

BUF Board of Trustees Meeting (virtual, via Zoom)

January 28, 2021

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): None

Other participants: None

Minutes by John Stewart Secretary.

Chalice lighting 7:00 pm; Checkins

Approval of last meeting minutes. Minutes from the 12/17/2020 Board meeting were approved by email on 12/27/2020.

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

- 50% of the way through the fiscal year -- on track for the year, so far.
- Mortgage refinance has been completed.
- Board Actions Requested
 - Choose major budget goals and communicate them to Operations Team, Financial Oversight, Human Resources and Stewardship
 - Determine plan for RE Gift distribution for 2021-2022

Senior Minister's Report: Paul.

- Thanks to Tessie and Andrea for pre-inauguration Taize service
- Was concerned in Oct/Nov about sinking attendance, it has bottomed out and stabilized at approximately 100. The average for April 2020 was 140.
- Guest celebrant and tech teams are working well.
- Considering what kinds of changes to make, but there is stability and services are easier.
- Looking forward to being able to do the service from the sanctuary and simulcast it, even with the sanctuary being opened to attendance.
- Sue and Don Sayegh are retiring in 2021. Sue is flexible, but wants to transition by mid-November.
- GA: Hard to find volunteers to attend, but being 100% online, will be more accessible this year. \$200/person.
- Grateful to Kai, Jeff Copeland, Rod, Rory for work during services.
- Another –possible building steward being considered.
 - Question: Does the applicant need to be tech-savvy? Answer: Not necessary to be technically inclined.
 - Question: Are people comfortable in their roles? Answer: People seem OK & Energized. We need some editing support.
 - Question: Is it a paid position? Answer: That's possible.
- Ops team: Healthy Relationships Team created process to assess effectiveness of committees. It's been shared with 4-5 committees of Ministry Council. It starts with the committee filling out an online assessment tool.

- Question: Can the process be applied to the Board? Answer: Not developed for that, but could work.

Operations Team Report: Rod

- See summary appended below.

Major Budget Goal items: Murray

- There was active discussion about the prioritization of budget goals provided by Murray. Eventually the consensus was to prioritize all items equally, which resulted in a \$16,000 of Board budget priorities.
- The item for Mortgage Capital Line Item was dropped as not being a budgeted expenditure and already being committed. It was recognized as being a matter of presentation.
- Pledge history appended below.

Update on Fundraising: This Year's Auction and How to Make it Work: Debbie

- Hope to broaden auction committee.
- Discussion around communicating with congregation to be optimistic, what's being done to get ready to reopen, examples of accomplishments over the past year, etc.
 - Bharti and Debbie will draft a "State of the Beloved Community" letter.

Internal BUF Communications: Debbie

- When Board is contacted with a concern, generally Murray will respond as Board President. Debbie requested that the rest of the Board be informed about the response.
- Murray: It doesn't happen very often, however future issues will be communicated with the Board.

Certification of GA Delegates: Murray

- Assessing who signed book, made financial contributions, which are the definitions of contributing membership.
- Certification is due to the UUA by Feb 17. Paul is working on it with Kathy and Murray.

Next Meeting Date: February 25 2021

Meeting adjourned at 8:37 pm.

Summary of Action Items:

- Murray: Update Budget Goals
- Bharti/Debbie: Draft a "State of the Beloved Community" letter.
- Paul: Complete UUA certification.

Attachments: (below)

- Treasurer's Report
- Operation Team Report
- Pledge History

**Monthly Treasurer’s Summary Report to the Board of Trustees
December 2020 Financials (50% of the fiscal year)
Prepared for the January 28, 2021 Board Meeting**

Overview of current and projected status:

- Net Income for fiscal year (2020-2021):
 - Pledges are slightly down, but non-member donations were up.
 - Slight increase in rental income.
 - Expenses have been held within budget.
 - BUF’s Operating budget shows a net operating income of **\$5,761** for the month of December. We exceeded what we budgeted for December.

- Cash on Hand for December:
 - As of December 30, 2020, BUF has a Cash On Hand of **-\$5,187**.
 - This number includes the PPP loan as a liability.
 - Predicting that the PPP loan will be forgiven, the adjusted Cash on Hand is **\$48,313**. Our goal is \$70,000 Cash On Hand.

