

BUF Board of Trustees Meeting (virtual, via Zoom)

February 24, 2022

Attendees: Drew Betz (Vice-President), Daria Haynes, Alex Gilman, Henry Ohana, Sarah Pearson, Lew Phinney, John Stewart (Secretary), Melissa Swift (VZ)
VZ=Via Zoom

Not Present (Excused): Paul Beckel (ex officio)

Other participants: Sky Hedman, Treasurer (VZ). Deb Cruz (VZ)

Minutes by John Stewart Secretary.

Chalice lighting 7:02 pm; Drew

Agenda Review/Changes:

Approval of last meeting minutes. Minutes from the 01/27/2022 meeting were approved by email on 2/24/2022.

Reports:

Community Beyond BUF: Deb (report appended below)

Humanitas Brief: Henry

- Group in transition with:
 - Stephanie Bowden replacing Barbara Gobus as chair
 - Tammy DeRossett replacing Liz Webber as secretary
 - Erika Shepherd staying on as Treasurer.
- However group remains active and enthusiastic.

Treasurer's Report: Sky. Treasurer's Report appended below.

- On target for budget
- Last month income lower but year-to-date net operating income is still positive at \$18,967
 - The Net Operating Income is heavily contributed to by the Employee Retention Credit from the federal government which has provided \$16,000 so far this year.

Security Systems:

- An agreement has been signed by BUF with Security Systems NW for intrusion alarms; parts have been ordered, but no installation date set.
- There is a proposal from ADT to install and monitor 4 cameras (one on each side of the building) at a cost of \$3,987.64 with a \$16.89 monthly recurring service charge.
- The process for contacting staff and members in the event of an intrusion alarm is still being developed by the Operations Team.
- **John moved and Lew seconded that BUF engage with ADT to install 4 security cameras at a cost of \$3,987.64, to be funded from the Building & Maintenance Reserves. Motion passed unanimously.**

Kitchen Update:

- A concrete proposal is expected to be ready for presentation to the Board so that a recommendation can be made in time for the May Congregational Meeting.

Reserve Study Update

- An agreement has been signed with Samdal & Associates and a down payment made. There is ongoing communication with Samdal and work on the study is expected to begin within a few weeks.

COVID Task Force Report: Henry

- Henry reported on the most recent COVID task force meeting and led the discussion into further reopening of the church.
- **Henry moved and Daria seconded that: Provided that the current COVID data supports the continued loosening of restrictions, beginning on Sunday, April 3, 2022, Sunday Social Hour (and other events on or off the premises at which food may be served) may be mask-optional; and beginning on Sunday April 17, 2022, Sunday Services and other events in the sanctuary will become mask-optional. Attendees must still be vaccinated.**

Discussion:

- Until April 3, masks will continue to be required for all events on BUF premises.
- Masks will always be optional for those attending events at BUF.
- The COVID Task Force will continue to monitor the situation and advise the Board as to further actions. If necessary, the Board can meet by Zoom, if necessary, to respond to changing conditions in either direction.
- The Communications Team will include this in their contribution to the Mid-Week Update on March 2, 2022.
- Sarah will announce the change from the pulpit on February 27, 2022.

Motion passed unanimously.

Resolution Process Acceptance: Melissa and Henry

Melissa led a discussion into the report from the BUF Resolutions Ad Hoc Committee

- Alternate resolutions as opposed to amendments
- Ranked-choice voting
- In-kind expenses.
- The finalized proposals will be brought back to the March Board meeting for further discussion and a vote

Budget Process Update: John/Sarah

- There have been minor additional to the Budget priorities document since the last Board meeting.

- At this point we are waiting for canvass results before doing any necessary whittling down of requests.
- Further update will be made next month

Update from Communications Team: Alex & Sarah

- Alex and Sarah are preparing the contribution for the next Mid-week Update.

Governance Team Check in Lew, Drew, John, Melissa

- A productive meeting was held with the members of the Nominating Committee.
 - Mentoring of incoming Board members was discussed with mentors to be chosen from prior, rather than current, Board members.
 - Drew will send the meeting notes prepared by Annie Sorich to the Board.

Calendaring:

- 3/19/2022 11:30 – 2:00pm Social at Henry's: Beloved Community Audit [facilitated by Kaitlyn]

Items for Future Board Meetings:

- Beloved Community Accountability Meeting
- Review Organization Chart -- Lew
- Proposed Governance Bylaws changes -- Lew
- Resolution Process Discussion and Vote

Next Meeting Date: March 24, 2021

Meeting adjourned at 9:14 pm.

Summary of Action Items:

- John moved and Lew seconded that BUF engage with ADT to install 4 security cameras at a cost of \$3,987.64, to be funded from the Building & Maintenance Reserves. Motion passed unanimously.
- Henry moved and Daria seconded that Sunday and other services in the sanctuary continue to be mask-required, but that beginning on Sunday, April 3, 2022, Sunday social hours (and other in-person events at which food may be served) may be held in the Social Hall and be mask-optional and that beginning on Sunday, April 17, 2022, services will become mask-optional. Attendees must still be vaccinated. Motion passed unanimously.
- Drew will send the notes from the Governance Committee meeting with the Nominating Committee, prepared by Annie Sorich, to the Board

Attachments: (below)

