Wednesday I presented BUF history to an intro-uu class led by Bonnie Phinney

This coming Saturday through Wednesday Kevin, Tessie, Andrea and I are working with colleagues from Congregation Beth Israel, and First Congregational on a series of five "Gatherings for Spiritual Refuge" which are designed to be a relief from thoughts and anxieties about the election. I initiated and have spearheaded this collaboration.

Other BUF programs are going well with strong attendance at several new meet up groups, chalice circles, children's chapel, youth group, coming of age, and the Buddhism class. Our appeal last Sunday for emergency medical funds (for one of the leaders of the group formed following the ICE raid), on very short notice, has raised thousands of dollars.

In addition to the Covid/re-entry policy, I've attached a payroll history document prepared for the HR team, and an outline of the various templates, timelines, instructions, and settings we use for online worship and Taize and are attempting to make consistent in working with celebrants, musicians, guest speakers, SEJC collection presenters, eracism presenters, publicity people, our webmaster, Zoom administrator, Zoom hosts, and the IT team (who have begun work to install a sophisticated camera in the sanctuary for online streaming).

I appreciate that in addition to all of this, you need to absorb a lot of material regarding the 8th principle process, and the HVAC and revised budget proposals.

Thank you for your commitment and leadership.

Paul



Re-entry
timeline.pdf



Notes for
2020-...ns.pdf



Worship
templa...ols.pdf

BUF Building Phased Re-entry

Updated October 27, 2020 – Whatcom County is in Phase 2

Task Force: Murray Bennett, Bharti Kirchner, Deb Cruz, Kathy Wahto, Paul Beckel

Draft policy proposal to the BUF Board

1. The BUF Board will establish a Phased Re-entry Task Force to develop and enforce policies and procedures that are as-strict, or more-strict, than State and County requirements.
2. The Phased Re-entry Task Force will communicate with the congregation, and activity leaders, to ensure that participation in BUF activities (indoors or outdoors, on BUF property, public property, or people's homes) are limited as described in a separate document which itemizes procedures. The Task Force will be authorized to modify these procedures as needed and must inform the Board and the Congregation of any substantive changes.
3. If BUF policies and procedures are more restrictive than State and County requirements, the Task Force will be authorized to make exceptions for activities as long as State and County requirements are met.
4. Requests for non-BUF activities or rentals will be assessed separately by the Task Force. Contracts will require activity leaders and renters to meet BUF standards specific to the requested building use (which will be at least as restrictive as State and County requirements).

==

The Task Force is developing extensive protocols and safety standards. The basics, below, will be augmented with detailed addenda.

Overview

Whatcom County Status	Phase 1	Phase 2	Phase 3	Phase 4
BUF task force has certified that we have in place		Basic Precautions	Advanced Precautions	Advanced Precautions
Number of People Gathering in person for BUF activities	0	5	10*	To be determined*

*These participation numbers are deliberately more restrictive than State and County requirements.

Staff and additional members of a household are not included when counting the number of people in a gathering.

Definitions

Basic Precautions

- In place at all times
 - Signage at front door (attached below)
 - Entryway kiosk
 - All who enter the building must sign-in, self-screen, and acknowledge waiver (forms attached below)
 - Hand sanitizer
 - Masks
- Behavioral requirements
 - Masked
 - Distanced
- Expectations of Staff/Homeowners/Activity Leaders
 - Set up chairs at least 6 feet apart
 - Enforce all of the above
- Additional areas addressed in addenda
 - Cleaning
 - Limited access to parts of the building
 - Scheduling of activities

Advanced Precautions

BUF will not enter Phase 3 until declared by County authorities AND we meet the following conditions (details in addenda)

- HVAC upgrades
- Additional signage, markings on the floors, separation of chairs and pews
- Step by step procedures for moving participants in, around, and out of the building
- BUF will have designated a volunteer Safety Supervisor and 10 members as Safety Officers trained, in advance, to facilitate and enforce precautions
- At least 1 of every 5 people present at BUF activities will be pre-trained in safety procedures and will assist in enforcing them

==

Note on a frequently asked question re livestreaming (this is not part of the proposed policy):

Volunteers and staff are currently working on tech upgrades that will enable us to hold in-person and livestreamed services and activities simultaneously. Livestreaming will continue indefinitely after we return to the building.

BUF Payroll History

The notes below are from the HR payroll conversations held in the fall of 2019
Regarding the budget for 2020-21

I. Original HR Recommendations

In the fall of 2019, the HR Team looked at BUF's 2019-20 payroll vs. UUA recommendations:

Minister	85.8%
DLL	87.4%
Administrator	87.7%
Music Director	94.3%
Bookkeeper	100.3%
RE Assistant	122%
Keyboard artists	unable to compare to UUA recommendations

...and decided that our priority would be to move all staff to at least 90% of UUA recommendations for the following year. The cost to do this, plus the following changes:

Bookkeeper	6% increase (see notes a & b below)
Keyboard/Choir Asst	2% increase
RE Assistant	no change
Keyboard II	no change
Music Director	2% increase (see note c below)

(including salaries, benefits, taxes, and professional expenses) would be \$17,000.

