

**BUF Board of Trustees Meeting (in person and via Zoom)**  
January 26, 2023

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

VZ= Visa Zoom

Not Present (Excused):

Other participants: Sky Hedman, Treasurer, Mialee Jose

Minutes by John Stewart, Secretary.

Chalice lighting 7:08 pm: Drew

Agenda Review/Changes:

- Add Community within BUF Report to Consent Agenda
- Minister's Report removed from the agenda due to the length of the meeting.

**Consent Agenda:**

- Approval of minutes: Minutes from the 12/20/2022 meeting were approved by email on 1/6/2023
- Treasurers Report
- Community within BUF Report

**Alex moved and Drew seconded that the minutes from the 12/20/2022 meeting be approved and that items on the Consent Agenda be accepted. Motion passed unanimously.**

**Beloved Community Meeting: Mialee Jose**

- This Sunday, Jan 29, the Beloved Community Committee will host the 3rd accountability event.
- At the first 2 events, teams set goals.
- This event will celebrate progress since we adopted the Covenant of beloved Community.
- Board members were invited to participate in event, which will celebrate progress in the areas of Community Within BUF, Community Beyond BUF and the Fiscal Sponsorship program.

**Nominating Committee: Alex**

- Alex discussed Annie's report (appended)
- Karen Nuckles-Flinn has resigned and the committee is looking for a replacement.
- The following members remain:
  - Annie Sorich
  - Ann Lackland

- David Curley
- Naomi Gary
- There are various ways to organize the workings of Boards and Nominating Committees.
  - Our bylaws require separation in membership between Board and Nominating Committee
  - There is no requirement that the Nominating Committee not work with the Board or coordinate with the Board, if such help is useful.
- Alex will respond to Annie's questions asked of the Board in the report.

**New Account with Fidelity: Sky** (see appended request)

- Request is being made to open an account relationship with Fidelity Brokerage Services LLC for the purpose of investing funds in FDIC-insured certificates of deposit as per the appended application.
- **Lew moved and Daria seconded that**  
**We the Trustees of this Board resolve that the Bellingham Unitarian Fellowship authorize the opening of an account relationship with Fidelity Brokerage Services LLC for the purpose of purchasing FDIC-insured certificates of deposit from time to time in amounts and maturities as may be recommended by the Financial Oversight Committee. We hereby adopt the resolution from Fidelity Brokerage Services in the form of the attached. The following are the authorized signers on the account and are authorized to execute the attached application:**
  - **Barbara Sky Hedman, Treasurer**
  - **John K Stewart, Secretary**
- Discussion:
  - This request does not authorize the purchase of any specific CDs or other investments, decisions which will be made later. All purchases will be FDIC-insured CDs
  - Fidelity was chosen due to personal experience with the company and their current CD offerings.

**Motion passed unanimously**

**Denominational Affairs: Lew**

- Article 2 of the UUA Bylaws, which includes the 7 Principles will be revisited at this year's General Assembly in Pittsburgh
  - This constitutes a major rewrite of the "Principles".
  - The Committee working on the Article 2 revisions has been working on them for 2 years
  - Changes inspired by the recent movement around the 8<sup>th</sup> Principle.
  - Some interest from members of our congregation.
    - There will be a discussion opportunity in later part of February in preparation for General Assembly.
  - Daria mentioned that there is growing interest in other congregations in our region.

- Lew plans to propose himself as a delegate, it is hoped that others will be interested as well.

#### **House Next Door: Paul**

- The house next to the BUF building, 1706 I Street, owned by Visionary Investment Properties LLC, in which BUF holds a minority interest due to the bequest of BJ Sherwood, has been put on the market.
- BUF not in a position to entertain purchasing the property.
- Property was originally purchased by a group of BUF members.
- **Sarah will insert an item in the Midweek Update announcing that the 1706 I Street Building is on the market.**

#### **Large Donations Policy: Paul**

- We have received two larger (non-operating fund) donations which have suggested that our Board Financial Policies be reviewed.
- Paul annually has provided a Financial Thresholds document to the Board which summarizes those policies.
- In discussion of the donations and the underlying policies it was the consensus that the **Board Financial Policies be referred to the Financial Oversight Committee** for review and possible revision.

