

BUF Board of Trustees Meeting (virtual, via Zoom)

December 16, 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

Other participants: Sky Hedman, Treasurer (VZ), Kathy Wahto, Administrator (VZ)

Minutes by John Stewart, Secretary.

Chalice lighting 7:03 pm; Paul

Agenda Review/Changes:

Approval of last meeting minutes. Minutes from the 11/18/2021 meeting were approved by email on 11/29/2021.

Communications Team Update: Alex and Sarah.

- Alex reported on the telephone meeting he had with Bharti Kirchner
- Sarah reported on responses to the Board's communication in the recent Midweek Update and the BUF News.
 - In general comments were positive and at least one comment was that the communication from the Board was appreciated and that regular communication was hoped for.
- Discussion included a regular (every other month) notice in the Midweek Update about what the Board is working on to be coordinated by the Communications Team

Report on Kitchen Upgrade: Kathy Wahto

- Project has been explored many times, especially by Debbie Boots and Frank McDonald. Debbie focused on the equipment package. Only difference in current presentation is the type of dishwasher proposed.
- Minor improvements to kitchen area
- Major improvements to floor and wall, which have both deteriorated.
- \$19,000 estimated cost, will require congregational approval. Funding source is remaining Endowment Allocation and the Building & Maintenance Reserve.
- Timing, if approved at the May 2022 Annual Congregational Meeting, would be summer of 2022.
- Discussion included the possible removal of walls behind kitchen with \$800 for a structural engineer review included in the cost of the project.
- Consensus was to engage a structural engineer now to review issues with the walls and possibly, later, a designer to advise on the use of space if the walls are to be removed.
- **Lew moved and John seconded that a structural engineer be engaged to advise on whether the walls behind the kitchen can be safely removed and that the cost of the review be funded from the Building & Maintenance Reserve. Motion passed unanimously.**

- **Low moved and Daria seconded that specific bids be obtained to execute the proposed kitchen remodel. Motion passed unanimously.**

Treasurer's Report: Sky (Summary appended below).

- Sky presented the Treasurer's report.

COVID Task Force Report: Paul (COVID Task Force Minutes attached).

- Children, age 5 or under, will be able to attend services with a parent in the nursery to the rear of the sanctuary.
- Social Hour and Community Night Dinners will be considered in the future.

Minister's Report: Paul

- Sabbatical preparation: there is detailed work for each team
 - Barbara Ten Hove can be expected to simplify, simplify.
 - The Operations Team, which usually meets once/month will increase the frequency of their meetings to twice-monthly, including codifying what the team does.
- Paul is concerned that as we continue to offer services in-person and online, that we not develop 2 separate congregations.
- We have a great team working the services and supporting the overall work of the congregation.
- So far, we have had no cases of COVID related to in-person services, although we have several members who have contracted COVID.

Budget Process Update: John and Sarah (Operations Team Minutes attached)

- John has circulated a Budget Priorities worksheet to accumulate possible operating budget items. Also included are Capital Budget ideas and Current Year Operating Budget Additions.
- Also circulated has been a detailed Budget timeline produced by the Operations Team.
- So far, Budget Priorities seem to be definable under the heading of Reopen, Reengage, and Growth.
 - January 2022 Board meeting should finalize major budget goals and costs.

Governance Task Force: Drew

- Drew reported that the task force had met and that they had proposed the following charge/goals:
 - Review/reduce/streamline current policies and procedures.
 - Examine and clarify board member roles and responsibilities.
 - Review Board member recruitment, orientation and training. Examine the relationship with the Nominating Committee. Create a plan for new member orientation and training to be implemented for class of 2022.
 - Review and possibly revise decision-making process.
- **Sarah moved and Henry seconded that the Board affirm the creation of the Governance Task Force with the goals detailed above. Motion passed unanimously.**
- Other discussion, relating to the Nominating Committee.
 - Use of the Nominating Committee for other leadership roles.
 - How do we have a pipeline of leaders in committees.