- BUF has re-financed our mortgage with WECU.
 - Current rate is 4% on a loan of \$287,038 over 30 years.
 - Maturity date for balloon payment is 5/1/27. 180 payments will remain.
 - Since August 1, 2020, monthly payments were reduced from \$2832 to \$1758 (re-amortizing and donation) to \$1661 (re-financing.)

- **Action requested of Board:**

- Per Budget timeline:
 - In January the Board “chooses major budget goals, communicates these to Operations Team, Financial Oversight, Human Resources and Stewardship.”
 - Plan for RE Gift distribution for 2021-2022 is requested.

Income and Expense:

Income and Expense	<i>Year-to-date</i>	<i>% of budget</i>
<i>Pledge Income</i>	\$ 158,782	99%
<i>Total Donations</i>	\$ 195,826	102%
<i>Fundraising Income</i>	\$ 3,454	50%
<i>Rental Income</i>	\$ 755	2,157%

Total Income Year to Date	\$ 221,362	106%
Total Expenses Year to Date	\$ 202,948	113%
YTD Op. Income minus Expense	\$ 18,414	64%

Cash on Hand

	This month	% Change	Prior month	Prior month
Checking balance	\$ 23,564	27%	\$ 18,568	\$ 23,702
Cash assets under Board control	\$221,647	3%	\$216,185	\$ 221,914
Cash on Hand* (Assets less liabilities, including PPP Liability)	-\$ 5,187		-\$ 16,496	-\$ 17,811
Cash on Hand (removes PPP Liability)	\$ 48,313	31%	\$ 37,004	\$ 35,689

Funds Activity Report

Funds Activity	This month	Prior month
Total Designated Board Funds available	0	0
Total Restricted Investment Funds	\$ 105,603	\$ 100,934
Total Restricted Bank Account Funds	\$ 89,246 (excl. PPP Fund offset)	\$ 94,537 (excl. PPP Fund offset)
Total Designated Program Funds	\$ 35,762	\$ 36,994
Total in all funds	\$ 230,610	\$ 232,467

Fundraising Summary

Fundraising Event	Income YTD	Income Goal for year	% of Goal
Dinner Auction/Gala	\$	\$ 8,000	0%
Other Fundraising			
Paddle Call 2018			0%
Pandemic Grants & Income	\$ 3,454	\$ 6,954	50%
Total Fundraising	\$ 3,454	\$14,954	23%

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 Annual Budget Comparison with correction

MINUTES

Operations Team Meeting / Jan 22, 2021 / 12:00 – 1:00 pm

Attendees: Paul, Genia, Kathy W., Deb, Rod

Paul asked for Council reports, he would begin. Ministry: HR Committee is conducting an interview of all staff to determine their perspective on current situation. Melanie has compiled the steps she is taking to adapt to the “Zoom World.” This is a substantial effort on her part. Music Ministry is vibrant, working hard to contribute to Sunday Services, which have involve many volunteers since the emergency began. The six-member celebrant team has been a vital asset (just past its first year anniversary). Kai has been extremely helpful. Paul thinks Sunday Service team (volunteers and behind the scene) need some down time. He is trying to keep people fresh. The Thanksgiving Interfaith Service went well. Taize is going well. Paul noted that Community Minister Jeff Packer has been “off the radar” in recent months. He is looking for a new job and has been “decompressing,” reassessing his next steps in life. Pastoral Care is currently struggling to gain traction, “hard to know what peoples’ needs are right now.”

Community Beyond BUF:

Deb said Social Justice is regularly meeting, as is Black Lives Matter and Humanitas. Environmental Justice has also continued to meet. Nominational Affairs needs to ID who is going to GA by February 3rd.

