

BUF Board of Trustees Meeting (virtual, via Zoom)
November 18, 2021

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

*VZ=Via Zoom

Not Present (Excused): None.

Other participants: Sky Hedman, Treasurer (VZ); Genia Allen-Schmid, Director of Lifelong Learning (VZ)

Minutes by John Stewart, Secretary.

Chalice lighting 7:02 pm; Paul

Agenda Review/Changes:

Approval of last meeting minutes. Minutes from the 10/28/2021 meeting were approved by email on 11/07/2021.

Growth & Learning: Genia. Summary Appended below.

- There was active discussion about the work to deemphasize Sunday RE as the sole time for RE and support work to build more programs around Wednesday Night Community Dinners.

Treasurer's Report: Sky. Summary appended below.

- Sky presented proposed revisions to Fundraising Limitations in Board Procedures.
 - There was an active discussion and requests for more clarity on BUF News and SEJC Collection during pledge drives.
- **Sky Recommended that Brian Quick be appointed Assistant Treasurer. Henry moved that Brian Quick be named as Assistant Treasurer. John seconded. Motion passed.**

Minister's Report: Paul, appended below.

- COVID Task Force Report (summary appended below)
- Operations Team Report (summary appended below)
- Sabbatical Team has met and volunteer structure for support during Paul's absence is coming together.

Budget Priorities Brainstorming: Sarah and John.

- Discussion around initial thoughts for Board and Budget priorities for the 2022/2023 fiscal year.
- Operations Team will meet Friday, Nov 19 to communicate with member teams and committee chairs.
- Board members requested to forward thoughts about priorities to Sarah and John.
- Initial priorities in the attached list.

Governance Committee: Drew.

- Lew, John, Drew, and Melissa volunteered to serve on the committee.
- Initially, the committee will be ad-hoc.
- Drew will convene the initial meeting at which the committee will propose a charter.

Former Board Member Response: Alex/Sarah

- Discussion of a communication drafted Sarah and Alex as well as next steps in communication with the congregation and the former Board member.

Next steps with the Whatcom Dispute Resolution Center.

- Waiting for invoice with any next steps to be determined in the future.

Items for Future Board Meetings:

- Board Meeting Schedule
- Board Social Gatherings
- Resolution Subcommittee to be discussed at December Board meeting
- Name of the fellowship: Should we incorporate “Universalism” into our name? Are we a Fellowship? (Task force with Drew and Hank)

Next Meeting Date: December 16 2021

Meeting adjourned at 8:55 pm.

Summary of Action Items:

- Henry moved that Brian Quick be named as Assistant Treasurer. John seconded. Motion passed.
- Drew will convene the initial Governance Committee meeting. The charter developed by the committee will be proposed at a future Board meeting.

Attachments: (below)

- Report: Religious Education at BUF
- Treasurer’s Report
- Proposed Revisions to Fundraising Limitations in Board Procedures
- COVID Task Force Report
- Operations Team Report
- Draft Budget Priorities 2021-2022

BOARD REPORT
Religious Education at BUF
Genia Allen-Schmid
Fall 2021

Main goals for the Fall

- **Maintaining connections**
- **Adult RE**
- **Rethinking RE for the New Reality**

CHILDREN AND FAMILIES

We have about 5-7 families with young children showing up for in person and on-line activities this fall. Parents are still burned out from the pandemic and don't want more frequent events. I count on January for the resumption of indoor RE after children are vaccinated.

Outdoor Gatherings

We've had monthly outdoor gatherings for families on Sunday afternoons that have been successful.

- A family Potluck in September, with art for kids
- Pumpkin carving and a scavenger hunt in October
- We'll have an outdoor Christmas Caroling, hot chocolate and story event in December

On-line RE

I've been a part of a collaborative on-line RE group, along with my RE colleagues from around the Pacific Northwest, offering weekly zoom classes for a variety of ages. By combining the few attendees we each have, we've been able to create viable classroom sizes. The kids enjoy getting to know each other, and it's been a great opportunity for me to get to work with my colleagues and get to learn new teaching and resource ideas.

TEENS

YRUU is meeting weekly. We have a team of 3 volunteers and myself and have about 7 youth participating. We've gone mushroom hunting (very popular), cooked, had a UU scavenger hunt, a game night and are making prayer flags this fall, among other things.

ADULTS

Chalice Groups

These are going very well. Bonnie Phinney, Kathryn Allen and I plan the lessons each month and we have 12 active groups with a new one starting in December. Interest has been very high this fall with lots of new members joining in. We've been better at including new folks in established groups this year— it's much more welcoming!