Resolution Process Discussion: Melissa and Henry

- Permanent changes to how we do resolutions and not one-time suspensions or modifications of the rules of the meeting.
- Instead of permitting amendments to a proposed resolution, require alternate resolutions.
 - Notice of a proposed resolution: 60 days prior to congregational meeting
 - Notice of an alternate resolution: 30 days prior to congregational meeting.
- If alternate resolutions are proposed, the voting process would change to ranked choice voting. The current 75% approval threshold for passage of any resolution (original or alternate) would stay in place.
- Appoint a Standing Resolution Task Force at the beginning of every year
 - The main job would be to create a voter's guide with resolutions and alternatives written out.
 - They wouldn't be tasked with "handling" the resolutions except to potentially put people who are suggesting alternative in touch with each other to see if the alternatives being proposed are similar and they might want to join together
- Requires changes to Bylaws and Board procedures.
- Melissa will send documentation about the proposed Resolution process.

Board Email Address: Sarah.

- Change Board@BUF email address to include only Board Members, treasurer and minister. Paul will make this change. Kathy is the point person to make changes to email address group during Paul's absence.

Calendaring:

- Early March Board social.
- Beloved Community Accountability Process
 - What can we accomplish this year?

Items for Future Board Meetings:

- Board Meeting Schedule
- Board Social Gatherings: 3 x year?
- Name of the fellowship: Should we incorporate "Universalism" into our name? Are we a Fellowship? (Task force with Drew and Hank)

Next Meeting Date: January 27, 2022

Meeting adjourned at 9:09 pm.

Summary of Action Items:

- Communications Team: Regular (every other month) notice in the Midweek Update about what the Board is working on.
- Lew moved and John seconded that a structural engineer be engaged to advise on whether the walls behind the kitchen can be safely removed and that the cost

- of the review be funded from the Building & Maintenance Reserve. Motion passed unanimously.
- Lew moved and Daria seconded that specific bids be obtained to execute the proposed kitchen remodel. Motion passed unanimously.
 - Melissa will send documentation about the proposed Resolution process.
 - Change distribution to include only Board members, Treasurer and Minister.

Attachments: (below)

- Treasurer's Report
- Covid Task Force, December 3, 2021 Minutes
- Operations Team Minutes, December 3, 2021

**Monthly Treasurer’s Summary Report to the BUF Board of Trustees
November 2021 Financials (42% of the fiscal year)
Corrected version
Prepared for the December 16, 2021 Board Meeting**

Overview of current and projected status:

- BUF finances support the 2021-2022 budget.
- Month of November, 2021:
 - Pledge income was 89% of budgeted amount.
 - BUF received \$1295 in rent for November, 2021.
 - Net Operating Income is \$4,013 for the month of November.
- Year to date (July – November, 2021)
 - Net Operating Income is \$14,768 year to date (July – November), which exceeds the budgeted amount of -\$1200.
- Cash on Hand for November, 2021:
 - As of November 30, 2021, BUF has a Cash On Hand of **\$24,102**.
 - BUF’s Emergency Operating Reserve is \$43,474.
 - BUF’s goal is to have reserves to cover three months operating expense, or \$99,722.

Issues requesting Board involvement:

The Financial Oversight Committee discussed an overview of a proposed BUF kitchen upgrade project. In the absence of a Building and Maintenance committee, Kathy Wahto is researching a renovation that will include replacement of the dishwasher and repair of the walls, the floor and the plumbing for that area.

- In January, she will present to the Board several options.
- The projected range of costs is \$14,000 - \$19,000.
- Funding would come from Endowment disbursement and Building and Maintenance Reserves.
- Board’s input will be requested.
- Because this project will need Congregational approval (for expenditures over \$10,000), the timeline would for a vote at the yearly Congregational meeting in May and the work to be done in June or July, 2022.
- Does the BOT want to form a review committee to work with Kathy?

