

BUF Board of Trustees Meeting (virtual, via Zoom)
May 26, 2022

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

VZ=Via Zoom

Not Present (Excused): Henry Ohana

Other participants: Genia Allen-Schmid (VZ)

Minutes by John Stewart, Secretary.

Chalice lighting 7:03 pm; Drew

Approval of minutes.

- Minutes from the 04/28/2022 Board meeting were approved by email on 5/2/2022.
- Minutes from the 5/15/2022 Annual Congregational Meeting were provisionally approved by email on 5/18/2022. Final approval will occur at the next congregational meeting.

Canvass Wrap-up: John Stewart.

- Rick Steele was unexpectedly called out of town. He would like to be on the agenda for the June meeting. Following are excerpts from his written report. He will be able to report on the remaining items personally next month.
 - Drive began earlier than usual - kickoff was in mid-February. Somewhat bumpy start coordinating with Barbara and time slots available during services.
 - Team decided to once again seek pledge responses to mailings via web form and emails. No canvass team was recruited except for a few volunteers.
 - Response was quite protracted - there are still about a dozen outstanding requests from people who have regularly pledged.
 - I sent out individual emails to all non-responders on 4/6 to which there was response from over half within a week or so.
 - Team began calling stragglers May 1st with moderate response
 - I began calling remaining stragglers 5/14 with very good response.
 - We are currently at \$300,000, expect to finish with roughly \$305,000.

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

- Positive net income for 2021-2022 is forecast.
- Cash on hand is \$27,575.

Auction Update: Genia

- Debbie Boots has stepped in and is helping with the big picture.
- Kathy is still gathering BUF donations
- COVID may dictate seating and the way the venue is set up.

- Paul very impressed with the way the team is working. Small number of volunteers, but great energy.

Fundraising Policy Vote: John (proposed Fundraising Policy appended)

- Policy was presented and discussed in November 2021 to be brought back at a subsequent meeting to be voted on.
- **John moved and Drew seconded that the Fundraising Policy be adopted as presented.**
- Discussion
 - Revised policy designed to make it easier for staff and others to approve certain requests without Operations Team or Board involvement.
- **Motion passed unanimously.**

Growth and Learning: Genia/Paul (Genia's report is appended below).

- Women's Retreat was very successful, with 48 registrants and lots of newcomers.
- Very few families with younger children are attending – parents are still concerned about COVID exposure and won't attend indoor activities until vaccine is available for younger children.

Annual Meeting Debrief: Drew/All

- Meeting was well attended, both in person and via Zoom
- Some Zoom participants felt disenfranchised
- The paper ballot was 2-sided and a number of in-person attendees didn't vote the second side.

Operations Team:

- Name change request – Operations Team suggestion that its name be changed to Programs and Administration Team
 - Active discussion. Decision postponed until later meeting.
- Covenant for Beloved Community Steering Committee – where does it belong in BUF hierarchy?
 - Currently part of Operations Team
 - Active discussion and consensus is that it should be discussed in Governance Committee with a recommendation back to the Board.

Governance Committee:

- Will discuss Officer/Committee assignments at its June 1 meeting and recommend them to the next Board meeting.

Dates/Focus for Annual Retreat

- Dates to be determined. Drew will conduct a poll.

Revisioning Process, Paul

- Date of retreat: September 10
- Facilitator: Rev Sarah Schurr

Senior Minister's Report: Paul

- Update on security system:
 - Cameras are in and functioning, however our software is of a later version than that used by ADT – ADT will upgrade their software.

- Motion detection installation is still waiting for parts.
- Water leak during recent event rental in drain line for dishwasher. Dishwasher is at least temporarily out of operation.

Next Meeting Date: June 23 2022

Meeting adjourned at 8:27 pm.

Future Agenda Items:

- **Rick Steele – Stewardship report – June 2022**

Summary of Action Items:

- John moved and Drew seconded that the Fundraising Policy be adopted as presented. Motion passed unanimously.
- Governance Committee – determine Covenant of Beloved Community Committee structure within BUF.
- Drew: Conduct poll for Board Retreat dates.

Attachments: (below)

- Treasurer's Report
- Fundraising Policy
- Religious Education at BUF

**Monthly Treasurer’s Summary Report to the BUF Board of Trustees
 April 2022 Financials (83% of the fiscal year)
 Prepared for the May 26, 2022 Board Meeting**

Overview of current and projected status:

- Positive net income for 2021-2022 is forecast.
- **Month of April, 2022:**
 - Pledge income was 138% of budgeted amount for the month of April.
 - BUF received \$2,395 in rent for April, 2022.
 - Net Ordinary Income is \$6,727 for the month of April.
- **Year to date (July, 2021– April, 2022)**
 - Pledge income is 105% of budget.
 - Net Operating Income is \$30,929 year to date (July – April), which exceeds the budgeted amount of -\$9,568.
- **Cash on Hand for March, 2022:**
 - As of April 30, 2022, BUF has a Cash On Hand of **\$27,575**.
 - BUF’s Emergency Operating Reserve is \$42,073 (as of March 31, 2022).
 - BUF’s goal is to have reserves to cover three months operating expense, or \$99,722.
- **Reserves (all as of 3/31/2022)**
 - Building Repair & Maintenance Reserve: \$34,276
 - Emergency Operating Reserve: \$42,073
 - Sabbatical Reserve: \$2,610.