Articulating Your UU Faith Class

Bonnie and I are leading a class this fall based on Barbara Ten Hove's curriculum, and have 11 participants. Its focus is on learning about UU theology and being able to articulate to others what UUism is about, as well as our own personal theology. It has been excellent in drawing in a number of newcomers, as well as older members of BUF. We plan to offer this regularly.

Widening the Circle Follow up

I've helped facilitate bi-monthly meetings for the WTC group throughout the summer, and these have now morphed into the Beloved Community Forums and Steering Committee meetings.

Steffany Raynes, Judy Kasper and I led a service this fall focused on getting more people involved at BUF and emphasized the role everyone plays in being inclusive and welcoming.

Judy and I are developing a Multi-Cultural/Diversity Competency training for members of the Hospitality Team and any other interested people. Set for December, this has been delayed until January due to COVID restrictions.

I helped facilitate Rev. Rose Edington lead a wonderful Socinian Communion at BUF November 9, which we hope will become a regular ritual at BUF. It served as a great education on our Unitarian Roots as well.

COMMUNITY LIFE

I am working with a small team to help revamp Wednesday Night Community Dinners for the New Year. We hope to create a new energy around multi-generational gatherings during and after our weekly meals, including a shifting schedule of family game nights, parent discussion/support groups, children's games and art activities, as well as young adult programming. The busy-ness of modern life has shifted the way families want to be involved in church and the pandemic has crystalized this trend. We need to meet the new reality by deemphasizing Sunday mornings as the sole time for Religious Education and spread it out over the week to suit new needs. I'll keep you posted as this develops.

PROFESSIONAL DEVELOPMENT

- LREDA PNWD summer retreat, 5 days – virtual (July 2021)
- Participated in a weekly Anti-Racism book discussion this fall sponsored by the Portland UU church
- Attend monthly LREDA PNW cluster meetings to discuss issues and ideas with colleagues.

**Monthly Treasurer’s Summary Report to the BUF Board of Trustees
October 2021 Financials (33% of the fiscal year)
Prepared for the November 18, 2021 Board Meeting**

Due to scheduling challenges, this report uses preliminary data. It will be updated when final figures are available.

Overview of current and projected status:

- BUF finances support the 2021-2022 budget.
- Month of October, 2021:
 - Pledge income was 107% of budgeted amount.
 - BUF received \$960 in rent for October, 2021.
 - Net Operating Income is -\$2,574 for the month of October.
- Year to date (July – October, 2021)
 - Net Operating Income is \$10,413 year to date (July –October), which exceeds the budgeted amount of -\$734.
- Cash on Hand for October, 2021:
 - As of October 31, 2021, BUF has a Cash On Hand of **\$21,606**.
 - 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:**
 1. The Board’s approval of \$2500 to fund a facilitator/mediator from Whatcom Dispute Resolution Center will require a change in the budget.
 - The revised budget will include this amount under “Leadership Training and Development.” The forecasted Net Ordinary Income will be reduced by this amount.
 2. The Financial Oversight Committee has proposed a modification of BUF’s Fundraising Policy as stated in the Board Procedures (see attached.) The FOC recommends review by the Ops Team, Stewardship, the Board and the Minister.

Income and Expense	<i>Year-to-date</i>	<i>% of budget to date</i>
<i>Pledge Income</i>	\$121,167	111%
<i>Total Donations</i>	\$134,259	108%
<i>Fundraising Income</i>	\$ 40	100%
<i>Rental Income</i>	\$ 1,980	99%
Total Income Year to Date	\$148,069	111%
Total Expenses Year to Date	\$137,657	101%
YTD Op. Income minus Expense	\$ 10,413	\$11,147 above budget

Cash on Hand

	This month	% Change	Prior month	Prior month
Checking balance	\$53,459	44%	\$ 37,092	\$49,335
Cash assets under Board control	\$194,337	-4%	\$203,311	\$215,772
Cash on Hand	\$21,606	-3%	\$ 22,323	\$ 41,600

Funds Activity Report

Funds Activity	This month	Prior month
Total Restricted Investment Funds	\$ 106,366	\$ 106,366
Total Restricted Bank Account Funds	\$ 95,436	\$ 95,211
Total Designated Program Funds	\$ 27,764	\$ 29,397
Total in all funds	\$ 229, 566	\$ 230,974

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), Cathy Campbell and Sue Sayegh.

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
BUF Fundraising Policy

Fundraising policy for BUF

Introduction:

The intent of these changes is to clarify and balance a variety of goals:

- To foster a culture of giving and generosity at BUF;
- Connect BUF members with the community at large;
- Maximize our responsiveness to internal and external fundraising requests;
- Protect BUF's major fundraising projects;
- Minimize the impact of fundraising requests on BUF administrative staff.

