

BUF Board of Trustees Meeting (virtual, via Zoom)

May 27, 2021

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

Not Present (Excused): Rod Haynes

Also Present: Drew Betz, Alex Gilman

Minutes by John Stewart Secretary.

Meeting called to order by Bharti at 7:01 pm; Checkins

Approval of last meeting minutes. Minutes from the 04/29/2021 meeting were approved by email on 05/19/2021.

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

- Finances continue on a positive trend with a slight improvement in cash on hand.
- Reports reflect forgiveness of the PPP loan in April.

Minister's Report: Paul

- Had hoped to gradually reopen sanctuary to Sunday services during summer, however need to give staff/volunteers a break – mostly did not take time off last summer.
- Historically, we began to offer regular Sunday services through the summer about 10 years ago.
- Summer Sunday services will be more discussion-oriented and offered via Zoom, with no one actually in the sanctuary.
- Taize services will continue to be offered via Zoom from the sanctuary with Tess and Andrea.
- Considered better to have everyone back in September, ready to go.

Report from COVID Task Force: Murray

- Had hoped to gradually reopen during summer, but now will evaluate in September.
- Inoculation survey: 221 responses, of which all but 3 are fully vaccinated or partially vaccinated.

Water Damage Report: John. Summary of meeting appended below.

- 2 phases of work: Remediation and Repair
- Remediation cost \$23,000. Church Mutual offered \$14,000. Our contractors, 911 Dry is in negotiations. At this point the need is to wait for the process to conclude.
- Repair is estimated to cost \$61,000, which includes replacement of entire floor of Social Hall. Church Mutual has agreed to pay \$55,000 with a \$6,000 holdback until the work is completed.

- Kathy Wahto, Jim Reimer, Paul and John met with 911 Dry on May 25 to discuss:
 - Restroom floors, currently Marmoleum, will be replaced with ceramic tile
 - Drywall, ceiling, bathroom fixtures will be repaired or replaced as needed.
 - Only the damaged portion of the Social Hall floor will be repaired, with a transition between the new and existing bamboo floors.
 - 911 Dry will recalculate proposal.
- In the following discussion, John agreed that the recalculated proposal would be brought back to the Board for approval, along with drawings to show the floor transition. A Board action will be requested prior to commencement of the work.

Update on Ad Hoc Resolutions Committee: Murray

- Goal was to revise resolution process so that it worked more smoothly, avoided hurt feelings.
- Amendments not permitted, but alternate resolutions will be allowed.
- Primary resolution needs to be submitted 60 days before congregational meeting date.
- Alternate resolutions will need to be submitted at least 30 days prior to meeting date and have 3 signers.
- A Resolutions Task Force will be created at the end of each year.
 - Will function as a neutral body to work with resolutions that are presented.
 - Will produce a “Voter’s Guide” to resolutions.
- Ranked choice voting will be used to vote on resolutions – software is available to tally votes.
- Currently need 75% votes in favor. The change in amendments eliminates the 50% threshold needed for an amendment.
- Requires a change in Bylaws which will be presented at the next Congregational Meeting and Board Policy change.

Report on Auction: Debbie

- Auction went well and committee worked very well together.
- Raised \$6,700 so far, 8 still are to pay. \$7,000 is projected.
- Only 54 bidders shows the challenges of a completely online event.

Report on Proposed New Scholarship Committee: Bharti. Presentation appended below.

- Bharti presented a proposal for a new scholarship committee to benefit minority college students as well as to provide a mentoring program at WWU.
- Supported by individual donors, not funded by BUF.
- Committee chaired by Barbara Gilday with Erica Mallin, Tom and Bharti Kirchner, Ellie and Alan Friedlob.
- Scholarship program is known as “Call Me Mister” and focuses on scholarship support for male POC students from underserved communities.
- Active discussion following presentation included questions about
 - How the fund will be administered
 - Where will funds be held

- Does the Board need to approve the fundraising and will it conflict with other fundraising efforts at BUF
- How will fundraising be conducted
- Where will function best fit in the organization of BUF: SEJC?