#### **Choose major budget goal:**

- Discussion of process of selecting major budget goals for upcoming budget process.
- The Budget Goals document from last year was reviewed. **John agreed to forward it to the rest of the Board.**
- An over-arching goal of “Opening and Welcoming” may provide guidance when the Operations Team drafts a new budget.
- The capital needs assessment evaluation process needs to be completed to guide the process of recommending funding for the Building & Maintenance Reserve. **John will ensure that is completed.**

#### **Stewardship Campaign Updates: Drew**

- Todd Jones has joined Rick Steele and Drew on the committee
- This will be an in-person canvass
- Canvassers are being recruited – the goal is to have no more than 3 contacts per canvasser
  - Board members were asked to be canvassers and several agreed to participate.
    - Murray Bennett
    - Drew Betz
    - Daria Haynes
    - Henry Ohana
    - Sarah Pearson
    - John Stewart
- Important dates:
  - Feb 21                      Zoom training

- Feb 25 In-person training (social hall)
- Feb 26 Canvass Kickoff

**Calendaring:**

- BUF Auction, Feb 11, 2023

**Next Meeting Date: February 23, 2023**

**Meeting adjourned at 8:50 pm.**

**Summary of Action Items:**

- Alex moved and Drew seconded **that the minutes from the 12/20/2022 meeting be approved and that items on the Consent Agenda be accepted.** Motion passed unanimously.
- Alex will respond to Annie's questions asked of the Board in the Nominating Committee Report
- Lew moved and Daria seconded that **We the Trustees of this Board resolve that the Bellingham Unitarian Fellowship authorize the opening of an account relationship with Fidelity Brokerage Services LLC for the purpose of purchasing FDIC-insured certificates of deposit from time to time in amounts and maturities as may be recommended by the Financial Oversight Committee. We hereby adopt the resolution from Fidelity Brokerage Services in the form of the attached. The following are the authorized signers on the account and are authorized to execute the attached application:**
  - **Barbara Sky Hedman, Treasurer**
  - **John K Stewart, Secretary**

Motion passed unanimously.

- Sarah will insert an item in the Midweek Update announcing that the 1706 I Street Building is on the market.
- Board Financial Policies were referred to the Financial Oversight Committee for review and possible revision
- John will forward the Budget Goals document from last year, revised, to the rest of the Board.
- John will ensure the completion of the Capital Needs Assessment evaluation process to guide recommending funding for the Building & Maintenance Reserve.

**Attachments:** (below)

- Community within BUF Report
- Treasurer's Report

- Nominating Committee Report
- Fidelity Account Request and application
- Financial Policy Questions
- Financial Thresholds Document

## **COMMUNITY WITHIN BUF**

### **Report to the Board 1/25/23**

#### **Hospitality**

There are approximately 40 members of this group, with 12-15 regularly active

The core leadership team of 5 meets twice monthly

Hospitality is currently offering a Pathways to Membership class with about 12 people participating.

Judy held a training in November which a dozen people attended. The training including how to be welcoming and inclusive

The Red Mugs at coffee hour are working to include new folks, or so I've heard

#### **Chalice Circles**

Bonnie, Kathryn and I held a facilitator meeting in the fall to give them support and see how it's going. We have strong, consistent leaders for these groups.

Bonnie and Kathryn are developing the monthly plans and get them out to the facilitators

There are 13 active circles with another one starting perhaps – including one for new folks

Bonnie led a Starting Point group and morphed that into a new group this winter

More people joined a Chalice Group than ever before – I placed about 12 people in Chalice Circles this fall!

#### **Women's retreat**

We had our first fall retreat with about 48 women at Semiahmoo.

The theme was “fun and frolic” and focused on reconnecting.

We had a number of brand-new women as well as some old timers we hadn't seen in years.

We will hold another day-long retreat in the Spring as this model seems to work well in the post-pandemic world.

Next year we will most likely continue to have two day-long retreats; one in the fall and one in the spring. The fall retreat is especially good to draw in brand-new folks early on in the year.

#### **Meditation**

The BUF meditation group has an average of 10 people every week and is going well.

#### **Men's Group**

The Men's group is still meeting. I didn't hear back about the numbers from Jeff in time for this report, but the conference room is usually full and there are people zooming in as well, so the numbers remain robust.

#### **Dinners of 8**

There are no dinners for 8 currently– there is no leadership for this since the pandemic.

#### **BUF Night In**

Our dinners have resumed since November

We've got a strong and reliable core team who help with menus, shopping, set up and clean up:

Jennifer Villalva

Debbie Boots

Sean Foster

Genia Allen-Schmid

We've had about 20-28 attend the meals every week

We are keeping it simple, with just soup and salad and that is working very well. Less waste, easier to prepare and shop for, and people are enjoying it.

We introduced the idea of welcoming new people and we have a conversation prompt at each table. We have few new, non-choir people so far, but we are working towards expanding that.

We also have reached out to young families with children and have had a few come regularly. We have just started offering childcare during dinner and are hopeful this will help attract more young families.

### **After Church Potlucks**

We've been having church potlucks after church every other month and these have been well-attended and enthusiastically received.

### **Book Clubs**

There are three active book clubs with the memberships from 8 to 10 each.

### **Auction**

The auction committee, led by Barbara Ten Hove, has about 10 dedicated members who are meeting weekly at this point. The paddle call will be buying chairs to replace pews in the sanctuary.

