

BUF Board of Trustees Meeting (virtual, via Zoom)

February 25, 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)

Other participants: Deb Cruz; Sky Hedman, Treasurer

Minutes by John Stewart, Secretary.

Chalice lighting 7:00 pm; Checkins

Approval of last meeting minutes. John. Minutes from the 01/28/2021 meeting were approved by email on 02/25/2021.

Overview of Community Beyond BUF (CBB), Deb Cruz. (See attached notes)

Discussion:

- Waiting for UUA Certification process to be completed (Paul and Kathy are taking care of this)
- Proposed Org chart needs Board action on the leadership of the CBB teams. The Ops team will decide individual team members.
- Acronyms on the org chart should be defined.

Treasurer's Report: Sky Hedman. Summary appended below.

- Performance is on track to budget.
- January pledge income below December, but as is expected and 2% ahead of budget.
- Non-member giving is 35% ahead of budget.

Initial Budget Discussion: Sky.

- Process: compare to prior year as basis for upcoming year. More complicated than usual due to pandemic effects on budget.
- There was a joint meeting with Paul, Kathy Wahto, John and Sky to go over proposal line-by line.
- Most expenses, income are predictable, focus on differences.
- The initial draft budget shows a \$23k operating deficit and a \$31k cash flow deficit. This does not include any draws from reserves, which can help mitigate the deficit.
- Next steps:
 - Ops team to lead congregational input session in March.
 - Board will revisit the Budget after the Stewardship Campaign
 - Proposed budget is to be provided to Congregation at least 2 week before the scheduled May 2021 Congregational meeting.

Minister's Report: Paul.

- February has been different, many complex pastoral care issues.
- Focus on remedies for the water damage to the building.
- Good results from Widening the Circle. 30 people have expressed interest.

- Setting up cameras/sound in sanctuary for hybrid (simultaneous streamed and live) services after church opens) Mark Allyn has been very persistent in making it work. The plan was present from the sanctuary last Sunday with Paul, Kevin and with Mark running video/sound but the sound didn't come together. Expect it to be working within a couple of weeks.
- Many Zoom meetings and the first in-person memorial service since the pandemic started.
- Resolutions team – lots of progress
- Paul requested a sabbatical leave from January through March 2022. He discussed that he has a strong, consistent celebrant team and that the staff has stabilized. He will focus on how to prepare staff and the congregation for his absence. There should be enough in the Sabbatical Reserve Fund to support the request.
- Discussion was strongly in support of the idea.
- **Dave moved and Melissa seconded approval for Paul's request for a 3-month Sabbatical Leave from approximately January through March 2022. Motion passed.**

Operations Team Report: Rod (see attached summary)

- Other items have already been discussed or are covered in the attached summary.
- Discussion centered on Paul's presentation on BUF privacy policies.

Changing Board Procedures to Budgeting Timeline: Murray

- Board policy has a budget timeline and hasn't been recently followed. In addition, Paul set out a timeline, which has been more recently used.
- Murray recommends that the Board adopt Paul's timeline, which was agreed upon in general discussion.

COVID Task Force Update: Murray

- The COVID Task force meets Fridays when needed, and general has met a couple of times a month. Issues discussed include:
 - Rental of 3rd floor to Natural Learning Center.
 - Ventilation of building /desire to improve airflow, especially in sanctuary. Jim Reimer has taken the lead, but feels that he has gone as far as he can with his limits of expertise
 - Recent focus has evolved to improving air-handling controls as opposed to a more expensive upgrade of the entire HVAC system in the building.
 - Want to meet CDC guidelines, which are complex and depend a lot on the intricacies of an individual building.
 - Recommending finding and hiring an outside HVAC consultant for probably 8-10 hours.
- Discussion revolved around discussing building needs, type of consultant, focus on other areas, like bathrooms, which are smaller and have less adequate ventilation.

Update on Stewardship: Debbie

- Stewardship brochure is fabulous and will be mailed at the end of next week.

- Stewardship team will reach out to prior canvassers. Board members will be asked to be canvassers.
- Congregational letter will be included in stewardship package.

Report on Auction – Team Prep and Process: Debbie

- Lorelei, Pam Hank have formed a good, enthusiastic group.
- The auction will be held from a Sunday – Sunday in May.
- Software is being tested.
- The big effort will be in April/May.

Next Meeting Date: March 25, 2021

Meeting adjourned at 8:343 pm.

Summary of Action Items:

- **Dave moved and Melissa seconded approval for Paul's request for a 3-month Sabbatical Leave from approximately January through March 2022. Motion passed.**
- Board has adopted Paul's budget timeline, which was agreed upon in general discussion.
- COVID Task force is searching for an outside HVAC consultant for probably 8-10 hours to assess solutions to improve airflow in the building.