Budgeting Timeline in Board Procedures: Murray (redlined revisions appended)

- Presentation from Murray:
 - Currently we use a timeline for the budgeting process that Paul developed and e-mailed to the Board on Jan 4, 2019. This timeline is not in our procedures and exists only as various of us have saved it somewhere or other. There is a budgeting timeline in the Board Procedures in sections IV, V, and VI that we do not use or even pay any attention to.
 - I propose that we eliminate the budgeting timeline items contained in the table in Board Procedures, section IV (Board Reporting) and in the bullet points in section V (Board Task Calendar) and insert the timeline that Paul sent out in section VI (Budget Preparation). Accordingly, I have red-lined sections IV and V, and added the timeline that we currently try to follow in section VI.
 - We have followed this timeline, more or less, for the last two budget cycles - this year and last. We have not followed it exactly either year and perhaps it needs to be modified. We can try do this before we insert it into sections VI and/or the Board can modify it over the course of time.
 - In section IV I removed all references to budget development from the third column in the table. That leaves only Treasurer's reporting to the Board in that column. The table that exists in the Board Procedures on our website is a picture, so I re-typed it as a Word table. I've attached red-lined section IV as both a Word document and as a PDF.
 - In section V, I red-lined all bullet points related to setting our budget. I also moved the action to "Set due date for Congregational meeting" from December to August, which is when we normally do it.
 - In section VI I added the budget timeline that we have used for the last couple years.

Melissa moved and Bharti seconded that we approve the proposed changes and that the Board Procedures be amended as shown in the redlined attachments. Motion approved.

Report on Hiring New Personnel: Sarah

- BUF has had 2 positions posted.
- Most applications not qualified
- Kathy Wahto has proposed combining the bookkeeping position into her administrator position at a salary of \$57,000 and with no increases for 3 years.
- Some duties would be moved to volunteers (i.e. Midweek Update) or outsourced (i.e. Payroll). This would be expected to provide a net cost savings.
- Paul, Barbara Ellis-Quinn and John met on May 25 with Kathy to discuss and will function as her transition committee. The first meeting, scheduled June 22 will outline the rest of the plan.

- The job search has otherwise been discontinued.

Next Meeting Date: June 24 2021

Meeting adjourned at 8:49 pm.

Summary of Action Items:

- Melissa moved and Bharti seconded that we approve the proposed changes and that the Board Procedures be amended as shown in the redlined attachments. Motion approved.
- John will bring proposal for completion of the Water Damage repairs back to Board for approval as soon as complete bid has been received.

Attachments: (below)

- Treasurer's Report
- Water Damage Report
- Scholarship Committee Presentation
- Redlined sections Board Procedures IV, V, VI

**Monthly Treasurer’s Summary Report to the Board of Trustees
April 2021 Financials (83% of the fiscal year)
Prepared for the May 27, 2021 Board Meeting**

Overview of current and projected status:

- BUF’s finances continue on a positive trend with a slight improvement in cash on hand.
- Net Income for fiscal year (2020-2021):
 - Month of April, 2021:
 - Pledge income decreased 2% from March.
 - Net Operating Income is \$156 for the month of April.
 - Year-to-date (July 2020-April 2021, 83% of fiscal year):
 - Pledge income is 85% of the year-to-date forecast.
 - Non-member donations are 116% of forecast.
 - Rental income exceeds the forecast.
 - Income exceeds budget by 7%.
 - Expenses exceed budget by 5%.
 - Net Ordinary Income for the year is **\$7,388**.
- Cash on Hand for April:
 - As of April 30, 2021, BUF has a Cash On Hand of **\$32,078**.
 - The PPP loan was forgiven on April 4, 2021.
 - BUF’s Emergency Operating Reserve remains at **\$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>	\$ 257,191	85%
<i>Total Donations</i>	\$ 306,358	87%
<i>Fundraising Income</i>	\$ 3,454	23%
<i>Rental Income</i>	\$ 3,295	9,414%
Total Income Year to Date	\$ 344,806	90%
Total Expenses Year to Date	\$ 337,417	106%
YTD Op. Income minus Expense	\$ 7,323	