Income and Expense	<i>Year-to-date</i>	<i>% of budget to date</i>
<i>Pledge Income</i>	\$144439	107%
<i>Total Donations</i>	\$160,461	104%
<i>Fundraising Income</i>	\$ 40	100%
<i>Rental Income</i>	\$ 3,275	85%

Total Income Year to Date	\$188,477	112%
Total Expenses Year to Date	\$173,709	102%
YTD Op. Income minus Expense	\$ 14,768	\$15,968 above budget

Cash on Hand

	This month	% Change	Prior month	Prior month
Checking balance	\$ 106,333	97%	\$ 54,053	\$37,092
Cash assets under Board control	\$ 199,362	8%	\$184,076	\$203,311
Cash on Hand	\$ 24,102	16%	\$ 20,779	\$ 22,323

Funds Activity Report

Funds Activity	This month	Prior month
Total Restricted Investment Funds	\$ 55,228	\$ 106,366
Total Restricted Bank Account Funds	\$ 97,203	96,270
Total Designated Program Funds	\$ 77,810	\$ 27,764
Total in all funds	\$ 230,241	\$ 230,400

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

Covid Task Force
December 3, 2021 Minutes
Paul Beckel

1. Children under five (unvaccinated) will be allowed to attend services
 - a. Beginning December 24 (Christmas Eve)
 - b. Protocol/Rationale
 - i. They must enter and exit thru the I-Street entrance, and remain with a parent in the nursery (overlooking the sanctuary)
 - ii. BUF will not provide childcare
 - iii. We anticipate very few attendees under five
 - iv. Genia will contact all known parents directly about these protocols
 - v. Those under five will be easy to identify – so greeters can direct them around to the I-Street entrance
 - vi. Children over five years old must be vaccinated
 - vii. Paul will write up all of the above for the MWU and buf.org
2. Coffee Hour
 - a. There will not be coffee after the Christmas Eve service (this hadn't been a tradition anyway)
 - b. For the rest of December (at least) we will not provide any food for coffee hour
3. Next meeting: Friday, December 10, 9 am
<https://zoom.us/j/96237597290?pwd=R2pYcnlCbE84UVNDODk3Q0p0K1AxZz09>

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Repeat from previous minutes:

Covid Task Force 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

Ops Team Report / Budgeting Timeline

December 3, 2021

Paul Beckel

The Bulk of our Ops Team meeting today was on fulfilling our Budgeting Timeline tasks in coordination with the Board and its committees: Financial Oversight, Stewardship, and Human Resources.

We chose specific dates on which to complete our tasks, and put them on a calendar with our Ops Team meetings. I've attempted to integrate the Ops Team dates with the original Budgeting Timeline. Here's what I came up with. Let me know if it's unrealistic or incomplete.

Further below is the original budgeting timeline.

