

BUF Board of Trustees Meeting (in person and via Zoom)

August 31, 2021

Attendees: Drew Betz (Vice-President), Daria Haynes, Alex Gilman, Henry Ohana, Sarah Pearson, Lew Phinney, John Stewart (Secretary), Melissa Swift (via Zoom), Paul Beckel (Ex-Officio)

Not Present (Excused):

Other participants: None.

Minutes by John Stewart Secretary.

Chalice lighting 7:02 pm; Paul

Approval of last meeting minutes. Minutes from the 08/26/2021 meeting were approved by email on 8/29/2021.

Treasurer's Report: John Stewart. (Summary appended to 8/26/2021 meeting minutes).

- Employee Retention Credit is being applied for and will mean up to \$27,000 payroll tax credits to BUF. Kathy Wahto found out about the ERC, discovered that we were eligible, and has taken on the application process.
- Discussion about request for a Reserve Study for Building Maintenance needs was tabled for the next meeting.

COVID Task Force Report: Paul

- See the midweek update for recent announcements.
- The draft survey was sent to the Board. There was a discussion about the order of questions and the format.
- The next 2 Sundays will have a combination of in-person/Zoom services. No plans for in-person services beyond those 2 dates.
- The Covid Task Force is requested to give recommendations for future benchmarks for opening the building. Changes in the reopening plans are best implemented if they can be determined at least several weeks in advance.
- **Henry moved and Daria seconded that church services will stay entirely on Zoom through the remainder of September and October, with the decision to be reviewed at the next Board meeting on September 23 based on current conditions. Motion passed.**
- **Sarah moved and Alex seconded that Henry Ohana represent the Board on the COVID Task Force. Motion passed.**

Minister's Report: Paul.

- There was a break-in in the choir room and 2 laptops and a projector were stolen. The IT Team is determining what else is missing. The means of entry to the building is unknown.
- HVAC project is still in permitting.
- Large clean-up in process in anticipation of reopening.
- The Water Damage Project is still on hold waiting for tile.
- Hybrid meeting (simultaneously in person and via Zoom) are proving difficult to work out.

Operations Team Report: Paul

- **John moved and Drew seconded that Lew represent the Board on the Operations Team. Motion passed.**
- The Operations Team is discussing how the Covenant of Beloved Community fits within the operations structure of BUF.
 - It the CGC an entity?
 - Where does it fit in the organizational structure?
- Kathy Wahto is going to discuss with the Financial Oversight Committee proposed policies for fundraising within BUF.

Endowment Fund Appropriations: John

- Preferred options from Endowment Committee for \$20,206 in fund earnings are to contribute to:
 - HVAC System Upgrade
 - Kitchen remodel
 - Sound and video upgrades.
- Discussion tabled for next meeting although a question about funding security system upgrades was raised.

Board Retreat:

- Daria, Drew, Sarah and Paul will serve as the planning committee.
- Dates reserved for the retreat are November 5 & 6.

Calendaring:

- Annual Meeting: May 22, 2022
- Budget timeline review and workgroup – tabled for next meeting.

Next Meeting Date: September 23 2021

Meeting adjourned at 9:22 pm.

Summary of Action Items:

- Henry moved and Daria seconded that church services will stay entirely on Zoom through the remainder of September and October, with the decision to be reviewed at the next Board meeting on September 23 based on current conditions. Motion passed.
- Sarah moved and Alex seconded that Henry Ohana represent the Board on the COVID Task Force. Motion passed.
- John moved and Drew seconded that Lew represent the Board on the Operations Team. Motion passed.

Attachments: None.