- Treasurer's Report
- Community Beyond BUF Report

**Monthly Treasurer's Summary Report to the BUF Board of Trustees
January 2022 Financials (58% of the fiscal year)
Prepared for the January 27, 2022 Board Meeting**

Overview of current and projected status:

- BUF finances support the 2021-2022 budget.
- **Month of January, 2022:**
 - Pledge income was 93% of budgeted amount.
 - BUF received \$780 in rent for January, 2021.
 - Net Ordinary Income is -\$4,788 for the month of January.
- **Year to date (July, 2021– January, 2022)**
 - Net Operating Income is \$18,967 year to date (July – January), which exceeds the budgeted amount of \$2,190.
- **Cash on Hand for January, 2022:**
 - As of January 31, 2022, BUF has a Cash On Hand of **\$19,373**.
 - BUF's Emergency Operating Reserve is \$42,074.
 - BUF's goal is to have reserves to cover three months operating expense, or \$99,722.
- **Reserves**
 - Building Repair & Maintenance Reserve: \$51,693
 - Emergency Operating Reserve: \$42,074
 - Sabbatical Reserve: \$8,875
- **Capital Needs Assessment**
 - Samdal & Associates (www.samdalassociates.com) will begin the Capital Needs Assessment on March 10, 2022.
- **Intrusion Alarm system**
 - BUF has signed an agreement with Security Systems NW for the Intrusion Alarm system. The parts are on order but the start date has not yet been set.

Issues requesting Board involvement:

- **Security Camera system for BUF**
 - We request the Board's approval to use \$3,987.64 from BUF's Building and Maintenance Reserves for the security camera system from ADT Commercial.

Income and Expense	<i>Year-to-date</i>	<i>% of budget to date</i>
<i>Pledge Income</i>	\$188,952	101%
<i>Total Donations</i>	\$220,095	102%
<i>Fundraising Income</i>	\$ 15,940	100% (includes ERC in Covid Grants)
<i>Rental Income</i>	\$ 4,780	46%
Total Income Year to Date	\$264,979	108%
Total Expenses Year to Date	\$246,012	102%
YTD Op. Income minus Expense	\$ 18,967	\$16,316 above budget

Cash on Hand

	This month	% Change	Prior month	Prior month
Checking balance	\$ 66,568	-39%	\$108,820	\$ 106,333
Cash assets under Board control	\$212,936	4%	\$205,268	\$ 199,362
Cash on Hand	\$19,373	-24%	\$25,536	\$ 24,102

Funds Activity Report

Funds Activity	This month	Prior month
Total Restricted Investment Funds	\$ 55,228	\$ 55,228
Total Restricted Bank Account Funds	\$114,914	\$ 96,072
Total Designated Program Funds	\$ 79,804	\$ 84,887
Total in all funds	\$249,946	\$236,187

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	\$ 15,940	\$ 0	0%
Total Fundraising	\$ 15,980	\$ 17,500	

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, 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

COMMUNITY BEYOND BUF REPORT TO BOARD

BUF Board Meeting

2/24/22

SEJC – Still seeking volunteers for Nominating position and a Vice-Chair. Deb Cruz is taking on the Ministry Action Team lead from Judy Kasper

- Black Lives Matter: Surviving the pandemic and remaining very active. Leadership transition from Cat McIntyre to Naomi Gary as Cat will be leaving the area this spring. See the midweek update for a summary of their most recent speaker Edwin “Skip Williams” from the Bellingham City Council on the Bellingham Police Department.
- Environmental Justice: Needs reinvigorating, later this spring. Announcements
- Family Promise – Maintaining in spite of the pandemic although limited in their activities e.g. making meal kits, etc. Hosting families has been put on hold due to the pandemic.
- Humanitas – Leadership Transition, Stephanie Bowden as Chair replacing Barbara Gobus, Tammy DeRossett replacing Liz Webber as Secretary, Erika Shephard remains Treasurer. On again, off again for in-person services due to COVID.
- Immigration Rights – active through announcements by Mike Betz
- Interweave – Need leadership
- NACC: Beth stepping back due to health issues. Compiling history of NACC, 24 binders. Recent activity E Ala E! fundraiser. Upcoming Spirit of the Waters Totem Pole Journey-Bellingham Blessing May 3rd, small Canoe Journey in late May, Sk’aliCh’elh-tenaut activities as we speak. Working to get Jewell James and JoDe Goudy and others to GA.
- Refugee Team: Original partner (World Relief) is not looking for direct services support, though the team is still working on gathering donations and doing rental searches for the program. The team is looking to apply to Sponsoring Circles (government program) that does provide direct resettlement services to Afghan refugees.

Projects

- Fair Trade: Holding its own and trying to be creative in light of the pandemic
- Special Collections: Proceeding as usual, looking for midweek update article writer
- Lummi Food Bank: continues mostly by monetary donations, especially since the pandemic

Partnerships

C2C/BUF Partnership: no longer exists, transitioning to C2C Task Force
Transylvania Partnership

Interfaith

- Interfaith coalition: Change from Ann Stevenson to Sita Amba-Rao
- Multifaith Network for Climate Justice: remains very active with a Climate Grief presentation on February 28th and planning a Sacred Earth Fair for July 31st. Need a lead to represent BUF on the leadership Team and within the Network.

Denominational: The Board heard this report on January 27, 2022.

- The only thing add here is that PNWD is now formally dissolved as of January 30th.

- We are still looking for a UUSC rep.