

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

October 28, 2021

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

Not Present (Excused):

Other participants: Kara Black, Murray Bennett, Rory McLeod

Minutes by John Stewart Secretary.

Chalice lighting 7:06 pm; Paul

Agenda Review/Changes:

Approval of last meeting minutes. Minutes from the 09/23/2021 meeting were approved by email on 10/12/2021.

Past Presidents Panel: Kara, Murray, Rory. Past presidents were asked to consider a list of questions and to base their comments on those questions.

Kara:

- Inclusive discussion – strategies to draw others in
- Persistent consensus: voting is a backup plan
- In a Board meeting, everyone must put aside their personal agenda
- All on the Board must have a significant job in BUF
- Timed Board agenda: Respects participants and fosters inclusion
- Track topics that might get lost – a role for the secretary
- Conflict is best addressed by consensus.
- Challenges:
 - Challenging white supremacy culture of the Board.
 - Training in other Board/governance models.
 - Walk away from Robert's Rules of Order.
 - Build consensus with timed round robins with thoughtful questions: time-consuming, but conflict takes more time than consensus-building.

Rory:

- Small group to work on monthly agenda.
- New things must be done early in the year: other events and the budget will take over the second half of the year.
- Big ideas often take a long time to implement – they need reinforcement year after year.
- 3-year term limit is a challenge for momentum.
- Focus of the Board needs to be on bringing back the congregation after COVID.
- The congregation will support big decisions if they are provided enough information.
- Challenge: attracting younger members and families.
- Big successes: Democratic Rules of Order for Board meetings
- Big accomplishments in one Board term generally have roots in prior years.

Murray:

- Sometimes things “hit” you as president (8th Principal).
- Board member training is important. Budget and financial reporting are pretty opaque.
 - Rory: when someone new joins the Board, they’re pretty clueless, should learn how the Board operates before starting on the Board.
- Respects Kara’s comments about consensus, but in the event of conflict, involvement of the Healthy Relations Team should be more aggressively pursued even if one party declines.
- Hardest thing is to run the congregational meeting – it often only happens once for a president – Zoom procedures should be added.

Treasurer’s Report: John Stewart. (summary appended below).

- To note is that the Board-approved \$2,500 to fund a facilitator/mediator from the Whatcom Dispute Resolution Center in excess of the \$500 budgeted under “Leadership Training and Development. In absence of an additional source of funds, this will leave the budget in a corresponding deficit.

COVID Task Force Report: Paul (report appended below)

Minister’s Report: Paul, (report appended below, with Operations Team Report)

- Barbara Ten Hove will be added to the BUF Board distribution list right away.
- First meeting of the Sabbatical Committee has taken place.
- HVAC work is complete with a final walk-through on 10/29 with contractor.
- Water damage repairs are now virtually complete with the social hall cleaned.
- Kathy Wahto has worked really hard to get everything ready for reopening.
- There are some volunteer needs for Paul’s sabbatical, chief among which is chairing and staffing the Building & Grounds Committee.

Board Retreat: Planning committee update: Drew, Paul, Daria, Sarah

- Friday evening potluck at Henry’s house with an agenda to include:
 - Ice-breaker
 - Governance
 - Advance reading will be sent – email links to reading material.
 - SWOT Analysis (Strengths, Weaknesses, Opportunities, Threats)
 - Addressing the leadership gap
- Saturday morning agenda to include work with Whatcom Dispute Resolution Center:
 - Introduction to Conflict Awareness and Skills-building Training
 - Facilitated Dialogue

Budget Timeline and Workgroup

- John and Sarah and one other to start budget work.

Next Meeting Date: November 18, 2021

Meeting adjourned at 9:05 pm.

Summary of Action Items:

- Budget Timeline and Workgroup: John and Sarah and one other to start budget work.
- New member orientation process to be considered at future Board meeting.

Attachments: (below)

- Treasurer's report
- COVID Task Force Report
- Minister's Report
- Operations Team Report

**Monthly Treasurer’s Summary Report to the Board of Trustees
September 2021 Financials (25% of the fiscal year)
Prepared for the October 28, 2021 Board Meeting**

Overview of current and projected status:

- **BUF finances** closely align with 2021-2022 budget.
 - Pledge income and Operational expenses varied from forecast.
- Month of September, 2021:
 - Pledge income was 90% of budgeted amount.
 - BUF received \$1020 in rent for September, 2021.
 - Net Operating Income is -\$4,180 for the month of September.
- Year to date (July – September, 2021)
 - Net Operating Income is \$12,986 year to date (July –September), which is 250% of budgeted amount.
- Cash on Hand for September, 2021:
 - As of September 30, 2021, BUF has a Cash On Hand of **\$22,323**.
 - BUF’s Emergency Operating Reserve remains at \$43,374.
 - BUF’s goal is to have reserves to cover three months operating expense, or \$99,722.
- **Requests for action from Board of Trustees:**
 - The Board approved up to \$2500 to fund a facilitator/mediator from Whatcom Dispute Resolution Center, in order to address the current conflict within the congregation.
 - How will this effort be funded?
 - Revise budget to include this amount under “Leadership Training and Development”?
 - Current allocation is \$500.

