

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

June 23, 2022

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

VZ=Via Zoom

Other participants: Rick Steele (VZ), Jim Reimer (VZ), Murray Bennett (VZ)

Minutes by John Stewart, Secretary.

Chalice lighting 7:03 pm; Paul

Approval of last meeting minutes. Minutes from the 05/26/2022 meeting were approved by email on 06/07/2022.

Board Assignments for 2022-23 Drew. Following are the proposed Board committee and officer assignments for the 2022-2023 BUF year:

Sarah:	Stewardship, Communications
Drew:	Stewardship, Communications, Governance
Daria:	President, Human Resources
Alex:	Vice President
John:	Secretary, Finance, Governance
Lew:	Finance, Governance, Denominational Affairs
Murray:	Human Resources, Governance
Henry:	Covenant of Beloved Community, COVID Task Force, Black Lives Matter
Jim:	To be determined
Sky:	Treasurer

Board Retreat Date-Setting

July 27 6:00-9:00pm, July 28, 1:00-5:00pm

Canvass Wrap-up: Rick Steele

- Rick will continue as chair of the Stewardship Committee, Scott and Amoret Heise and Carl Nyblade are stepping down.
- Next year BUF will return to a personal canvass, many comments about the need for a 1-on-1 connection.
- Need a Stewardship presence for new members, Paul will include that in the New Membership process.
- Suggestion from a past General Assembly: need to recruit new Stewardship Committee members from diverse communities within BUF.
- Drew: Drew and Sarah will join the Stewardship Committee to support the effort.

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

- There may be a surplus as of June which may exceed \$30,000.
- Distribution of projected surplus:
 - Add funds to the Minister's Sabbatical Reserve (since the reserve may be used for other purposes, like recruiting other ministers).
 - Remaining funds proposed to be added to the Building Maintenance Reserve.
 - A final decision on the distribution of any surplus will need to be made in the July Board meeting.
- Employee Retention Credit
 - BUF is eligible for an additional quarter (3rd quarter 2021) of the Employee Retention Credit. BUF's payroll processor has suggested that we are eligible.
 - **John moved and Lew seconded that Kathy Wahto be authorized to apply for the Employee Retention Credit for the third quarter 2021. Motion passed unanimously.**

Auction Review: Sarah

- The Auction organization was late getting underway and did not have a single coordinator
- A lot of responsibility fell to Kathy Wahto and to Genia Allen-Schmid
- There will be a planning/debrief meeting next week with Henry, Barbara to discuss the recent auction and to set in motion the planning for next year.
- Preliminary results are
 - Happy Hour event netted \$ 419 (after expenses)
 - Online Auction realized \$7,910
 - Total \$8,329
- Not all items have been picked up and paid for yet, so the income results will increase.
- Thanks especially to Sarah, Naomi Gary and Debbie Boots!

Minister's Report: Paul

Housing Allowance Allocation:

- Paul requests that \$3,500/month of his compensation be allocated to the minister's housing allowance.
- **Lew moved and Drew seconded that the request to allocate \$3,500 of the Senior Minister's compensation for the year 2022/2023 be allocated to minister's housing allowance. Motion passed unanimously.**

Sr Staff Evaluations have been completed.

Community within BUF (CWB):

- Haven't had a Board representative for the 4 years since the team was set up.
- Much of what Genia does falls in the category of CWB.
- Chalice Circles – there are 13 meeting at this point.
- Not all groups defined as being part of the CWB exist anymore.

Ministry Council

- BUF Caring Network (formerly Pastoral Care) consists of
 - Pastoral Care – was Stephanie Raynes, just stepped down.
 - Phone Ministry

- Meal Train – Coordinator, Heather Higgins

Security Update and Rollout: Paul & Lew

- Software is unwieldy, only usable on a cell phone, waiting for updates
- Still waiting for parts for motion sensor system, delivery date unknown.
- Operation Team still working on who needs access, as they will need training
 - There will be different access levels

SEJC Request and discussion: Lew and Paul

- Fiscal sponsorships –
 - Caterer to recent auction event also runs an operation to serve food to the homeless -- can it be taken on as a temporary BUF sponsorship while they apply for their 501(c)(3) non-profit status with the federal government.
 - Question was referred to the Financial Oversight Committee to develop a policy recommendation for fiscal sponsorships.

Board Committee Review: All

- **Human Resources:**
 - Barbara Ellis Quinn continuing as chair, and asked Daria to join committee.
 - Still need good members for committee.
 - Staff agreements continue in place with no salary increases.
- **Governance:**
 - Just chartered, next meeting July 6.
 - Drew is chair, members are Lew, John, Paul, Henry
- **Financial Oversight:**
 - Sky has agreed to continue as Treasurer.
 - John will continue and Lew will join.
- **Stewardship:**
 - See Canvass Wrap-up, above.
- **Communications Team**
 - Sarah continues and Drew is joining

Thanks and farewell to Melissa: Those of us who have served with Melissa over the past two years appreciated her many contributions!