Dec 16	Board Mtg	Board discussion re major budget/canvass goals
Dec 17	Ops Mtg	
Jan 4	Council Leads	Genia places notice in MWU and buf-news about the Congregational Input Session #1; Council Leads urge their group leaders to attend
Jan 7	Ops Mtg	
	HR	Conversations with staff re salaries, benefits, and open-ended listening
	HR	Recommendations to Board re staffing, share also with staff
Jan 21	Ops Mtg	
Jan 23	Cong Input Session #1	Noon-1pm/open-ended conversation about priorities for the upcoming budget/ Council Leads will urge their groups to attend
Jan 27	Board Mtg	Finalize major budget goals and costs (include preliminary conversation about goals for 2-3 years out); share final recommendations with Stewardship, Ops, HR, Financial Oversight
Feb 4	Ops Mtg	Kathy will bring first draft of budget; include HR recommendations, major Board goals; the purpose of this draft is to ensure that all proposals are on the table
Feb 18	Ops Mtg	Update draft budget to move closer to balance; Kathy sends it to the Board and Financial Oversight
	Financial Oversight	Reviews budget draft; Sky will have been working on this with Kathy all along but by late February, Ops definitely needs to know from Financial Oversight if they have big concerns
	Stewardship	Canvass begins
Feb 24	Board Mtg	Board considers draft budget; updates Stewardship Team
Mar 2	Kathy	begins advertising input session #2
Mar 4	Ops Mtg	Update budget proposal; create draft to share with congregation
Mar 13	Cong Input Session #2	Ops, Board, and Financial Oversight should attend but primarily <i>to listen</i> to congregation members who haven't yet been part of the conversation
Mar 18	Ops Mtg	
Mar 24	Board Mtg	
	Stewardship	Updating Kathy weekly with estimate of pledge income
Apr 1	Ops Mtg	Finalize Ops Team budget proposal (not necessarily balanced); send it to the Board
Apr 7 or 14	Apr Board Meeting #1	Finalize/balance the budget (just kidding)
Apr 15	Ops Mtg	
Apr 19		Paul returns from sabbatical
Apr 28	Apr Board Meeting #2	Finalize/balance the budget
May 6	Ops Mtg	
May 8	Kathy	Deadline to publish budget for the congregation and give notice of Annual Congregational Meeting
May 20	Ops Mtg	
May 22	Congregational Meeting	Treasurer presents proposed budget to the congregation; they Vote; possible action on kitchen-area improvements
May 26	Board Mtg	Champagne

BUF Budgeting Timeline

All reports and recommendations are to be delivered to the Board President prior to that month's Board meeting (unless otherwise noted).

August	Board	set the date for a Congregational Meeting next May
	Board	appoint a task force to <ul style="list-style-type: none"> • bring initial budget recommendations to September Board retreat • attend all relevant meetings below • communicate regularly with Op Team, Financial Oversight, HR, and Stewardship • report on costs and benefits of major budget goals (in January)
September	Stewardship	set canvass dates for spring; establish annual calendar of year-round Stewardship tasks
	Board	hold a retreat to brainstorm both financial and organizational goals
October	HR	meet with each staff member for their input about the next budget
	Board	identify and update major <i>and long-term</i> budget goals for further review by its task force
November	HR	recommend major goals re salary/benefits/staffing
	Op Team	solicit input from all committees re next year's budget
	Op Team	begin to advertise a date in January for congregational input re major budget goals
December	Board	choose major <i>and long term</i> budget goals, share these with the Operations Team, Financial Oversight, HR and Stewardship
January	HR	make final budget recommendation re salaries/benefits/staffing; share with staff
	Op Team	hold meeting to receive congregational input about <i>major goals</i> for the upcoming canvass (a second meeting soliciting input about the Op Team's actual budget recommendation to be held in March)
	Board Task Force	report on costs and benefits of major budget goals
February	Board	estimate costs for major budget goals, share these to Operations Team, Financial Oversight, HR and Stewardship
	Stewardship	Make final plans for Canvass <ul style="list-style-type: none"> • Canvasser recruitment and training • Who to canvass, prepare pledge forms, divide among canvassers • Publicity: MWU, mailers, oos, Sunday services
	Op Team	provide a first budget draft to the Board (which may include more expense than income)
	Op Team	begin to advertise a date in March to receive congregational input on their first budget draft
	Op Team	begin to advertise a date in March to receive congregational input on their first budget draft
March	Stewardship	begin the canvass
	Op Team	hold meeting to receive congregational input on their first budget draft
	Fin Oversight	provide comments/suggestions in response to Op Team's first draft
Extra April	Board budget meeting	
April	Stewardship	provide initial pledge income estimate to Op Team by April 1 and then weekly
	Op Team	provide their final budget recommendation (not necessarily balanced)
	Board	attempt to balance/finalize budget
	Board	finalize their budget recommendation to the congregation
April	Board	arrange to have their final recommendation made available to the Congregation two weeks in advance of the Congregational Meeting
	Board	present Board's final budget recommendation to the Congregation
May	Treasurer	present Board's final budget recommendation to the Congregation