**Monthly Treasurer’s Summary Report to the BUF Board of Trustees  
December 2022 Financials (50% of the fiscal year)  
Prepared for the January 26, 2023 Board Meeting**

**Overview of current and projected status:**

**1. Month of December, 2022:**

- a. Pledge income was \$24,694, 107% of budgeted amount for the month.
- b. BUF received \$2423 in rent for December, 2022.
- c. Net Ordinary Income (Profit – Expense) is \$6849 for the month of December.

**2. Year to date (July, 2022– December, 2022)**

- a. Pledge income is 98% of the amount budgeted for this point in the fiscal year.
- b. Net Operating Income (Profit – Expense) is **\$9679** year to date (July-December), which is 44% compared to 50% budgeted for this point of the fiscal year.

**3. Cash on Hand for December, 2022:**

- a. The Cash on Hand for **December** 2022 is -\$12,786.
- b. BUF’s budget for 2022-2023 included monthly withdrawal from the Emergency Operating Reserves to cover operating expenses.
  - i. To date, these monthly withdrawals have not been implemented.
  - ii. The YTD amount that was budgeted but has not been transferred is \$14,514.
- c. Some capital expenses have been covered through the operating budget instead of using Building & Maintenance Reserves.

**4. Reserves**

- a. Building Repair & Maintenance Reserve: \$47,664
- b. Emergency Operating Reserve: \$73,135
- c. Sabbatical Reserve: \$7,575

**5. Opening Fidelity account to purchase a Certificate of Deposit**

- a. The Board’s approval is requested for opening an account with Fidelity Investments. The purpose of investing a portion of BUF’s savings in a 1 year Certificate of Deposit.
  - i. Fidelity requires that the Board adopt Resolutions to authorize the opening of this account. The Resolutions are attached to this report.

<b>Income and Expense</b>	<i>Year-to-date</i>	<i>% of budget to date</i>
<i>Pledge Income</i>	\$ 164,998	98 %
<i>Total Donations</i>	\$ 187,687	97 %



<i>Fundraising Income</i>	\$ 8,008	100 %
<i>Rental Income</i>	\$ 11,582	73 %
<b>Total Income Year to Date</b>	<b>\$ 226,882</b>	<b>109 %</b>
<b>Total Expenses Year to Date</b>	<b>\$ 218,203</b>	<b>116 %</b>
<b>YTD Op. Income minus Expense</b>	<b>\$ 9,679</b>	<b>44 %</b>

### Cash on Hand

	<b>This month</b>	<b>% Change</b>	<b>Prior month</b>	<b>Prior month</b>
Checking balance	\$ 18,214	60%	\$ 11,349	\$ 15,749
Cash assets under Board control	\$185,536	6%	\$ 175,152	\$ 194,545
<b>Cash on Hand</b>	<b>-\$12,786</b>		<b>-\$ 21,668</b>	<b>\$ - 11,674</b>

### Funds Activity Report

<b>Funds Activity</b>	<b>This month</b>	<b>Prior month</b>
Total Restricted Investment Funds	\$ 55,228	\$ 55,228
Total Restricted Bank Account Funds	\$ 136,485	\$ 137,458
Total Designated Program Funds	\$ 63,265	\$ 60,287
<b>Total in all funds</b>	<b>\$ 254,978</b>	<b>\$ 252,973</b>

### Fundraising Summary

<b>Fundraising Event</b>	<b>Income YTD</b>	<b>Income Goal for year</b>	<b>% of Goal</b>
Dinner Auction/Gala	\$ 296	\$ 20,000	.15%
Other Fundraising	\$ -	\$ -	-%
Pandemic Grants & Income	\$ 7,712	\$ 0	100%
<b>Total Fundraising</b>	<b>\$ 8,008</b>	<b>\$ 20,000</b>	<b>27%</b>

Members of the Financial Oversight Committee are Sky Hedman (Treasurer), John Stewart, Frank McDonald (Assistant Treasurer), Brian Quick, Cathy Campbell, Sue Sayegh, Lew Phinney and Sharon McCarty..

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  
I&E YTD Annual Budget Comparison  
Treasurer's Report  
Fidelity Resolutions page

Nominating Committee Report 1/26/2023  
Annie Sorich

We're seeking to fill vacancy on Nominating Committee left by Karen's departure. No clear candidates as of now, but we plan to advertise in the MWU.

We began reviewing the list of candidates from last year, particularly those who said "maybe next year." As we begin the recruiting process, we are in need of some information and guidance from the Board:

- Who is leaving this year?
- What skills or expertise are needed?
- Any upcoming projects or anticipated concerns that the incoming board will be tackling?
- Are meetings still "hybrid" or totally in person?
- Who will connect with potential candidates evaluating a decision to serve? (We'd love to supply candidates with contact info for a few current or past board members.)
- What other resources are available to potential candidates? (Onboarding documents, role descriptions including time commitments.)