Income and Expense	<i>Year-to-date</i>	<i>% of budget to date</i>
<i>Pledge Income</i>	\$268,994	105%
<i>Total Donations</i>	\$313,997	107%
<i>Fundraising Income</i>	\$23,941	100% (primarily from Employee Retention Credit)
<i>Rental Income</i>	\$ 10,493	56%
Total Income Year to Date	\$391,649	116%
Total Expenses Year to Date	\$360,720	104%
YTD Op. Income minus Expense	\$ 30,929	Above budget (-\$39,629)

Cash on Hand

	This month	% Change	Prior month	Prior month
Checking balance	\$ 94,927	44%	\$ 65,814	\$ 55,306
Cash assets under Board control	\$ 214,634	15%	\$ 186,405	\$ 202,254
Cash on Hand	\$ 27,575	20%	\$ 23,058	\$ 19,558

Funds Activity Report

Funds Activity	This month	Prior month
Total Restricted Investment Funds	\$ 55,228	\$ 55,228
Total Restricted Bank Account Funds	\$ 99,769	\$ 99,936
Total Designated Program Funds	\$ 77,547	\$ 70,589
Total in all funds	\$ 232,544	\$225,753

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	\$ 23,901	\$ 0	0%
Total Fundraising	\$ 23,941	\$ 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

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.

BOARD REPORT
Religious Education at BUF
Genia Allen-Schmid
Spring 2022

CHILDREN AND FAMILIES

Although we've resumed RE programming at BUF on Sunday mornings, we have very few families/children showing up – 3 or 4 at most. Parents are still concerned about COVID and don't plan on attending indoor activities until a vaccine is available for the youngest ones.

We've had great success with our monthly outdoor potluck picnics for families on Sunday afternoons however. Last month we had 17 children and 25 adults and each month the numbers seem to grow. We've seen a surge of families with very young children (3 years and under) looking for community, both at these picnics and, to a lesser extent on Sunday mornings. I hope to offer more outdoor gatherings throughout the summer and strengthen these parent connections so they will be eager to return to BUF when they are vaccinated.

This is where our growth potential will come from in the near future - young parents desperate for a liberal, social-justice minded community after two long years of the pandemic.

TEENS

YRUU is still meeting weekly but only two teens come with any regularity. Four of our youth are getting paid to work at BUF and they are no long coming to YRUU after working at BUF Sunday mornings.

Overall teens are very disengaged. Only one out of three graduating seniors are taking part in the Bridging ceremony at BUF this June, even after a lot of encouragement from me and their parents. This is a national trend. During the pandemic youth participation has “collapsed” across the nation according to our UU regional Youth Director.

I am thinking hard and talking to our teens, parents, and colleagues about how to reengage our youth, get them into our sanctuary more often, and foster a feeling of belonging to BUF and the UU faith in general.

ADULTS

Chalice Groups

These are going very well. Bonnie Phinney, Kathryn Allen and I plan the lessons each month and we have 13 active groups. Interest has been very high this year with lots of new members joining in. We've been better at including new folks in established groups this year. We are having a potluck dinner with facilitators on June 8 to thank them for their work, get feedback on how it's going, and also process the Beloved Community accountability assessment for our Chalice Circles.

Parents and guardians as Sexuality Educators of their children (OWL)

Emmie Schlobolm (retired DRE from Boise) and I co-facilitated this outstanding Our Whole Lives (OWL) program for 12 parents from Skagit UU, BUF, and our local Synagogue. The class met for 13 weeks and we all developed a tight bond. All of these parents will be sending their children to the High School and Middle School OWL classes next fall/winter.

OWL Training

I am helping organize an OWL facilitator training over Labor Day weekend in Bellevue. Marissa Quintanilla, our Childcare Coordinator, a parent from Skagit UU and I will attend the training which will help fill our facilitator ranks! We were unable to offer OWL for two years due to the pandemic, and I am committed to resuming classes starting this fall. I hope this will help reenergize our youth group once the classes are over.

Inclusion Training

Drew Betz, Judy Kasper and I designed an Inclusion Workshop for *Grushers*, lay leaders and anyone else interested, focused on creating a more welcoming and inclusive atmosphere at BUF. We have continued to postpone this workshop due to COVID concerns and will offer it this fall.

COMMUNITY LIFE

I look forward to our Community Night Dinner relaunch next Fall. Our CND cooking and visioning team will meet this month to work out details for the dinners, cooking team training, and hosting ideas.

OVERALL

At this point I am feeling both tired and hopeful. So many plans and programs have been postponed, cancelled or modified this year and we've had few volunteers, but there is a new energy afoot with young parents longing for connection who have found their way to BUF recently. I'm excited about where this will lead. I also feel appreciated and supported by the congregation, the board and BUF which goes a long way! Thank you.