Calendaring:

- Board Retreat: July 27 6:00-9:00pm, July 28, 1:00-5:00pm.

Next Meeting Date: July 28 2022

Meeting adjourned at 9:21pm.

Summary of Action Items:

- John moved and Lew seconded that Kathy Wahto be authorized to apply for the Employee Retention Credit for the third quarter 2021. Motion passed unanimously.
- Lew moved and Drew seconded that the request to allocate \$3,500 of the Senior Minister's compensation for the year 2022/2023 be allocated to minister's housing allowance. Motion passed unanimously.
- Financial Oversight Committee to develop a policy recommendation for fiscal sponsorships.

Attachments: (below)

- Treasurer's Report

Monthly Treasurer's Summary Report to the BUF Board of Trustees
May 2022 Financials (92% of the fiscal year)
Prepared for the June 23, 2022 Board Meeting
Reserve Balances Corrected

Overview of current and projected status:

- Year end net income for 2021-2022 is forecast to be positive.
- **Month of May, 2022:**
 - Pledge income was 73% of budgeted amount for the month of May.
 - BUF received \$3,305 in rent for March, 2021.
 - Net Ordinary Income is \$1,513 for the month of March.
- **Year to date (July, 2021– May, 2022)**
 - Pledge income is 102% of budget.
 - Net Operating Income is \$32,442 year to date (July – May), which exceeds the budgeted amount of -\$2,287.
- **Cash on Hand for March, 2022:**
 - As of May 31, 2022, BUF has a Cash On Hand of **\$28,332**.
 - BUF's Emergency Operating Reserve is \$73,135, which includes \$31,059 from Employee Retention Credit to be used in 2022-2023 fiscal year.
 - BUF's goal is to have reserves to cover three months operating expense, or \$99,722.
- **Reserves**
 - Building Repair & Maintenance Reserve: \$38,325
 - Emergency Operating Reserve: \$73,135
 - Sabbatical Reserve: \$3,075
- **Capital Needs Assessment**
 - John Stewart, Daria Haynes, Lew Phinney and Sky Hedman reviewed the report and will make recommendations to the Board at the Board Retreat and at the beginning of the budget process in October, 2022.
- **Security systems**
 - Intrusion Alarm system
 - Security Systems NW has installed part of the Intrusion Alarm system. Motion detectors still on back order.
 - Alarm system can be turned on as soon as BUF assigns codes and develops protocol for arming/disarming the building.
 - Security Cameras
 - ADT installed the Video Surveillance Cameras.
 - Further software installation is underway.

- Operational decisions for both systems are incomplete.
- **Issues requesting Board involvement:**
 - Confirm allocation of ERC check for 2Q 2021 (\$31,059) to Emergency Operating Reserves, per BUF budget for 2022-2023.
 - Affirm application for ERC credit for 3Q 2021
 - BUF qualifies for 3Q 2021 ERC credit based on maintaining employment at same level during that quarter

Reserves

Income and Expense	<i>Year-to-date</i>	<i>% of budget to date</i>
<i>Pledge Income</i>	\$288,651	102%
<i>Total Donations</i>	\$337,614	104%
<i>Fundraising Income</i>	\$ 27,811	159% (from Employee Retention Credit and part of Auction)
<i>Rental Income</i>	\$ 13,798	65%
Total Income Year to Date	\$424,731	109%
Total Expenses Year to Date	\$392,289	102%
YTD Op. Income minus Expense	\$ 32,442	Above budget (\$5,601)

Cash on Hand

	This month	% Change	Prior month	Prior month
Checking balance	\$ 86,479	19%	\$ 94,927	\$ 65,814
Cash assets under Board control	\$ 240,339	12%	\$ 214,634	\$ 186,405
Cash on Hand	\$ 28,332	3%	\$ 27,575	\$ 23,058

Funds Activity Report

Funds Activity	This month	Prior month
Total Restricted Investment Funds	\$ 55,228	\$ 55,228
Total Restricted Bank Account Funds	\$ 130,146	\$ 99,969
Total Designated Program Funds	\$ 76,840	\$ 77,548
Total in all funds	\$ 262,214	\$ 232,745

Fundraising Summary

Fundraising Event	Income YTD	Income Goal for year	% of Goal
Dinner Auction/Gala	\$ 1216	\$ 17,500	7%
	(partial)		
Other Fundraising	\$ 40	\$ 40	100%

Pandemic Grants & Income	\$ 26,555	\$ 0	0%
Total Fundraising	\$ 27,811	\$ 17,500	159%

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