Income and Expense:

Income and Expense	<i>Year-to-date</i>	<i>% of budget</i>
<i>Pledge Income</i>	\$ 96,413	112%
<i>Total Donations</i>	\$ 106,440	109%
<i>Fundraising Income</i>	\$ 40	100%
<i>Rental Income</i>	\$ 1,020	102%
Total Income Year to Date	\$ 117,617	111%
Total Expenses Year to Date	\$ 104,631	104%
YTD Op. Income minus Expense	\$ 12,986	250%

Cash on Hand

	This month	% Change	Prior month	Prior month
Checking balance	\$37,092	-25%	\$49,335	\$ 69,192
Cash assets under Board control	\$203,311	-6%	\$215,772	\$231,591
Cash on Hand	\$ 22,323	-46%	\$ 41,600	\$ 46,816

Funds Activity Report

Funds Activity	This month	Prior month
Total Restricted Investment Funds	\$ 106,366	\$ 108,524
Total Restricted Bank Account Funds	\$ 95,211	\$ 95,446
Total Designated Program Funds	\$ 29,397	\$ 31,030
Total in all funds	\$ 230,974	\$ 234,998

Fundraising Summary

Fundraising Event	Income YTD	Income Goal for year	% of Goal
Dinner Auction/Gala	\$ 0	\$ 17,500	0%
Other Fundraising	\$ 40	\$ 40	100%
Pandemic Grants & Income	\$ 0	\$ 0	0%
Total Fundraising	\$ 0	\$ 17,500	0%

Members of the Financial Oversight Committee are Sky Hedman (Treasurer), John Stewart, Frank McDonald (Assistant Treasurer), Brian Quick, Pam Ives (Assistant Treasurer) and Cathy Campbell.

1. Treasurer's Summary Reports and selected Financial Reports generated by Administrator are placed Administrator in BUF Workroom.

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

Covid Task Force Minutes
Oct 15 & 22 2021 – Compiled for the BUF Board
Paul Beckel

OCT 15

1. Humanitas can resume its in-person client services. Clients will be required to be masked and distanced; no vaccine requirement.
2. Kathy can make new rental contracts as long as they require masks, distancing, and vaccination
3. For our in-person Sunday services on Oct 31 and Nov 7 we will
 - a. not set up for coffee hour
 - b. not include congregational singing other than circle round
 - i. solo or choir singing will be included
 - c. These items will be discussed again as we fade into regular programming.
 - d. When we decide to have congregational singing and coffee hour, we will let people know this in advance via MWU and during the preceding Sunday service.
4. It's up to Kathy to determine whether or not to require all building contractors to be vaccinated.

Note: All of our decisions are reported to the Board at their monthly meetings. However, I don't think that any of the above needs to go into the MWU.

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PS: Carrie Koehline asked me to forward this to you:

With FDA considering approval of Pfizer's booster shot for high-risk individuals, a mass of studies have been aggregated and discussed together.

Here are some key findings:

After your 1st and 2nd Pfizer dose,

- Vaccine effectiveness is strong at first but declines over time, with notably lower effectiveness ~4 months after being fully vaccinated. This explains the increase in breakthrough cases of vaccinated people being infected.
- Declines in vaccine efficacy is likely more from waning effectiveness as antibody presence declines rather than from the delta variant
- Hospitalization and mortality rates were about the same for infected people whether or not they were vaccinated
- The Pfizer booster was shown to not only replace waned efficacy, but increase protection above peak levels from 2nd shot
- Booster side effects have so far been reported as similar to those from the 2nd shot.

Important stuff not in scope:

- Should we infer similar efficacy and safety for other vaccines (Moderna, J&J)?
- Will a booster shot be needed every few months to maintain effective immunity?

