

BUF Board of Trustees Meeting (virtual, via Zoom)

March 25, 2021

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

Not Present (Excused): Debbie Boots

Other participants: Barbara Gilday.

Minutes by John Stewart, Secretary.

Chalice lighting 7:00 pm; Check-ins.

Approval of last meeting minutes. Minutes from the 0225/2021 meeting were approved by email on 03/10/2021.

Nominating Committee Report, Barbara Gilday

No meeting yet of the committee, although there have been many conversations.

Barbara presented 2 ideas for consideration:

- A shared board position, either alternating meetings or a year at a time, in order to make Board membership more attractive/feasible for younger members.
- A designated non-voting youth member.

Both ideas were discussed and will be considered.

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

- Adjusted (assuming PPP loan forgiveness) cash-on-hand is \$29,768, reflecting an erosion of cash. +
- Office staff will monitor checking account balance when checks are written.
- BUF emergency reserve is \$43,474.
- PPP forgiveness application has been submitted to WECU

Update on Stewardship:

- Only 30 pledges have been received so far, amounting to 20% of pledge plan.
- Not all letters have been received.
- Approximately 3 weeks behind schedule.
- Canvassers will be asked to make follow-up phone calls

Budgetary Concerns: Murray

- Current draft budget is unchanged.
- There will be an additional Board meeting in April to discuss the budget with Sky Hedman.
- Congregational meeting on May 23 to propose budget for approval.

Minister's Report: Paul

- Human Resources Team has met and upcoming staff changes were discussed.
- Pastoral Care Team:
 - Ginny Baker has stepped down and has been replaced by Steffany Raynes as chair.
 - Rick Steele has left the team.
 - Need to recruit additional members for the upcoming year.
- Healthy Relationships Team
 - Mary Alden and Debu Majumdar have dropped off of the team and new members are needed there as well.
- Infographics is a new team comprised of Scott Heise, Paul Beckel, Naomi Gary, Kathy Wahto and Amay Coblentz (new Building Steward), whose mission it is to work on graphical presentation and improve instructions for Breeze, BUF News, Give+ etc.
- New giving option, now via text.
- BUF YouTube channel: now mostly raw data uploads (unedited Sunday services). Ideally will be edited to remove dead space, etc.
- Sunday Services in Sanctuary:
 - Andrew Schoneberg and Mark Allyn hard at work so that audio and video will work. First will be next Sunday (March 28).
 - There will be an ensemble performance in the sanctuary on Easter Sunday
 - Under current guidelines, we can fit 55 people in the sanctuary, but will start very gradually, maybe with 15 by the end of April. The number small be small enough so that attendees can self-police.
- Water Damage: Professional mitigation company has been drying things out. Insurance company has been cooperative.
- Widening the Circle Classes: Overseen by Paul and Genia and led by Mel Hoover and Rose Eddington. 45 people have signed up.

Operations Team Report: Rod (Operations Team Minutes attached)

- Security – we are in early exploratory phases only.
- Growth in Learning Council has been launched. Particulars in the attached minutes.

Changes to Board Procedures: Murray

- Actual budget timeline will be added to the Board procedures

Update on Ad Hoc Resolutions Committee: Henry

- Carried over to next meeting.

Report on Auction: Debbie

- Carried over to next meeting.

Update on COVID Task Force: Bharti (see Report attached)

Congregational Meeting in May: Murray

- Zoom meeting again on May 23.
- Melissa agreed to count attendees.

Next Meeting Dates: April 15 and April 29, 2021

Meeting adjourned at 8:21 pm.

Attachments: (below)

- Treasurer's Report
- Operations Team Minutes
- COVID Task Force Report

**Monthly Treasurer’s Summary Report to the Board of Trustees
February 2021 Financials (67% 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 February, 2021:
 - Pledge income increased 4% from January
 - Net Operating Income of **-\$6,291** for the month of February. .
 - Year-to-date (July 2020-February 2021):
 - Pledge income exceeds the year-to-date forecast by 1%.
 - Non-member donations are 30% above forecast.
 - Rental income exceeds the forecast.
 - Expenses exceed budget by 4%.
 - Net Ordinary Income for the year of **\$6,285**.