RE:

Children

Genia currently meets with about 8 elementary and middle school kids every Wednesday evening for Children's Chapel, which is going great. We also have had some game nights and may expand that to a monthly family game night as well. Around Christmas time we had a pajama story hour geared towards young children, but it was largely attended by the older kids from Children's Chapel. We will try another story hour again this month. She will meet with parents, via zoom, to see if we should reinstitute a Sunday morning classes via zoom (geared towards the younger kids) , but wonders if they will be receptive to more Zoom; at this point parents of our youngest children have said they **are not interested** in any zoom classes or sessions for their kids, so Genia's not certain that this is a good use of time.

MINUTES

Youth

Coming of Age had 6 teens this fall/winter, and the YRUU group meets every Sunday and has about 8 kids who are regularly involved.

Genia will be working with the RE Committee on developing a parent training class on teaching anti-racism to children. This will be in preparation for a dedicated series of lessons on anti-racism for RE once we are able to meet in person. Until then we are doing more simplified lessons on occasion about anti-racism in Children's Chapel, but the wide age range we have at the moment makes it difficult to dig in deep. The teens are regularly grappling with anti-racism, capably led by Cat McIntyre and Erica Mallin.

Adult

She continues to work with Bonnie Phinney developing monthly Chalice Circle plans. There are 13 Chalice Circles this year and they are going strong. There was a class for new UU's/BUFsters offered late this fall which went really well, and a variety of "Meet Ups" which involved about 40 people all together. About 4 of the Birthday month groups are still meeting regularly and members of suspended groups who are interested in meeting have been welcomed by other month groups.

This month there will be two classes on Ranked Choice Voting and a series on Advanced Directives in February. We are lining up at least two adult RE classes for February -April on anti-racism as well as UU Theology.

Admin:

Kathy W. reported that church is faring well financially. There will be a detailed financial report in the next MWU, including a financial statement from the Treasurer. Last year the endowment total was just over \$82,000, it is now \$190,000. There has been significant giving by non-members and in the non-pledging category since COVID began. Custodial work has been kept up. The Covid 19 Safety Plan is still being put together. Normal amount of email traffic arriving in office daily. IT meets every month on Zoom, but not meeting in person makes it harder to finalize projects.

The group talked about there being no Community Within Chair. The BOT has been informed, some of the responsibilities have been assumed b Genia. Membership is an ongoing concern that needs addressing. There has been some interest from outside parties during Sunday services. Need to follow up on them.

Paul stated Council Chairs should prepare to appear at BOT meetings individually, as before, on a rotating basis. The reports from Chairs will begin in February.

MINUTES

As noted earlier, the HR Committee has developed a process for BUF groups to review themselves and internal processes. The form is on line and committees will start completing them, starting with Ministry Council teams. Genia will use the RE Committee for the first run and report out on what happened.

There was a discussion on BUF's Privacy policy. Scott Heise is wondering if Privacy Policies need to be developed beyond our new website, such as BUF news, MWU. Privacy policy will be on the Ops Team Agenda in February.

BUDGET:

Paul went over the budgeting timeline with the group. Ops team will need to develop a mechanism for Congregation to review and provide input. While the Board will establish rough financial goals, BOT also needs to hear from Ops Team. Given uncertainty of COVID crisis projecting the upcoming year budget will be challenging. Genia said kids will be back at BUF sometime in the Fall, meaning BUF Wednesday Night Dinner, Parents Night, Childcare, babysitters will have to be considered. How much cost will the Beloved Conversation be? Kathy noted the \$5,000 cost for the elevator inspection was deferred last year. We should have it done soon. We need to attract Congregation's input to the budget process, including sending out rough budget to all, then having an after-church Zoom meeting probably on Super Bowl Sunday.

Paul asked all committees to consider what our "new world" will look like. Rod noted hearing Dr. Fauci state on television that it may be that the new normal will come about at Thanksgiving, but at this point it is really an uncertainty.

NEXT OPS TEAM MEETING: Friday, Feb 12, 2021, Noon

Rod Haynes
Jan 24, 2021

	Pledges received	% fulfillment	
2013 - 14	265,975		
2014 - 15	300,372		
2015 - 16	301,514		
2016 - 17	284,900		
2017 - 18	312,153	97%	
2018 - 19	304,995	91%	
2019 - 20	315,238	100%	
2020 - 21	309,000	95%	forecast