Attachments: (below)

- CBB Notes for BUF Board
- Treasurer's Report
- Operations Team Minutes

Notes for Board Meeting 25 February 2021

Community Beyond BUF

SEJC

- Conducting call for Applications for 2021-22 SEJC Special Collections. Application is online at <https://wp.buf.org/justice/social-environmental-justice-committee/sejc-collection-guidelines-and-application/>
- Working on establishing Program meeting in addition to quarterly business meetings. The purpose to determine areas of collaboration and support for justice work. First meeting is scheduled for April 11, 2021.
- Working with Teams to create/update Team Charters

Covenant of Beloved Community. Has set a few priorities for this year:

- Will be meeting the first Thursday of every month at 5:30 pm
- Supporting Genia's "Widening the Circle" class and curriculum
- Supporting another/follow Beloved Conversations class and curriculum
- WWU Social Justice Scholarship Program
- Adopted Gathering Guidelines (how to participate in a group) and a set of Process Goals

Denominational

UUA

- **General Assembly:** Delegates - UUA should be sending delegate certification information. We currently have 4 of 5 delegate volunteers with 1 alternate. Delegates will need their certification numbers to register/update their registration (many have already registered). They will need to be certified to vote on behalf of BUF.
 - Rick Steele
 - Lew Phiney
 - Catherine McIntyre
 - Bharti Kirschner
 - Alt. Kara Black
- **Pacific Northwest District (PNWD)** is somewhat on hold right now because of new incoming PWR staff and implementation of regional authority and responsibilities. PNWD is in the process of planning an Assembly soon. Last year's assembly was cancelled due to COVID.
- **Pacific Western Region (PWR)** as mentioned above is working on implementing a more regionalized structure which could include the dissolution of PNWD, but is not ruling out continuing some out activities on a district level. They're just not sure what that will look like right now. They do plan on instituting more justice-oriented programming and support for congregations, particularly in the area of anti-racism.

Partnerships

- C2C/BUF Partnership is requesting a delay of Partnership renewal which is to be done every 3 years. It's due this May congregational meeting; however, because of COVID and other intervening issues they requesting a year's delay – May 2022.

Proposed Chart Update (Old chart is in the yellow box)

Community Beyond BUF (Proposed Updated Chart)

Social and Environmental Justice	Chair, Kara Black
Action Teams:	
NACC	Beth Brownfield & Deb Cruz
Environmental Justice	Deb Cruz
Interweave	Cathy Campbell
Black Lives Matter	Cat McIntyre/Dave Curley
Humanitas	Barbara Gobus
Family Promise	Ann Stevenson
Immigrant Rights	Mike Betz
Projects:	
Fair Trade	Susan Thurn
Special Collections	Kara Black
Food Banks	Carol Dukes
Partnerships	
BUF/C2C	Kara Black
Transylvania	Reka Zoltan
Interfaith	
Interfaith Coalition	Ann Stevenson
Humanitas	Barbara Gobus
Family Promise	Ann Stevenson
Multifaith Network for Climate Justice	Deb Cruz
	Barbara
	Davenport
Denominational	
UUA	Lew Phinney/Deb Cruz
Pacific Western Region	Deb Cruz
PNWD	Deb Cruz
JUJustice Washington	Deb Cruz
PNW Chapter of UU Ministers Assc (PNWUUMA)	Paul Beckel
UUSC	Linda Fels
UUMFE	Deb Cruz

Community Beyond Teams

Social & Environmental Justice

- SEJC Action Teams
 - Humanitas
 - Black Lives Matter
 - Climate Justice
 - Fair Trade
 - Immigrant Rights
 - Native American Connections
- SEJC Monthly Collections
- UUVoices

Partnerships

- C2C
- Transylvania
- Local Religious Partners

Denominational Affairs

- UUA
- UUSC
- PNWD

Interfaith

Alliances: (Examples . . .) Community to Community, Racial Justice Coalition, Lummi Nation, Multifaith Network for Climate Justice, PFLAG, Interfaith Coalition, Family Promise, Humanitas, RE Sources, Climate Reality, Sierra Club, 350.org, UUMFE, Transition Whatcom, etc.