Cash on Hand

	This month	% Change	Prior month	Prior month
Checking balance	\$ 66,400 (reflects Insurance claim payment)		\$ 8,016	\$ 4,791
Cash assets under Board control	\$210,569	2%	\$207,110	\$ 202,647
Cash on Hand	\$ 32,078		\$ 29,423	\$ 29,768

Funds Activity Report

Funds Activity	This month	Prior month
Total Designated Board Funds available	0	0
Total Restricted Investment Funds	\$ 106,456	\$ 106,451
Total Restricted Bank Account Funds	\$ 90,064	\$ 90,492
Total Designated Program Funds	\$ 27,890	\$ 37,059
Total in all funds	\$ 224,409	\$ 228,024

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

Funds Activity Report

I&E YTD Annual Budget Comparison

Water Damage Report:

Meeting with Paul, Kathy Wahto, Jim Reimer, 911Dry

Remediation

1. \$1000 deductible
2. \$1300 plumber (paid)
3. \$23,000 total remediation cost. Direct pay to 911Dry.
4. \$14,000 offered by insurance (result of 3rd Party claim auditor)
 1. 3rd party auditor has acknowledged that there are issues they haven't yet included in their report.
5. 911Dry is negotiating.
6. Nothing to do at this point except wait for the process to unfold.

Repair

5. \$80,000 estimated repair (911Dry's estimate.) initially, but 911Dry has adjusted to Church Mutual's estimate of \$61,000
6. Includes drywall, ceiling, repair replacement.
7. Bathrooms:
 1. Women's: paint trim
 2. Men's bathroom:
 1. paint trim
 2. replace ceiling in men's room
 3. new floor
8. Social Hall Floor replacement (\$40,000 insurance)
9. \$55,000 advance has been received
10. \$5,000 more on completion.
11. 911Dry did immediate response.
12. Various changes being considered:
 1. Noise reduction techniques.
 2. Shower stalls in men's and/or women's bathrooms.
13. Floor could be completely replaced or, preferably, only the damaged portion replaced (minimal approach) with a transition between the old and new floors.
14. Recommendation is:
 1. To only do the minimal approach to the floor. There should be money left over after that.
 1. There should be 10 years of life left in the floor. There is a risk that if we don't replace the floor and something happens to it in the next 10 years, that the insurance co will say that they've already paid to replace it.
 2. Upgrade the current marmoleum floors in the bathrooms to ceramic tile, which is more durable.
15. 911 Dry is recalculating their bid, based upon those assumptions.

Question: Bylaws require congregational approval for expenditures over \$10,000. Do we need to go to congregation for approval on this, which is essentially the mitigation of a hazard insurance loss?

There are really two separate issues here: Remediation and Repair

Remediation expenses were paid directly to 911Dry.

Repair Expenses have been paid directly to us. It's completely our decision about how to repair the damage. It's fair to say that the Social Hall is unusable until repairs have been made.

It's estimated as about a 4-week project.

A NEW
SCHOLARSHIP FUND
AT BUF
To Benefit Minority
College Students

A Presentation by
Bharti Kirchner



A Nation- Wide Initiative: “Call me MISTER”

“Mentors Instructing Students Toward Effective Role Models”

An initiative whose goal is to increase diverse male teachers in elementary schools. Adopted by more than 25 universities in 9 states. Our first recipient is University of South Florida (USF).

Few select students get tuition assistance, cohort program (social support), academic support, professional development

Job placement after graduation. Students agree to teach at least one year in an underserved school for each year of scholarship assistance

“Friends of the MISTERS” Fund at BUF

Supported solely by individual donors. Not funded by BUF

Pays full tuition and related expenses for a 4-year undergrad or a 2-year grad student who plans to be a teacher

First Recipient: University of South Florida (USF) “Call me MISTER” program. Meant for male POC students from underserved communities

A Scholarship Committee At BUF

New committee

Meets once a month

Dedicated to making a difference in the lives of marginalized students

Other purposes, such as a mentorship program at WWU

An
outreach:
A
Restricted
Fund

No fund-raising
during pledge drive,
spring auction or the
quiet summer period

Individual donations
go the “Friends of
the MISTERS Fund”

Fund money sent to
the educational
institution twice a
year



We're just getting started!