- Cash on Hand for February:
 - As of February 31, 2021, BUF has a Cash On Hand of **-\$23,732**.
 - This number includes the PPP loan as a liability.
 - The adjusted Cash on Hand is **\$29,768**, predicting that the PPP loan will be forgiven.
 - \$29,768 cash on hand reflects an erosion of cash on hand during this fiscal year. Because this number is the minimum required to cover our monthly expenses, the office staff will monitor the checking account balance carefully when checks are written.
 - PPP Forgiveness application was submitted 3/15/21.
 - BUF’s Emergency Reserve (1%) is **\$43,474**.
 - BUF’s goal is to have reserves to cover three months operating expense, or \$99,722.

Income and Expense:

| Income and Expense | <i>Year-to-date</i> | <i>% of budget</i> |
|-------------------------------------|---------------------|--------------------|
| <i>Pledge Income</i> | \$ 205,746 | 99% |
| <i>Total Donations</i> | \$ 247,747 | 102% |
| <i>Fundraising Income</i> | \$ 3,454 | 50% |
| <i>Rental Income</i> | \$ 1,715 | 4,900% |
| Total Income Year to Date | \$ 277,792 | 106% |
| Total Expenses Year to Date | \$ 271,507 | 108% |
| YTD Op. Income minus Expense | \$ 6,285 | 59% |

Cash on Hand

| | This month | % Change | Prior month | Prior month |
|---|-------------------|-----------------|--------------------|--------------------|
| Checking balance | \$ 4,791 | 27% | \$15,974 | \$ 23,564 |
| Cash assets under Board control | \$ 202,647 | 3% | \$213,382 | \$ 221,647 |
| Cash on Hand* (Assets less liabilities, including PPP Liability) | -\$ 23,732 | | -\$ 14,179 | -\$ 5,187 |
| Cash on Hand (removes PPP Liability) | \$ 29,768 | -24% | \$ 39,321 | \$ 48,313 |

Funds Activity Report

| Funds Activity | This month | Prior month |
|--|-----------------------------------|-----------------------------------|
| Total Designated Board Funds available | 0 | 0 |
| Total Restricted Investment Funds | \$ 105,610 | \$ 105,606 |
| Total Restricted Bank Account Funds | \$ 90,492 (excl. PPP Fund offset) | \$ 89,518 (excl. PPP Fund offset) |
| Total Designated Program Funds | \$ 32,596 | \$ 34,779 |
| Total in all funds | \$ 228,697 | \$ 229,902 |

Fundraising Summary

| Fundraising Event | Income YTD | Income Goal for year | % of Goal |
|--------------------------|-------------------|-----------------------------|------------------|
| Dinner Auction/Gala | \$ 0 | \$ 8,000 | 0% |
| Other Fundraising | \$ 0 | \$ 0 | 0% |
| Paddle Call 2018 | \$ 0 | \$ 0 | 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

March 12, 2021

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

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

Paul asked for Council reports, after noting BUF will likely be gaining more clarity about the COVID crisis before that much longer.

Admin: Kathy W. reported she and Skye will meet the timelines for presenting to the Board of Trustees. The first version was placed before the Board at February's meeting. Question was raised about congregational input for the upcoming budget. On Sunday April 11 the congregation will be invited to view the most recent budget draft following the service. As the COVID crisis changes, further revisions to the budget definitely will occur. Congregation will be kept informed via Midweek Update. Concerning the COVID task force, the government will be enacting phase three on March 22 which will impact faith-based organizations. The team discussed the possibility of opening the building for ½ capacity Sunday services, and whether Social Distancing will continue through the Fall. Nobody knows. The air filtration is coming along. One proposal from a contractor is pending, COVID task force. The group also discussed armed intruder contingency planning, and the service options available to call for help, including where to place the alert devices. Ultimately, the goal is to NOT have to have the police come to BUF. Further discussions about the progress for the church Privacy Policy will happen at next meeting. Must take into consider multi-cultural considerations as this project develops.