[Vaccines and Related Biological Products Advisory Committee – 9/17/2021](#)

OCT 22

1. Andrea asked if she could hold a piano recital on November 19 with families that she works closely with, following all of our protocols except the requirement of vaccination. We approved, noting that exceptions like this will continue to need to be approved by the CTF (so far that's just Humanitas and the Natural Learning Center).
2. Kathy reported that, under the guidelines we established last week, she will be making arrangements with our first outside groups to use the building. These will be twelve step recovery groups who had been regulars pre-covid.
3. The hex key has been removed from the hook by the front door. Only Kathy and I know where it is. The expectation is that, for now, the front doors will remain locked at all times except before Sunday services.
4. Starting October 31, the Hospitality Team has arranged for 3 greeters and 2 ushers every Sunday. A large sign outside the building will note that vaccination/masks/distancing are required. The greeters will not be asking each person if they are vaccinated. If someone volunteers that information they will be asked to leave. Children under 12 will be asked to leave.
5. The greeters will have Contact Tracing sign-in sheets.
6. A greeter will remain at the front door throughout the service.
7. Last Sunday a visitor with a young child entered the sanctuary after the service had begun via the door near the piano. So: starting October 24, on Sundays, anyone who enters the building will need to do so at the front door—where a greeter will be stationed throughout the entire service. (We'll ensure that the I-Street door and the exit by the piano—which are locked from the outside—are closed and not propped open.)
8. The following announcements will be made in the upcoming MWU...and at the beginning of Sunday services as of October 24
 - a. Masks must remain on at all times
 - b. Everyone who attends Sunday services must be vaccinated, unfortunately this of course excludes children under 12
 - c. we ask that there be no gathering inside the building after services
9. We will not be passing the offering plates but will leave a basket by the sanctuary exit.
10. An usher will be stationed at the sanctuary door after the service to ensure that people don't go downstairs.
11. A volunteer will be downstairs during the service to greet and troubleshoot at the overflow zoom presentation...and to usher everyone upstairs and out immediately after the service.
12. We will continue to consider, week-by-week, when to resume congregational singing and coffee hour.

October 28 2021
Minister's Report to the Board
Rev Paul Beckel

Operations Team Report

- Minutes from the October meeting were sent separately.

Covid Task Force Reports

- Minutes from the Oct 15 and Oct 22 meetings were sent separately.
- Minutes from Oct 1st were, essentially, the results of the CTF re-opening survey, which were presented to the Board last month. The October 1st minutes also included extensive notes on what to expect when reopening (repeated and refined in the Oct 15 & 22 minutes).

Ministry Council of the Operations Team

cc: Operations Team

Pastoral Care

The Pastoral Care Team is restructuring. We are renaming ourselves the Caring Network and have identified four separate functions that will be managed by different teams: Pastoral Care, Meal Trains, Telephone Ministry, and Memorial Service Receptions.

Calls for any of these teams that come to the office are passed along to Paul and to Steffany, and passed along as needed. Emails to caring at buf.org are forwarded directly to Paul and Steffany.

Pastoral Care will remain with its traditional function with pre-selected members who are trained to visit those in the congregation who request a listening ear. We also follow up on people who we hear are in need of support. Visits occur in the hospital, homes/rehab/nursing homes, and public spaces like coffee shops. The team includes Steffany Raynes—newer team member and chair, Jan Krouskop—longer term member, Mary Jane Brunt—medium, and Joan Mackay—newer. We have identified three brand new team members who will be trained and introduced this fall. We generally have about ten people we're following-up with.

The Meal Train Team replaces what used to be N2N or Neighbor to Neighbor. We found that the breadth of services previously advertised by this group were too broad, and that the name was ambiguous. This team is chaired by Heather Higgins (she's been doing it for years). Heather sets up online Meal Train schedules for those in the congregation who need meals for several days or so. A couple dozen congregation members then sign up and deliver meals as needed. This group will also provide meal support when just a couple of meals are needed...but not long term nutritional support.

Telephone Ministry will be a new function. The purpose of this group will be to make phone calls to people in the congregation who we don't often see on Sundays, small groups, or

committees. We expect that there will be about 50 people that we'd call a couple of times a year...and then more if they request it.

Memorial Service Receptions—that's probably self-explanatory. Heather Higgins has been coordinating this for several years.

Music

The BUF Chalice Choir (that is, the full choir) and the Phoenix Ensemble are now rehearsing regularly and their performance dates are scheduled for the entire church year.

Worship Arts

The Celebrant Team has met with Barbara ten Hove. The Celebrants are getting their calendar filled in to offer their support to Sunday services throughout the sabbatical.

Taize will both meet in person and livestream from the sanctuary beginning November 1st.

Rev. Rose Edington will lead a special evening service, a "Socinian Communion," on November 2nd.

Community Ministers

I've been in touch with the Revs Tessie Mandeville and Barbara Gilday, and also Jeff Packer, who each have agreements with BUF as "Affiliated Community Ministers." We will plan to update the written agreements with each of them before the end of the church year.

Healthy Relationships

This team continues to meet monthly. Chairs are Mialee Jose and Kaitlin Davis; members: Wendy Czopp, Lin Skavdahl, Karen Nuckles-Flinn. We've been re-thinking our roles and goals with an eye toward higher visibility and more proactive functions.