Will monitor student progress with the help of USF

Other scholarships possibilities could follow

BUF becomes better-known in the community

IV. BOARD REPORTING: EVALUATION, OVERSIGHT & MONITORING OF ACTIVITIES, PROGRAMS & POSITIONS

A. Teams, committees, councils and individuals shall report to the Board according to the chart on the following page.

B. Reports shall be submitted in writing eight days prior to the Board meeting and shall include

1. A description of the responsibilities and specific goals of the group (a committee or team charter, for example)
2. Current activities and successes related to the Mission and Goals
3. Challenges or difficulties faced related to the Mission and Goals
4. Resources or other assistance requested of the Board
5. Any other topics to share or discuss with the Board

C. A representative of the reporting group shall attend the relevant Board meeting to discuss issues and ask/answer questions.

D. Information of a confidential nature shall be identified as such and shared in a separate, appropriate manner with the Board Secretary. Representatives who are sharing confidential

or personnel information with the Board shall do so during an Executive Session of the Board, rather than during an open Board meeting.

Month	Operations Team Councils	Financial Treasurer	Human Resources	Other
All				Minister's report. Operations Team report. Board Committee reports as needed. Ad Hoc team reports as needed
July	CBB 1	Treasurer: Q&A only		
Aug		Treasurer: Full end of year report, Board training, Plan audit		
Sept	Admin 1	Treasurer: Q&A only	Full report	Minister Evaluation: Plan
Oct	Ministry 1	Treasurer: Q&A only		
Nov	G & L 1	Treasurer: Full report Stewardship: Canvass, Fundraising, Plan canvass feedback Budget: Initial discussion		
Dec		Treasurer: Q&A only Budget: Goals decision	Full report	
Jan	CWB 1 & Denom Affairs	Treasurer: Q&A Budget: Goals decisions		Nominating
Feb	CBB 2	Treasurer: Full report, audit results Stewardship: Budget: Review rough cut		Minister Evaluation: Report & Follow up plan
Mar	Admin 2	Treasurer: Q&A. Budget: Review draft. Stewardship: Canvass, Congregational feedback	Full report	Nominating
Apr, 1st mtg	Denom Affairs	Treasurer: Q&A Budget: Review final approval		
Apr, 2nd mtg	Ministry 2	Treasurer: Full report Budget: Final approval		
May	G & L 2	Treasurer: Q&A only		
Jun	CWB 2	Treasurer: Full report	Full report	

V. BOARD TASK CALENDAR

The Board shall include tasks on its agenda according to the following calendar

Monthly

- Reporting Schedule Reports
- Goals & Mission: Planning or Review

July

- Elect: Officers, Grievance Committee, Treasurer, Senior Minister Evaluation Committee, Human Resource Committee Representative, Operations Team Representative, Vacant Positions on Ad-Hoc and Board Committees
- Training Plans: Board Training(s), Board Retreat, Officer & Treasurer Role Training
- Set Regular Board Meeting Calendar (attend to holidays, added April budget meeting) and plan public posting of the meeting schedule
- Authorize signers for all accounts, checks, and documents. Remove previously authorized signers
- Officers set their regular meeting schedule
- Schedule facility orientation and door code assignment for new Board Member
- Determine one day per week that the Minister will be free from all congregational responsibilities, and one additional day per week devoted only to study and writing, except in case of emergencies. The Board shall ensure these dates are shared with the staff and volunteer leadership as well as with the wider congregation.