Ministry: Paul reported Steffany Raynes is now the Chair of the Healthy Relations team, the transition went very smoothly

Community Beyond BUF: as reported last time SEJC will alternate meetings where programming only will be discussed at one meeting and then business items next meeting. The group voted to reauthorize BUF participation in C2C, this will be conveyed to Kara.

Community With BUF: it will be intersectional, including involvement from a number of areas. The Council will need structure and coherent reporting out. Genia will set up Zoom monthly meeting. This requires further development—in early development right now.

Genia reported Growth and Learning Council has been launched. The 46 participants include schools, with individuals meeting face to face more often now. Zoom popularity is plummeting as a result.

The Pacific Western Region is under reorganization. We won't be reporting out for some time.

Operations Team will be meeting third Friday of each month.

Next Operations Team Meeting: April 16, 2021

Rod Haynes

March 16, 2021

Covid Task Force Report: Three parts to this report.

1. First is our plan for **reopening**: Starting 3/22 we've been in Phase 3. What is Phase 3? Up to 50% of room capacity with a recommended maximum of 400 people. A maximum of 15 individuals to be seated together. Choirs and congregations to sing indoors without size limitations.

“With continuing reports of COVID-19 outbreaks at spiritual gatherings, the Governor still strongly encourages religious leaders and communities to conduct services remotely.”

Our reopening will happen in stages. Tell you in a moment. Issue is requirement of full vaccination. How would that work, with some people not wishing to or not able to be vaccinated. We follow UUA Guidelines and of course CDC and other scientific guidelines and our insurance company. Anyone who enters the building signs a waiver. Paul has developed a provisional reopening timeline. **First Period:** From now until at least Labor Day, BUF activities will require safety precautions, and participation will be limited. **Intermediate Period:** When it is safe to do so, precautions will be relaxed, and participation expanded. **Full Reopening:** No restrictions and we don't know when.

One small attempt at reopening is a choir rehearsal of 6 people. for the April 4 Easter Sunday service, requested by Kevin. He'll gather an ensemble of 7 performers (6 singers, Kevin and a pianist) in the sanctuary to perform the song "We Rise Again." Each singer would wear an N95 mask and stand 12 feet from the next singer in a semi-circle around the front of the sanctuary.

Moving on to another topic: Another aspect of reopening is setting up volunteers. Lisa Moss and I are discussing volunteer selection and training. To be called a safety team. We'll use a training video that I found on the internet. Direct traffic, maintain distance, guide people to designated places in the sanctuary. Different entry and exits. Answer questions. “Clean and disinfect high-touch surfaces after each use—including chairs, headrests and armrests, doorknobs, handrails, restrooms and breakrooms—using soapy water, followed by the appropriate disinfectants. If these areas cannot be cleaned and disinfected frequently, the organization shall be shut down until such measures can be achieved and maintained.” We're discussing this point.

2. The second part of my report is our HVAC System. State guideline says: “Increase ventilation and filtration of indoor spaces to improve air quality and reduce airborne exposures where feasible. Good ventilation and indoor air quality are important in reducing airborne exposure to viruses.” Jim Reimer is working on it. There are local contractors who'll do the job. Jim is looking for an engineering consultant like himself to bounce ideas. He wants to make sure that 5 years from now, no COVID, but our HVAC was designed solely with COVID in mind and doesn't work as well. Sounded like he's close to getting a consultant.

3. The third and the last part is the responsibility of Task Force to the Board. We meet once a week or as required. We'll keep you informed and ask for your go-ahead in reopening issues. We are us.