Even better (suggested the HR Team to the Board) would be to move all staff to at least 92% of UUA recommendations, which, with all of the above, would cost \$22,000.

The Board chose to include the 90% figure (\$17,000) in its list of goals for the 2020-21 canvass.

Notes

- In making these recommendations, the HR Team was cognizant that we were still comparing ourselves to UUA midpoint recommendations *for new hires*—without recognition for professional experience or years of service to BUF (except our bookkeeper—at 106% of UUA recommendations—who is our second longest serving employee after our Keyboard artist/choir assistant).
- Because our Bookkeeper hours are so variable from year to year, this employee's compensation changes are difficult to see from the budget itself—which shows an annual total (hourly wage x number of hours). Instead, the figures above (comparisons to UUA recommendations) are based simply on hourly wages.
- Though our Music Director was already over 92%, the HR Team recommended a 2% increase for this position. Otherwise, (because UUA recommendations increase each

year based on inflation, etc) his compensation would effectively go down vs UUA recommendations.

II. Pandemic/Final Budget

The spring canvass was just wrapping up when the pandemic hit and we faced major uncertainty about our economic future. Fortunately, the canvass results showed an increase over the previous year (and our income continued as pledged through the rest of the fiscal year). Still, knowing that we would lose substantial rental income for 2020-21, we anticipated that we would need to take up to \$20,000 from reserves in order to balance the 2020-21 budget. So the board chose to recommend a budget to the congregation with no payroll changes. (Except that the health insurance reimbursement now appears in the budget separate from employee salaries).

III. Sources

The numbers above are based on the most recent UUA recommendations (as of February 2020), and can be found here:

- <https://www.uua.org/leadership/library/uua-compensation-standards>
- https://www.uua.org/files/pdf/s/salary_recs_20-21_geo3.pdf

Ordinarily the UUA comes out with the following year's recommendations in the winter, so while our task is to prepare now for the 2021-22 budget, we don't yet know what their 2021-22 recommendations will be.

IV. Related documents

- BUF Staffing/Payroll History 2014-2018
- Notes for 2019-2020 Payroll Conversations
- Extended Payroll History (spreadsheet)

BUF Worship Templates, Timelines, Instructions, and Checklists

Some of the items below need to be merged or unmerged. Some need to be developed as separate documents.

Status of our documentation (often incomplete even where our practices are OK)

A = documentation needs substantial expansion and organization

B = documentation needs to be completed and integrated with these other docs

C = documentation needs some updating and ongoing tweaks

1. OOS basic info & template (C)
 - Use to create working drafts
 - List weekly participants, theme
 - Zoom address and passcode
2. Sample scripts (A)
 - Welcome, chalice lighting, intro collection, announcements (visitors, pastoral care)...
3. Zoom host, backup, co-host, and chat monitor instructions (B)
4. PowerPoint materials (C- Jeff)
 - Template with sample oos, covenant, contributions (need a new slide), circle 'round
 - Slide archive (lyrics, etc)
5. Tech host's detailed OOS – template and final versions (B)
 - Segues
 - Spotlighting and screenshare notes
 - Locations of audio, video, and ppt files on host and backup host's computers, links
6. Guidelines for Presenters & Musicians (B)
 - Zoom settings for participants' camera, microphone, speaker
 - Recommendations for lighting, background, room acoustics, and dress
7. Rehearsal protocols & debriefing schedule (B)
 - Checklist for remote participants
 - Checklist for Paul, others, streaming from BUF
 - Posting texts and recordings online
8. Congregation's OOS & Lyrics (C)
 - OOS template, buf-news distribution template, instructions
9. Week by week spreadsheet (leaders, service elements, musicians, tech crew, etc (C)
10. Audio and video files archive (C – collect from Jeff, Kai, and Kevin)

11. Instructions for the sanctuary (B)
 - Sanctuary tech set up and use
 - Integration of in-house A/V with online streaming tech
 - When we are in-house and online simultaneously, how-to for off-site participants to be seen/heard on the big screen in the sanctuary
 - Special OOS for each service (add notes for stage lights...)
 - Building steward's checklist (chalice, pulpit, pew map, lighting, temp, social hall...)
12. Administration (B)
 - Liaison to Zoom – troubleshooting and new features
 - Zoom scheduling, updating alternative hosts
 - Advertising via MWU, buf.org, frequency and form of communications to the congregation
 - List of the 10 licensed users of BUF's zoom account
 - ?Create an undesignated licensed account, with passwords, for emergencies?
 - Contact info for Zoom hosts, staff, and other leaders
 - Equipment tracking and distribution (microphones on loan...)
13. Additional Resources (C)
14. Overview and Implementation (B)
 - List of all documents, updating them, providing access to most current
 - Responsibilities and deadlines (google sheet)
 - Making all participants aware of documentation relevant to them, updates
 - Weekly document distribution checklist