## **New Account Relationship with Fidelity Brokerage Services LLC**

The following is a request to open a new account in order to invest in FDIC-insured CDs when there are opportunities to do so and when the financial position of the fellowship permits it. At the moment, the Financial Oversight Committee believes that up to 50% of its reserves can be invested for up to 13 months in duration.

As part of the application, the Board is requested to authorize the opening of the account and to adopt the resolution (see page 12 of the attached application). The Resolution below includes reference to the Fidelity application and resolution. The Fidelity resolution is clearly designed to protect Fidelity and seems to be a standard kind of resolution that we might be asked to adopt when opening an account with any financial institution.

### **RESOLUTION**

We the Trustees of this Board resolve that the Bellingham Unitarian Fellowship authorize the opening of an account relationship with Fidelity Brokerage Services LLC for the purpose of purchasing FDIC-insured certificates of deposit from time to time in amounts and maturities as may be recommended by the Financial Oversight Committee. We hereby adopt the resolution from Fidelity Brokerage Services in the form of the attached. The following are the authorized signers on the account and are authorized to execute the attached application:

Barbara Sky Hedman, Treasurer  
John K Stewart, Secretary



# New Fidelity Account® — Business

Use this application to open a business account. Do NOT use this form for retirement or omnibus (pooled) accounts. Type on screen or print out and fill in using CAPITAL letters and black ink. If you need more room for information or signatures, make a copy of the relevant page.

## Important to Understand

By signing this application, you acknowledge that:

- Fidelity Brokerage Services LLC ("FBS") will perform brokerage services.
- National Financial Services LLC ("NFS") will provide custody and related administrative services.
- FBS and NFS are together referred to herein as "Fidelity."
- Important documents related to your account include the Fidelity Account Customer Agreement ("Customer Agreement") and other relevant information delivered from time to time.
- In this application, "You," "you," and "your" refers to all account holders, including Authorized Individuals/Managers/Partners. Each of the account holders agrees that any account holder has authority on behalf of this account.

## Helpful to Know

Regarding this account:

Registration and Tax Classification:

- Please refer to the checklist at the end of this application for required supporting documentation and required signers. Please return ALL pages of this application, plus any additional documentation to Fidelity.
- If you need to add additional Authorized Individuals/Managers/Partners or Beneficial Owners, please make a copy of the relevant section, and complete and return it with the completed application.
- For additional information or for help filling out this application, please call a Fidelity Representative at 800-343-3548.

## 1. Business Information

Enter full entity name as evidenced by the relevant formation document (e.g., trust document, partnership agreement, articles of incorporation).

Name of Business			
BELLINGHAM UNITARIAN FELLOWSHIP			
Business Name/Disregarded Entity Name If different from above.			
Taxpayer ID Number	Required	Daytime Phone	Extension
2 3 7 4 4 2 3 4 7	<input type="checkbox"/> SSN <input checked="" type="checkbox"/> EIN <input type="checkbox"/> ITIN	3 6 0 7 3 3 3 8 3 7	
Date of Adoption of Resolutions MM DD YYYY			
0 1 2 6 2 0 2 2			

**Response Required.**  
Provide date that the resolutions in Section 12 were duly adopted by business

**Response required.**  
Check one.

Indicate the state of the business:

- Operating  Nonoperating Examples can include, but are not limited to, a holding company, personal investment company, shell company, or similar.

**Business/Permanent Address** This is the legal address used for tax reporting.

Address		
1207 ELLSWORTH ST		
City	State	ZIP Code
BELLINGHAM	WA	98225

**Business Mailing Address** This may be a PO Box, drop box, or c/o location.

- Same as permanent address  Default if no other information indicated below.

Mailing Address		
City	State	ZIP Code

Business Information continues on next page. ►►



### Business Type and U.S. Federal Tax Classification

Registration and Tax Classification: Along with this completed Business account application, please provide the relevant supplemental documents as detailed at the end of this application.

**Response required.**  
Check one type only.

For more about business account types, go to [Fidelity.com/openaccount](http://Fidelity.com/openaccount).

**Corporation**  
taxed as:

- C Corp.  
 S Corp.

**LLC**  
taxed as:

- C Corp.  
 S Corp.  
 Partnership  
 Sole Proprietorship

**Tax Exempt\***  
taxed as:

- Corporation  
 Unincorporated Business  
 Exempt Payee Code†

- Partnership  
 Investment Club  
 Unincorporated Business (not for LLCs)  
 Sole Proprietorship‡

**Response required.**  
Check one.

**For corporations only.**

- Publicly Traded  Privately Held

\*Includes 501(c)(3) organizations and nonprofit entities.