August

- **Set the date for the Annual Congregational Meeting**

September

- Plan Board or Congregational Training from external sources, as desired
- The Senior Ministerial Review Committee shall review the Senior Minister's salary, housing and benefits vis a vis UUA recommendations and make a recommendation for any changes to the Board for consideration at its January Board meeting. This Committee shall also consider increasing in the amount of vacation time offered to the Senior Minister every five years, beginning in 2020, and present such recommendations to the Board at its January meeting.

October

November

- ~~Initial budget conversation: key items to add or cut~~
- ~~Fundraising plans, including possible Board fundraiser~~

December

- Three Year Reviews that are due: Bylaws, Board Policies & Procedures, Partnerships, Personnel Policies, Mission Statement, Board Covenant, Volunteer Operation Team Job Description, Operations Team Policy & Procedures review

January

- PNWD Delegates & Scholarships
- ~~Refine budget goals and deliver to Stewardship~~
- ~~Set date for Congregational Meeting~~
- The Board shall consider adoption of the salary, housing, benefit and vacation recommendations of the Senior Ministerial Review Committee

February

- ~~Consider first budget draft with current budget comparison and questions to discuss~~
- ~~Canvass & fundraising plans refinement~~

March

- Plan Paddle Call
- Invite prospective Board Members to attend April, May & June meetings
- ~~Canvass update & feedback~~

April

- GA Delegates and scholarships
- Plan Congregational Meeting content (including annual report), notice, roles, logistics
- Invite Prospective Officers to May & June Officers meetings
- ~~Finalize budget~~

May

- Conditionally approve Congregational Meeting Minutes
- Debrief Congregational Meeting

June

- Arrange logistics for new Board Members (photos, contact details, board@ list, website, etc.)
- Annual evaluation of all Board committees, Operations Team, Treasurer/Audit, Ad-Hoc committees and self-evaluation of Board; create follow up plans to address issues
- Senior Minister report on principal staff evaluations
- The Senior Minister shall recommend, and the Board shall designate, a portion of the Senior Minister's salary as a Housing Allowance for the following fiscal year.

VI. BUDGET PREPARATION

The Operations Team shall plan and implement the budget development process, working with the Financial Oversight Committee and principal staff. The Operations Team shall plan this work to meet the budget deadlines set out in the ~~financial column of the Board reporting chart~~—above below.

August	Board	sets the date for a Congregational Meeting next May
	Board	appoints a task force to <ul style="list-style-type: none">• bring initial budget recommendations to September Board retreat• attend all relevant meetings below• communicate regularly with Op Team, Financial Oversight, HR, and Stewardship• report on costs and benefits of major budget goals (in January)
September	Stewardship	sets canvass dates for next spring
	Board	holds a retreat to brainstorm both financial and organizational goals
October	Board	identifies major budget goals for further review by its task force
November	HR	recommends major goals re salary/benefits/staffing
	Op Team	solicits input from all committees re next year's budget
	Op Team	begins to advertise a date in January for congregational input re major budget goals
January	HR	makes final budget recommendation re salaries/benefits/staffing
	Op Team	holds meeting to receive congregational input about <i>major goals</i> for the upcoming canvass (a second meeting soliciting input about the Op Team's actual budget recommendation to be held in March)
	Task Force	reports on costs and benefits of major budget goals
	Board	chooses major budget goals, communicates these to Operations Team, Financial Oversight, Human Resources and Stewardship
February	Op Team	provides their first budget draft to the Board (which may include more expense than income)
	Op Team	begins to advertise a date in March to receive congregational input on their first budget draft
March	Stewardship	begins the canvass
	Op Team	holds meeting to receive congregational input on their first budget draft
	Fin Oversight	provides comments/suggestions in response to Op Team's first draft

April (extra Board budget meeting)

Stewardship provides initial pledge income estimate to Op Team by April 1 and then weekly

Op Team provides their final budget recommendation (not necessarily balanced)

Board attempts to balance/finalize budget

April Board finalizes their budget recommendation to the congregation

Board arranges to have their final recommendation made available to the Congregation two weeks in advance of the Congregational Meeting

May (Cong Meeting)

Treasurer presents Board's final budget recommendation to the Congregation