

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

November 19, 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)

Minutes by John Stewart Secretary.

Chalice lighting 7:00 pm; Checkins

**Approval of last meeting minutes.** Minutes from the 10/29/2020 meeting were approved by email on 11/18/2020.

**Treasurer's Report:** John, for Sky Hedman. Summary appended below.

- Monthly net is negative, but is due to prepayment of annual pledges by some members. Year-to-date net income remains positive.
- Forecast draw of \$1,000 in reserves was not needed, therefore not utilized.
- PPP Forgiveness by WECU: WECU not yet accepting forgiveness applications.
- WECU mortgage refinance application still in process.

**Minister's Report:** Paul

- 5 Gatherings for Spiritual Refuge with Congregation Beth Israel and First Congregational Church attended by 20-40, except for the Taize service, which had more.
- Paul just finished 5 Coming of Age sessions.
- Bonnie Phinney will be offering Intro to UU
- 3 new members: Debu Majumdar, Kathryn and Lawrence Allen.
- Healthy Relationships Team appreciated having oversight of Congregational Meeting
- Debrief of Congregational Meeting is needed: why was there so much tension over our 8<sup>th</sup> Principle conversation?
- Continuing to try new things on Sunday Services. Sometimes technical issues interfere.
- Question from Bharti about whether Intro to UU could be recorded. Answer: some could be, but much is very individual/personal to the specific attendees.

**Operations Team Situation, Paul**

We haven't found a particular role for the Ops team for a while.

- Standard/Emergency Procedure/manual has been assigned but the energy to complete it doesn't seem to be there.
- Discussion, Q&A about the role, including recruiting an additional member, maybe to represent "community within BUF" or maybe someone specifically good at and interested in procedures/projects. Paul mentioned that Kaitlin Davis might participate.

**Board Fundraising:** Murray

- There is an \$8,000 fundraising goal expected to be achieved via an online auction in lieu of the Mayfaire.
- **Debbie Boots, Dave Curley, John Stewart and Henry Ohana volunteered to help with the online auction.**

**Update on the Congregational Meeting:** Murray

- Need an hoc team to research procedures for resolutions and amendments at congregational meetings. **Murray, Rory McLeod and Deb Cruz volunteered.**
  - What went right?
- Beloved Community Team lens of accountability
- Active discussion expressing a number of thoughts/concerns:
  - Listening sessions gave space for the 8<sup>th</sup> Principle to be heard, but not to listen to debate. People felt unheard.
  - People opposed didn't have a chance to speak.
  - The bar for amendments was too low (simple majority) when the bar for passage of the proposition was 75%
  - Voting a secret ballot violates our covenant of free and open process. Why did we feel we needed an anonymous ballot?
  - Much discussion was not out in the open so no opportunity to correct misconceptions (e.g. that the proposition might threaten the non-profit status of the fellowship.
  - Frustrating to have worked on something intentionally for a long period of and then have it amended by those who hadn't spent as much time on it.
  - Need to debate process for major decisions.

**The Amended Covenant:** David

- Nothing for the Board to do at this time.
- 8<sup>th</sup> Principle Team is now the Beloved Community Team.
- Need widespread participation throughout the congregation about what to do next, including decision-making, assignment of tasks.

**Update on Minister Evaluation:** Bharti

- Started with a group of 4 and may add 1 or 2 more, although 4 is going well. The 4 include, Drew Betz, Ann Lackland, Steffany Raynes, Eliana Steele.
- 1<sup>st</sup> meeting with Paul, will meet monthly for 6 months, with each meeting covering a different topic. The process will be completed in April.

**Next Meeting Date: December 16 2020**

**Meeting adjourned at 8:25 pm.**

**Summary of Action Items:**

- Debbie Boots, Dave Curley, John Stewart., Henry Ohana volunteered to help with the online auction.
- Murray will lead an ad hoc committee, consisting of Deb Cruz and Rory McLeod to research policies and procedures for presentation of resolutions at congregational meetings.

**Attachments:** (below)

- Treasurer's Report

**Monthly Treasurer’s Summary Report to the Board of Trustees  
October 2020 Financials (33% of the fiscal year)  
Prepared for the November 19, 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 **-\$3983** for the month of October. A negative income was expected per BUF’s budget.
    - The forecast use of reserves (\$1000) was not utilized.
    - The forecast income (\$3500) from Covid grants did not happen.
- Cash on Hand for August:
  - As of October 31, 2020, BUF has a Cash On Hand of **-\$17,811**. This number includes the PPP loan as a liability.
  - Predicting that the PPP loan will be forgiven, the adjusted Cash on Hand is **\$35,689**. 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:**

<b>Income and Expense</b>	<i>Year-to-date</i>	<i>% of budget</i>
<i>Pledge Income</i>	\$ 109,892	102%
<i>Total Donations</i>	\$ 4,969	180%
<i>Fundraising Income</i>	\$ 3,454	21%
<i>Rental Income</i>	\$ 35	8%
<b>Total Income</b> Year to Date	\$ 139,257	93%
<b>Total Expenses</b> Year to Date	\$ 125,912	90%
<b>YTD Op. Income minus Expense</b>	<b>\$ 13,347</b>	134%

**Cash on Hand**

	<b>This month</b>	<b>% Change</b>	<b>Prior month</b>	<b>Prior month</b>
Checking balance	\$ 23,702	-2%	\$ 27,351	\$ 27,949
Cash assets under Board control	\$221,914	-2%	\$226,114	\$227,279
<b>Cash on Hand*(Assets less liabilities, including PPP Liability)</b>	<b>-\$ 17,811</b>	-5%	<b>-\$ 13,001</b>	<b>-\$ 13,670</b>
<b>Cash on Hand (removes PPP Liability)</b>	<b>\$ 35,689</b>	-2%	<b>\$ 40,499</b>	<b>\$ 39,830</b>

## Funds Activity Report

Funds Activity	This month	Prior month
Total Designated Board Funds available	0	0
Total Restricted Investment Funds	\$ 100,872	\$ 100,781
Total Restricted Bank Account Funds	\$ 94,568 (excl. PPP Fund offset)	\$ 93,860 (excl. PPP Fund offset)
Total Designated Program Funds	\$ 41,527	\$ 45,751
Total in all funds	\$ 236,967	\$ 240,392

## Fundraising Summary

Fundraising Event	Income YTD	Income Goal for year	% of Goal
Dinner Auction/Gala	\$	\$14,500	0%
Other Fundraising			
Paddle Call 2018	\$	\$ 780	100%
Pandemic Grants & Income	\$3454	\$10,500	25%
<b>Total Fundraising</b>	<b>\$3454</b>	<b>\$11,280</b>	<b>21%</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 I&E Comparison  
Cash on Hand Report  
Balance Sheet Prev Year Comparison  
Cash Liquidity Report  
Funds Activity Report  
I&E YTD Budget Comparison