†For a list of applicable codes, refer to the Backup Withholding Exemption Codes document at the end of this application.

‡Responses to Control Person and Entity Owner questions are not required for Sole Proprietorships.

### Municipal Entity

Is the business a municipal entity, including any branch of a state or local government?

- No  
 Yes ▶ If Yes, please indicate type:  
 State or local government  
 Board of education  
 Commission or agency  
 Public school, college, or university  
 Public hospital or health care organization  
 Other public entity

Describe

### State/Country of Organization

State/Country of Organization <sup>§</sup> <b>WASHINGTON</b>	Country of Tax Residence <input checked="" type="checkbox"/> U.S. <input type="checkbox"/> Other: _____
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<sup>§</sup>Entities with foreign tax status must submit a completed IRS Form W-8 with this application.

### Government ID (for foreign entities only)

Attach a photocopy of a valid and unexpired document with evidence of the reference number.

Government-issued Identification Number
Type of Document
Country of Issuance

Business Information continues on next page. ▶▶



**If You Are a Financial Institution**

Check one.  Bank  Securities broker or dealer  Hedge fund  
 Trust company  Investment company (or other passive investment vehicle)  Other: (or custodian/manager of hedge fund assets)  
 Insurance company  Other: (Please specify)

**If you are a domestic financial institution**

Name of Government Agency that Serves as Primary Regulator

**2. Authorized Individual/Manager/Partner** Required to be completed for each Authorized Individual/Manager/Partner. Please review checklist at the end of this application for requirements.

To list up to seven Authorized Individuals/Managers/Partners on this account, provide the information below for each Authorized Individual/Manager/Partner. Each individual named is fully authorized to open a brokerage account in the name of the business identified in Section 1, to place orders on the account, and to execute any instrument incidental to such account (such as applying for margin or options), to act in a sole capacity in these regards, and to act on behalf of the business as may be more fully described in the Customer Agreement. If you need to provide information for more than one individual, you can do so in Section 3. In this section, "you" refers to the person whose personal information is being provided.

- Check all that apply.**
- This individual is the Control Person for the business. A Control Person is defined as an individual person with significant responsibility for managing the entity (e.g., a Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Managing Member, General Partner, President, Vice President, or Treasurer). **This account requires that there be at least one Control Person named. If the Control Person is not an Authorized Individual/Manager/Partner on this account, his or her information MUST be provided in Section 8.**
  - This individual is an Entity Owner of the business. An Entity Owner is defined as any individual who owns, directly or indirectly, 25% or more of the equity interests of the entity for domestic operating entities, or 10% or greater for domestic nonoperating or foreign entities.

Enter full first and last name as evidenced by a government-issued, unexpired document (e.g., driver's license, passport, permanent resident card).

First Name	Middle Name	Last Name
BARBARA	SKY	HEDMAN
Control Person Title <b>Required</b> (e.g., President, General Partner).		
TREASURER		
Taxpayer ID Number	Required	Date of Birth MM DD YYYY
	<input checked="" type="checkbox"/> SSN <input type="checkbox"/> EIN <input type="checkbox"/> ITIN	
Mobile Phone	Secondary Phone	
3 6 0 2 0 1 2 1 5 0		
Email		
TREASURER@BUF.ORG		

Mobile phone number and email are required for account security, transactional alerts, and delivery of other communications.

By signing this account application, you agree to conduct business with Fidelity electronically and to the electronic delivery of all account-related documents and communications. You consent to Fidelity's use of your email and/or mobile number to message, call, or text you for this purpose. Message and data rates apply; frequency may vary. For help with texts, reply HELP. To opt out of texts, reply STOP. You may also update your contact information at any time through your profile on *Fidelity.com*. Please look for an email to confirm your information and the terms of this consent.

**Residential Address (where you live)** This is your legal address used for tax reporting.

Street Address		
2219 NIAGARA DR		
City	State	ZIP Code
BELLINGHAM	WA	98229

Authorized Individual/Manager/Partner continues on next page. ▶▶



**Mailing Address** This may be a PO Box, drop box, or c/o location.

Same as above

Mailing Address		
City	State	ZIP Code

**Citizenship**

Indicate your citizenship status.  U.S. citizen Do not complete the fields below. Skip to Income Source.

Foreign citizen Information in this box must be completed.

Country of Citizenship

Choose one.  Permanent U.S. resident  Nonpermanent U.S. resident  Nonresident of U.S.

**Government Identification Number**

Unexpired ID must include reference number and photo. Attach copy of ID.

ID Number		Country of Issuance	
ID Issuance Date MM DD YYYY	ID Expiration Date MM DD YYYY		

Passport Number  Permanent Resident Identifier  Other Government-Issued ID Number

**Income Source**

Check one and provide information. Industry regulations require us to ask for this information.