Suggestion revisions to Board Policies: (proposed changes are in yellow.)

XI. FUNDRAISING LIMITATIONS

A. Fundraising initiatives that require BUF resources, such as announcement time in the Sunday service, use of the Midweek Update, use of the BUF mailing list or use of BUF Administrator time by any entity of the Fellowship, except the Board, must be approved by the Operations Team.

B. Proposed fundraising initiatives must specify the purpose and use of funds as well as the timing and nature of the fundraising activities.

C. All fundraising initiatives proposed during the time of the annual canvass must be approved in advance by the Board.

D. Fundraising efforts by other organizations that do not require BUF resources and where BUF is otherwise not involved in the fundraising are allowed. Allowed examples are:

a. Announcements by members and friends in BUF News

b. Small requests (for cash or otherwise) to fill the personal need of a member or friend made in BUF News.

Covid Task Force
November 12, 2021 – Minutes
Paul Beckel

Task Force Members: Ken Gass, Kathy Wahto, Hank Ohana, Murray Bennett, Patricia Conover, Deb Cruz

1. We debriefed re the Sunday of November 7
2. We considered these proposals
 - a. Singing more hymns? – Yes, back to normal as of November 21
 - b. Coffee hour outside? – Yes, experimentally, front of building, beginning this coming Sunday
 - c. BUF Choir party? – Yes, if off-site, otherwise a new request should be brought to the task force no sooner than January
3. Operations while Paul is on sabbatical
 - a. Determining Covid policy – task force / board
 - b. Policy implementation
 - i. Prepare building/set-ups - staff
 - ii. Monitor/assist with day-to-day activities – staff
 - iii. Guiding volunteers – staff
 - c. Covid task force meetings
 - i. minutes - Murray
 - ii. sharing info with the board - Hank
 - iii. mwu, buf-news, website, printed order of service – Patricia/Kathy
 - iv. provide info for spoken Sunday announcements to the celebrants – Patricia/Kathy
 - v. update Barbara ten Hove and Sabbatical Committee - Kathy
 - d. Fielding requests (and responding)
 - i. Within current protocols– Kathy
 - ii. Exceptions – Task Force via Kathy

November 5, 2021

Operations Team Minutes

Paul Beckel

Present: Paul, Deb, Lew, Genia, Kaitlin (for the Covenant of Beloved Community Team)

1. Future Ops Team Meetings
 - a. 1st and 3rd Fridays at 10 am
 - b. November 19 / Dec 3 / Dec 17
 - c. Zoom link:
<https://zoom.us/j/99721055665?pwd=ODBJM2szZnVBaCtGb2hqY2IwTUx4dz09>
2. Reports to the Board
 - a. November 18: Growth and Learning Council
 - b. December 16: None
 - c. Complete annual calendar for reporting to the board: <https://wp.buf.org/wp-content/uploads/2021/08/Board-Reporting.pdf>
3. Covenant of Beloved Community Team
 - a. Discussion of role, authority, resources, relationship to Ops Team and other BUF entities: tabled till next meeting
 - b. Request to Paul (and offer to help) to initiate the Accountability process within the Ministry Council groups – before sabbatical
4. Covid task force update from Deb and Paul
5. Ops Team process during sabbatical
 - a. Lew will chair Ops Team meetings
 - b. Agenda will be set each meeting for the next meeting
 - c. We will not have a Ministry Council rep in Paul's place
 - d. If Paul needs to know about something, Lew will check with Barbara ten Hove, who will be Paul's sole contact in the congregation
6. What/when/how will the Ops Team communicate to the congregation?
 - a. Paul will write to the MWU every September, January, and April. This will include info about the structure of the Ops Team, leaders, role, and types of info we expect to share in the MWU (only what's relevant to the general congregation, mostly we communicate with committee leaders)
 - b. Paul will see to it that we have a display downstairs with the org chart poster, and a three ring binder containing the budget, bylaws, board policies, ops team policies, and directions to find all of these things on buf.org
7. Proposed changes to the Pastoral Care team structure: will become "BUF Caring Network" with 4 Teams: Pastoral Care, Phone Ministry, Meal Trains, Memorial Reception Team. Deb will update the org chart to show this.
8. BUF-news, who can use for what: Deb will bring a draft to the Ops Team by February.
9. Refugee Settlement Ministry Action Team: Group has been formed within SEJC, has strong volunteer support; Deb will add this to the org chart.

10. Ops Team Policy Manual: Paul will contact Kara to see if she'll help us with this.

11. Future Business

- a. 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?
- b. 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?)