Monthly Treasurer's Summary Report to the Board of Trustees
January 2021 Financials (58% of the fiscal year)
Prepared for the February 25, 2021 Board Meeting

Overview of current and projected status:

- Net Income for fiscal year (2020-2021):
 - Month of January, 2021:
 - As forecast, both pledge income and friends donations were lower than December, 2020.
 - Year-to-date (July 2020-January 2021):
 - Pledge income exceeds the year-to-date forecast by 2%.
 - Non-member donations are 35% above forecast.
 - Rental income exceeds the forecast.
 - Expenses are within budget.
 - BUF's Operating budget shows:
 - Net Operating Income of **-\$6,129** for the month of January.
 - Net Ordinary Income for the year of **\$12,081**.
- Cash on Hand for January:
 - As of January 31, 2021, BUF has a Cash On Hand of **-\$14,179**.
 - This number includes the PPP loan as a liability.
 - Predicting that the PPP loan will be forgiven, the adjusted Cash on Hand is **\$39,321**. Our goal is \$70,000 Cash On Hand.
- **Action requested of Board:**
 - Review first draft of proposed 2021-2022 budget.

Income and Expense:

Income and Expense	<i>Year-to-date</i>	<i>% of budget</i>
<i>Pledge Income</i>	\$ 181,862	99%
<i>Total Donations</i>	\$ 221,464	101%
<i>Fundraising Income</i>	\$ 3,454	50%
<i>Rental Income</i>	\$ 1,255	3,586%
Total Income Year to Date	\$ 249,483	106%
Total Expenses Year to Date	\$ 237,202	109%
YTD Op. Income minus Expense	\$ 12,281	69%

Cash on Hand

	This month	% Change	Prior month	Prior month
Checking balance	\$15,874	27%	\$ 23,564	\$ 18,568
Cash assets under Board control	\$ 213,382	3%	\$221,647	\$ 216,185
Cash on Hand *(Assets less liabilities, including PPP Liability)	-\$ 14,179		-\$ 5,187	-\$ 16,487
Cash on Hand (removes PPP Liability)	\$ 39,321	-19%	\$ 48,313	\$ 37,013

Funds Activity Report

Funds Activity	This month	Prior month
Total Designated Board Funds available	0	0
Total Restricted Investment Funds	\$ 105,606	\$ 105,603
Total Restricted Bank Account Funds	\$ 89,518 (excl. PPP Fund offset)	\$ 89,246 (excl. PPP Fund offset)
Total Designated Program Funds	\$ 34,779	\$ 35,762
Total in all funds	\$ 229,902	\$ 230,610

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

BUF OPERATIONS TEAM MINUTES

Feb 12, 2021

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

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

Paul asked for Council reports.

Admin: Kathy W. reported the all-church budget gathering last Sunday had decent attendance, good questions were raised. Murray has consulted with the Stewardship Committee about their goals. Pledge revenue at present is on target. There likely will be unspent reserve funds and rental funds will come in next year. Deb asked if the church would be seeking further support from the upcoming federal COVID financial assistance package. Kathy replied she does not think BUF would qualify for another round of assistance like last summer. Paul stated the last PPP loan of 53,000 covered our losses ending last June, on into the current budget year. We do not have the same level of financial need right now. Kathy stated a draft budget can be made available for the next Board of Trustees meeting on February 25. She will share the draft budget with the Ops Team before it is presented to the Board. Deb asked if Beloved Community is included in next year's budget. It is. Kathy reported IT committee is making good progress with streaming video from sanctuary project.

Paul stated Treasurer and Community Beyond BUF will appear at Board meeting in February. He also said Ginny Baker is stepping aside from Pastoral Care, Stephanie Raynes is stepping in. There are no updates from Health Relations or Music Committees.

Deb said Pacific Regional Conference was happening on the weekend of Feb 13-14, in the same sort of format as GA. Social Justice is determining collections line up for next year. SEJC normally meets quarterly. They want to separate business-related items from programming issues in these meetings. General Assembly – potential delegates (five of them) are identified, need Deb to submit recommendations to Board for consideration. Paul noted that GA scholarships are incorporated in budget this year, but Board will decide who, if anyone, will receive portion of \$250 total amount.

Genia said she is continuing to emphasize family engagement. On February 20 there will be a pajama hour, clay available for making chalices, there is collaboration happening with Seattle churches on the topic of sexuality education in family setting. Alan Friedlob will speak about Widening the Circle this coming Sunday.

Paul noted Kara has asked for a delay in recertifying Community to Community (C2C) due to the COVID crisis. The renewal of the partnership is coming up in May.

BUF OPERATIONS TEAM MINUTES

Feb 12, 2021

Paul led a discussion on privacy policies at BUF. It is implemented on BUF news but where else is it needed? Idea is to no divulge person's name, email address, phone number. The use of a drop-down box which encourages users to 'contact us' is one potential work around for privacy challenges. Kathy said she will look into a drop-down box for some of the different data systems at BUF. There will be maintenance issues associated with a drop-down box, but convenience is an important factor that makes it attractive.

Next Operations Team Meeting: March 12, 2021

Rod Haynes

Feb 17, 2021