Employed:  Self-employed:

Occupation		Employer Leave blank if self-employed.	
Employer Address			
City	State/Province	ZIP/Postal Code	Country

Retired:  Not employed:

Source of Income Pension, investments, spouse, etc.

**PENSIONS, INVESTMENTS, SOCIAL SECURITY**

Check here if you are employed/associated with a Registered Investment Adviser

Check here if you are employed/associated with a Broker-Dealer

**Associations**

As a person associated with a member firm, you are obligated to receive consent from that firm. Fidelity has existing consent agreements with many firms for their employees to maintain accounts with Fidelity and to deliver transactional data. If your firm is not one of them, Fidelity will attempt to contact your firm's compliance office.

If you are employed by or associated with a broker-dealer, stock exchange, exchange member firm, the Financial Industry Regulatory Authority (FINRA), a municipal securities dealer, or other financial institution, or are the spouse or an immediate family member residing in the same household of someone who meets the aforementioned employment criteria, provide the company's name and address below. Information (including duplicate copies of confirmations and statements for this account, and any accounts you choose to have on a consolidated statement) will be sent to the associated person's employer for purposes of compliance review.

Company Name			
Company Address			
City	State/Province	ZIP/Postal Code	Country

Authorized Individual/Manager/Partner continues on next page. ▶▶



**Affiliations**

If you, your spouse, or any of your relatives (including parents, in-laws, and/or dependents, etc.), living in your home (at the same address), is a member of the board of directors, a 10% shareholder, or a policy-making officer of a publicly traded company (an "Affiliate"), you must provide the information below. If there are more than two Affiliates, make a copy of this section.

Affiliate's Company Name	Trading Symbol or CUSIP
Affiliate's Company Name	Trading Symbol or CUSIP

**3. Additional Authorized Individual/Manager/Partner** Please review checklist at the end of this application for requirements.

Provide the following information for each additional Authorized Individual/Manager/Partner. Each individual named is fully authorized to open a brokerage account in the name of the business identified in Section 1, to place orders on the account, and to execute any instrument incidental to such account (such as applying for margin or options), to act in a sole capacity in these regards, and to act on behalf of the business as may be more fully described in the Customer Agreement. In this Section 3, "you" refers to the person whose personal information is provided. If you need to provide information for more than two individuals, make a copy of this section (pages 5 and 6). For each individual beyond the seventh, complete an Account Authority form.

Check all that apply.

- This individual is the Control Person for the business. A Control Person is defined as an individual person with significant responsibility for managing the entity (e.g., a Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Managing Member, General Partner, President, Vice President, or Treasurer). **This account requires that there be at least one Control Person named. If the Control Person is not an Authorized Individual/Manager/Partner on this account, his or her information MUST be provided in Section 8.**
- This individual is an Entity Owner of the business. An Entity Owner is defined as any individual who owns, directly or indirectly, 25% or more of the equity interests of the entity for domestic operating entities, or 10% or greater for domestic nonoperating or foreign entities.

Enter full first and last name as evidenced by a government-issued, unexpired document (e.g., driver's license, passport, permanent resident card).

First Name	Middle Name	Last Name
JOHN	K	STEWART
Control Person Title <b>Required</b> (e.g., President, General Partner).		
BOARD SECRETARY, ASSISTANT TREASURER		
Taxpayer ID Number	Required	Date of Birth MM DD YYYY
	<input checked="" type="checkbox"/> SSN <input type="checkbox"/> EIN <input type="checkbox"/> ITIN	
Mobile Phone	Secondary Phone	
3 6 0 3 0 6 1 1 8 3		
Email		
JKSTEWART44@MSN.COM		

Mobile phone number and email are required for account security, transactional alerts, and delivery of other communications.

By signing this account application, you agree to conduct business with Fidelity electronically and to the electronic delivery of all account-related documents and communications. You consent to Fidelity's use of your email and/or mobile number to message, call, or text you for this purpose. Message and data rates apply; frequency may vary. For help with texts, reply HELP. To opt out of texts, reply STOP. You may also update your contact information at any time through your profile on *Fidelity.com*. Please look for an email to confirm your information and the terms of this consent.

**Residential Address (where you live)** This is your legal address used for tax reporting.

Street Address		
3510 CODY AVE		
City	State	ZIP Code
BELLINGHAM	WA	98229

**Mailing Address** This may be a PO Box, drop box, or c/o location.

Same as above

Mailing Address		
City	State	ZIP Code

Additional Authorized Individual/Manager/Partner continues on next page. ▶▶





### Citizenship

U.S. citizen *Do not complete the fields below. Skip to Income Source.*

Indicate your citizenship status.  Foreign citizen *Information in this box must be completed.*

Country of Citizenship

Choose one.  Permanent U.S. resident  Nonpermanent U.S. resident  Nonresident of U.S.