Sabbatical Update

- Barbara ten Hove and I presented the Sunday service together on October 24 to ensure the congregation knows more of the what and the why of the sabbatical.
- I continue to write about this in the MWU (trying to keep the congregation up to date without having this be the main focus of our fall season).
- At every committee meeting I make sure that we talk about how the committee can take care of things within their purview that I won't be doing during sabbatical.
- The Sabbatical Team has its first meeting on Wednesday before the Board meeting, so I'll share more in a verbal report on Thursday. Team members are Daria Haynes, Su Livingston, Elie Friedlob, and Steffany Raynes.

Other

- The Hospitality Team has been very active over the past three months preparing for the re-opening—determining protocols, recruiting volunteers, and working with Kathy to transition from previous practices where Building Stewards and other staff were doing the bulk of Sunday morning coffee hour set up, clean up, and purchasing food. In the future volunteers

will be doing most of this. BUF will no longer provide food for coffee hour (just coffee) and the Hospitality Team will be working with the congregation to develop more of a culture of hospitality to include among other things, bringing food to share at coffee hour.

- AV and Zoom Tech volunteers (along with Walt, on staff) have been re-adjusting to our presenting Sunday services from the sanctuary. Protocols are still being configured and coordinated with me, musicians, and others who participate in Sunday services. It is challenging to synch up the Zoom users' experience with what in-person attendees will be experiencing...especially when we have, during the same service, people presenting both remotely and in-person.
- Another tech matter that will take ongoing efforts is hybrid meetings.
- Staff have been very busy dismantling everything that had been set up in the building for covid-time and re-setting for re-opening. Kathy has coordinated an extraordinary amount of work in the building and the contractors, staff and volunteers doing the work.
- There are two significant volunteer needs that continue to go unfilled. Buildings and Grounds, and someone (or some two) who, while I'm on sabbatical, do the behind the scenes set up, coordination, and distribution of orders of service (in three very different formats for the tech crew, online posting and distribution, and print...with the content of all three, hopefully, matching the scripts being used by those leading the service). This is not something that Barbara ten Hove or Kathy will be able to do.

October 15 2021
Operations Team Minutes
Paul Beckel

1. Future Ops Team Meetings
 - a. 1st and 3rd Fridays at 10 am
 - b. November 5 & 19
 - c. Zoom link:
<https://zoom.us/j/99721055665?pwd=ODBJM2szZnVBaCtGb2hqY2IwTUx4dz09>
2. We looked at an update on the organizational structure with some small changes within Operations Team Councils. Approved these changes. The new chart, updated by Deb, is at the bottom of this document.

Note: This is not going to be published on buf.org yet because we have not yet approved "Beloved Community" as a committee of the Ops Team (nor as anything else)

3. We heard an update from Kaitlin regarding the entity still to be named which will promote our congregational Covenant of Beloved Community. Kaitlin will send us the most recent draft of their charter. The likely proposal would be that this entity become a Committee of the Operations Team. Details still to come about the group's
 - a. Authority (if any)
 - b. Leadership
 - c. Function, probably including
 - i. facilitating an accountability process among other entities within the congregation
 - ii. brainstorming around new projects or recommendations
 - iii. reporting to the Ops Team, Board and/or Congregation
 - iv. making recommendations to the Ops Team, Board, and/or Congregation
4. We agreed that, when any of us make a written report to the Board, we will share it with everyone on Ops Team
5. Next Ops Team meeting(s) agenda items
 - a. Reports to the Board
 - i. There's an overall Ops Team report to the Board every month: essentially these minutes and a Q&A with the minister and board rep to the ops team.
 - ii. Each Council Lead reports to the Board twice a year
 1. Complete annual calendar for reporting to the board:
<https://wp.buf.org/wp-content/uploads/2021/08/Board-Reporting.pdf>
 2. October 28: Ministry Council
 3. November 18: Growth and Learning Council
 4. December 16: None
 - b. Ops Team process during sabbatical
 - c. Possible Reports
 - i. Covid update
 - ii. Sabbatical update

6. Questions Carried Forward

- a. What/when/how will the Ops Team communicate to the congregation?
- b. Fundraising policy*
- c. Proposed changes to the Pastoral Care team structure
- d. BUF-news: who can use for what
- e. How to expand/promote use of Breeze (membership database)
- f. Buf.org/mwu privacy policy. This is the one used on buf.org: <https://wp.buf.org/privacy/>). Do we need to implement this elsewhere (in the MWU, Sunday written and/or spoken announcements, BUF-news...) and if so, how?
- g. Ops Team policy manual
 - i. Compiling and posting existing documents
 - ii. Do current Board Policies (here: <https://wp.buf.org/administration-overview/our-governance/policies/>) require the Ops Team to create any additional Ops Team Policies or procedures?
 - iii. On what other matters should we have written Ops Team policies or procedures?
 - iv. Updating BUF policies and procedures related to congregational partnerships (like C2C) (or is this a Board matter?)

Updated Org Chart

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