**A Message from the President:**

**Congregational Meeting on Sunday July 18, 2021 at 12 noon, via Zoom Link (below)**

All members are kindly requested to attend a special Congregational Meeting to be held on Sunday, July 18, 2021, at 12 noon. At this important meeting we will ask for your approval of the expenditure of up to $38,000 to upgrade the ventilation system of the BUF building. You will do so by voting on a ballot. (See details below.) The funding will come from our Building Account and the Building Maintenance Reserve. There is an urgent need to do this upgrade.

**Other Business**: Only other business at this special meeting will be to approve the minutes from the last Congregational Meeting in May 2021.

**Timeline:** In the next several days,the Board of Trustees will send to the congregation, via e-mail or US Post,

● The meeting agenda

● Draft Minutes from the Congregational Meeting held on May 2021.

**Informational Meeting**: On July 11 at 12 noon there will be an informational Zoom session with Sky Hedman, BUF treasurer, and Jim Reimer, the Building & Grounds Committee. Both of them are intimately involved with this project. Please attend if you wish to learn more about this upgrade and/or to express questions or concerns. The Zoom link (the same as that for the Congregational Meeting) is below. You may contact Sky at [treasurer@buf.org](mailto:treasurer@buf.org) or Jim Reimer [JDreimer@comcast.net](mailto:JDreimer@comcast.net) for additional information.

**Rules of Order**: The special Congregational Meeting will be conducted in accordance with Robert’s Rules of Order.

**Use of Zoom**: We will use the Zoom teleconferencing app. The link is below. The first order of business will be to adopt a set of rules to be followed for the remainder of the meeting. One such rule will be to type in your full name (which must match with that in the membership list) in the Chat box immediately upon your arrival. Please do not use the Chat for any other purpose during this meeting.

**Voting:**  Voting on this single issue will be conducted via an electronic form, (or by phone for those who do not have internet access.) This is how to vote: At the conclusion of the meeting, you will be given a link via the Chat box, a click to which will lead you to the voting ballot. Please check the appropriate box and do a Submit. The same link will also be available on www.buf.org. Voting will be permitted only during a two-hour window immediately following the meeting adjournment. You must have been present to this meeting to vote. Absentee voting is not permitted, as per our by-laws. A phone call will be made to those without Internet access and a ballot filled out on their behalf.

Looking forward to seeing you all on July 18 at noon.

Sincerely,

Bharti Kirchner, Board of Trustees

ZOOM LINK FOR BOTH THE MEETINGS:

Join Zoom Meeting

<https://zoom.us/j/96908526347>

Meeting ID: 969 0852 6347

Passcode: BUF

One tap mobile

+12532158782,,96908526347#,,,,\*178568# US (Tacoma)

+16699009128,,96908526347#,,,,\*178568# US (San Jose)

Dial by your location

        +1 253 215 8782 US (Tacoma)

        +1 669 900 9128 US (San Jose)

        +1 346 248 7799 US (Houston)

        +1 312 626 6799 US (Chicago)

        +1 646 558 8656 US (New York)

        +1 301 715 8592 US (Washington DC)

Meeting ID: 969 0852 6347

Passcode: 178568

Find your local number: <https://zoom.us/u/ab8GISGNOY>