**Government Identification Number**

ID Number  Country of Issuance

ID Issuance Date MM DD YYYY  ID Expiration Date MM DD YYYY

Passport Number  Permanent Resident Identifier  Other Government-Issued ID Number

*Unexpired ID must include reference number and photo. Attach copy of ID.*

### Income Source

Check one and provide information. Industry regulations require us to ask for this information.

Employed:  Self-employed:

Occupation  Employer *Leave blank if self-employed.*

Employer Address

City  State/Province  ZIP/Postal Code  Country

Retired:  Not employed:

Source of Income *Pension, investments, spouse, etc.*

PENSIONS, INVESTMENTS, SOCIAL SECURITY

Check here if you are employed/associated with a Registered Investment Adviser

Check here if you are employed/associated with a Broker-Dealer

### Associations

As a person associated with a member firm, you are obligated to receive consent from that firm. Fidelity has existing consent agreements with many firms for their employees to maintain accounts with Fidelity and to deliver transactional data. If your firm is not one of them, Fidelity will attempt to contact your firm's compliance office.

If you are employed by or associated with a broker-dealer, stock exchange, exchange member firm, the Financial Industry Regulatory Authority (FINRA), a municipal securities dealer, or other financial institution, or are the spouse or an immediate family member residing in the same household of someone who meets the aforementioned employment criteria, provide the company's name and address below. Information (including duplicate copies of confirmations and statements for this account, and any accounts you choose to have on a consolidated statement) will be sent to the associated person's employer for purposes of compliance review.

Company Name

Company Address

City  State/Province  ZIP/Postal Code  Country

Additional Authorized Individual/Manager/Partner continues on next page. ►►





### Affiliations

If you, your spouse, or any of your relatives (including parents, in-laws, and/or dependents, etc.), living in your home (at the same address), is a member of the board of directors, a 10% shareholder, or a policy-making officer of a publicly traded company (an "Affiliate"), you must provide the information below. If there are more than two Affiliates, make a copy of this section.

Affiliate's Company Name	Trading Symbol or CUSIP
Affiliate's Company Name	Trading Symbol or CUSIP

### 4. Core Position

Any cash balances awaiting your further instruction will be swept into the Fidelity Government Money Market Fund (SPAXX) (referred to as your "Core Position"). There may be other options available for your Core Position. If so, you can change your Core Position to one of these other options after your account is opened.

### 5. Funding Your Account

#### Initial Funding *This is a one-time contribution.*

Check all funding options that apply to this one-time transfer.

Your name and SSN must be identical on both accounts.

By check payable to Fidelity Brokerage Services LLC. *This must be a check written by you, as third-party checks cannot be accepted.*

Transfer from another firm *▷ Include a completed Transfer of Assets form available at Fidelity.com/TOA.*

Transfer from your Fidelity non-retirement account: *If entire account value is transferred, the source account will be closed. Account features do not transfer and must be reestablished for the new account.*

Brokerage Account

Your Fidelity Brokerage Account Number	Amount <i>Must be available as cash.</i>
	\$

**OR**  All assets

Mutual Fund Only Account

Your Fidelity Mutual Fund Only Account Number	Fidelity Fund Name	
Dollar Amount	Number of shares	
\$		<b>OR</b> <input type="checkbox"/> Transfer All Shares

Form continues on next page. **▶▶**



## 6. Ongoing Funding Options

### Electronic Funds Transfer (EFT)

See **"Important Information About Electronic Funds Transfer (EFT)" at the end of this application.**

EFT allows you to electronically transfer funds between your bank or other financial institution and Fidelity. This section must be completed for automatic investments from outside Fidelity. Not ready to sign up now? Log in to [Fidelity.com/eft](https://www.fidelity.com/eft) after your account has been opened to establish EFT.

You **must** be an owner of the account at the other financial institution. **You will need to attach a voided check, deposit slip, or bank statement with the account number and all owner names preprinted on it.**

- Checking  
 Savings

**Provide bank information below to set up the EFT feature.**

Owner(s) Name(s) Exactly as on Bank Account	
Bank Routing/ABA Number	Bank Name
Checking or Savings Account Number	

### Automatic Contributions

Adding automatic contributions to your account allows you to automatically invest in eligible Fidelity and Fidelity FundsNetwork funds based on a schedule you determine. To sign up, please go to [Fidelity.com/autoinvest](https://www.fidelity.com/autoinvest).

### Income and Dividends

All income from securities (dividends, capital gains, or sale proceeds) is automatically deposited into your account. Dividends from mutual funds are reinvested in the originating fund. To change your distributions, call Fidelity or go to [Fidelity.com/updateaccountfeatures](https://www.fidelity.com/updateaccountfeatures).

