

## **BUF Board of Trustees Meeting (virtual, via Zoom)**

August 26, 2021

Attendees: Drew Betz (Vice-President), Daria Haynes (Via Zoom until 7:40pm), Alex Gilman, Henry Ohana, Sarah Pearson, Lew Phinney, John Stewart (Secretary), Melissa Swift, Paul Beckel (Ex-Officio)

Not Present (Excused):

Other participants: None.

Minutes by John Stewart, Secretary.

Chalice lighting 7:03 pm; Paul

**Approval of last meeting minutes.** Minutes from the 07/22/2021 meeting were approved by email on 7/27/2021.

**Closed Session:** Membership and Leadership

Comments from Closed Session:

- The Board acknowledges and accepts the resignation of Bharti Kirchner from the Board of Trustees
- The Board thanks Bharti for her services on the Board and as Vice President.
- The Board will work on models for improved governance.
- The Board is opting not to fill the open Board position at present.

**Treasurer's Report:** John Stewart. Summary appended below.

- Drew Betz volunteered to become a third account signer.
- Replacement Account Signers: Henry moved and John seconded that:  
We the Trustees of this Board resolve that the Bellingham Unitarian Fellowship has a checking account with Whatcom Educational Credit Union (WECU) and the following designated individuals are now authorized to sign for and on behalf of the Fellowship any and all checks, drafts of other orders with respect to funds of the Fellowship in the checking account:  
Drew Betz, Vice President  
Barbara Hedman, Treasurer  
John Stewart, Secretary  
All other signers are hereby removed.

Motion passed.

**Sabbatical Update:** Paul

- Resolution of Support
  - Lew moved and Sarah seconded that the Board support the proposed sabbatical contract with Barbara ten Hove. Motion was passed.

- No further approval will be necessary. Drew Betz is authorized to sign on behalf of BUF.

**Next Meeting Date:** Tuesday, August 31, 2021, in person and via Zoom

**Meeting adjourned at 8:48 pm.**

**Summary of Action Items:**

- Replacement Account Signers: Henry moved and John seconded that:  
We the Trustees of this Board resolve that the Bellingham Unitarian Fellowship has a checking account with Whatcom Educational Credit Union (WECU) and the following designated individuals are now authorized to sign for and on behalf of the Fellowship any and all checks, drafts of other orders with respect to funds of the Fellowship in the checking account:  
Drew Betz, Vice President  
Barbara Hedman, Treasurer  
John Stewart, Secretary  
All other signers are hereby removed.

Motion passed.

- Lew moved and Sarah seconded that the Board support the proposed sabbatical contract with Barbara ten Hove. Motion was passed. Drew Betz is authorized to sign on behalf of BUF.

**Attachments:** (below)

- Treasurer's Report

**Monthly Treasurer's Summary Report to the Board of Trustees**  
**July 2021 Financials (8% of the fiscal year)**  
**Prepared for the August 26, 2021 Board Meeting**

**Overview of current and projected status:**

- **Net Income for fiscal year (2020-2021):**
  - July 2020-June 2021, 100% of fiscal year:
    - Pledge income was \$312,036 which is 103% of budget.
    - Non-member donations are 134% of forecast.
    - Rental income exceeded the forecast.
    - Income exceeded budget by 9%.
    - Expenses exceed budget by 8%.
    - BUF transferred \$5000 to the Building and Maintenance Reserves in anticipation of maintenance tasks that were deferred due to COVID.
    - Net Ordinary Income for the year was \$5,030.
- **BUF starts the Fiscal Year 2021-2022** on a positive trend with a strong Pledge Income and improved Cash on Hand.
- Month of July, 2021:
  - Pledge income reflects pre-paid pledges, and was 142% of budgeted amount..
  - Net Operating Income is \$21,503 for the month of July.
- Cash on Hand for July, 2021:
  - As of July 30, 2021, BUF has a Cash On Hand of **\$46,816**.
  - 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.
- **Requests for action from Board of Trustees:**
  - Per discussion, the Financial Oversight Committee recommends use of the Endowment disbursement:
    - to fund any overruns for the Ventilation project that are not covered by the Building Account (~\$28,000) instead of using Building and Maintenance Reserves.
    - for improvements to BUF's kitchen.
  - Financial Oversight Committee recommends that the Board authorize a study to assess the adequacy of BUF's Building and Maintenance Reserves.

**Income and Expense:**

<b>Income and Expense</b>	<i>Year-to-date</i>	<i>% of budget</i>
<i>Pledge Income</i>	\$ 48,949	142%
<i>Total Donations</i>	\$ 51,567	136%
<i>Fundraising Income</i>	\$ 0	0%
<i>Rental Income</i>	\$ 0	0%
<b>Total Income</b> Year to Date	\$ 52,374	132%
<b>Total Expenses</b> Year to Date	\$ 30,826	89%
<b>YTD Op. Income minus Expense</b>	\$ 21,548	407%

**Cash on Hand**

	<b>This month</b>	<b>% Change</b>	<b>Prior month</b>	<b>Prior month</b>
Checking balance	\$ 69,192	21%	\$ 57,308 (includes Insurance claim payment)	\$ 69,896
Cash assets under Board control	\$231,591	5%	\$220,577	\$ 215,101
<b>Cash on Hand</b>	<b>\$ 46,816</b>	<b>58%</b>	<b>\$ 29,644</b>	<b>\$ 33,740</b>

**Funds Activity Report**

<b>Funds Activity</b>	<b>This month</b>	<b>Prior month</b>
Total Designated Board Funds available	0	0
Total Restricted Investment Funds	\$ 108,520	\$ 108,520
Total Restricted Bank Account Funds	\$ 95,967	\$ 90,741
Total Designated Program Funds	\$ 37,363	\$ 25,346
Total in all funds	\$ 229,849	\$ 224,607

**Fundraising Summary**

<b>Fundraising Event</b>	<b>Income YTD</b>	<b>Income Goal for year</b>	<b>% of Goal</b>
Dinner Auction/Gala	\$ 0	\$ 17,500	0%
Other Fundraising	\$ 0	\$ 0	0%
Pandemic Grants & Income	\$ 0	0	0%
<b>Total Fundraising</b>	<b>\$ 0</b>	<b>\$ 17,500</b>	<b>0%</b>

**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