## 7. Account Features

Additional account features are available for your new account. You may establish most of these online at [Fidelity.com/updateaccountfeatures](https://www.fidelity.com/updateaccountfeatures). Or, you may choose from the following:

- Checkwriting
- Establish now—You must include the *Checkwriting* form with this application. Go to [Fidelity.com/forms](https://www.fidelity.com/forms) to download the form.
  - Please send information to establish checkwriting in the future.
  - Request Active Trader. To sign up later, call a trading specialist at 800-564-0211.  
Trades per year  36–71  72–119  120+
  - Send information on Automatic Investments.

## 8. Beneficial Ownership—Control Person/Entity Owner *Required for all business registrations except Sole Proprietorships—Sole Proprietors can skip to Section 9.*

Complete this section to provide information for the Control Person and/or Entity Owner(s) (as defined below) that are NOT already listed as an Authorized Individual/Manager/Partner in Sections 2 or 3 of this form. These individuals will not have any authority or be able to take any action on this account. If the Control Person and Entity Owner(s) are already listed as Authorized Individuals/Managers/Partners, check the first box below and skip to Section 9. **If there is more than one individual, make a copy of this section for each additional individual.**

**The Control Person and Entity Owner(s) are defined as:**

**1. Control Person:** An individual with significant responsibility for managing the entity (e.g., a Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Managing Member, General Partner, President, Vice President, or Treasurer). This account requires that there be at least one Control Person named.

**Beneficial Ownership—Control Person/Entity Owner continues on next page. ►►**



**2. Entity Owner(s):** Any individuals or entities that own, directly or indirectly, 25% or more of the equity interests of the entity for domestic operating entities, or 10% or greater for domestic nonoperating or foreign entities. **Note:** If the Entity Owner is a trust or another entity, additional information and documentation will be required to be submitted along with this form.

**Response required.**  
Check one.

- The Control Person AND Entity Owner(s) of this business have been previously listed** as Authorized Individuals/Managers/Partners in this form. You agree you will notify Fidelity if or when beneficial ownership information of the entity changes. ▶ *Skip to Section 9.*
- The Control Person has been listed as an Authorized Individual/Manager/Partner. There are no Entity Owners of this business.** You agree you will notify Fidelity if or when beneficial ownership information of the entity changes. ▶ *Skip to Section 9.*
- There is a Control Person or Entity Owner(s) that is not listed as an Authorized Individual/Manager/Partner on this account and the information is included below.** If no entity owners have been identified, there are no individuals or entities that own, directly or indirectly, 25% or more of the equity interests of the entity for domestic operating entities, or 10% or greater for domestic nonoperating or foreign entities. You agree you will notify Fidelity if or when beneficial ownership information of the entity changes.

**Control Person/Entity Owner**

- Check all that apply.**  This individual is the Control Person for the business.  
 This individual/entity is an Entity Owner of the business.

Enter full first and last name as evidenced by a government-issued, unexpired document (e.g., driver's license, passport, permanent resident card).

If this Entity Owner is a trust or another entity, enter full entity name as evidenced by the relevant formation document (e.g., trust document, partnership agreement, articles of incorporation). Additional information and documentation will be required when the Entity Owner is a trust or entity.

First Name	Middle Name	Last Name
Control Person Title <b>Required</b> (e.g., President, General Partner).		
Entity Name		
Taxpayer ID Number	Required <input type="checkbox"/> SSN <input type="checkbox"/> EIN <input type="checkbox"/> ITIN	Date of Birth MM DD YYYY

**Residential Address (where you live)** This is your legal address used for tax reporting.

Street Address			
City	State/Province	ZIP/Postal Code	Country

**Citizenship**

- Indicate your citizenship status. ▶  U.S. citizen Do not complete the fields below.  
 Foreign citizen Information in this box must be completed.

- Choose one. ▶  Permanent U.S. resident  Nonpermanent U.S. resident  Nonresident of U.S.

Country of Citizenship	
<b>Government Identification Number</b>	
ID Number	Country of Issuance
ID Issuance Date MM DD YYYY	ID Expiration Date MM DD YYYY
<input type="checkbox"/> Passport Number <input type="checkbox"/> Permanent Resident Identifier <input type="checkbox"/> Other Government-Issued ID Number	

Unexpired ID must include reference number and photo. Attach copy of ID.

Form continues on next page. ▶▶



## 9. Account Certifications

The Certifying Officer, Manager(s), and Partner(s) hereby certify the following:

### **All Business Entities:**

- The Business is duly organized and existing under the laws of the state or country indicated in Section 1, is operating under the operating document submitted with this application, and has the power to take the actions called for by the resolutions included in Section 12 at the end of this application. In addition, the Business's governing body adopted the resolutions in Section 12 at the end of this application on the date indicated in Section 1, at which a quorum of the governing body was present and acting throughout, and the resolutions are currently in full effect.
- Each Authorized Individual/Manager/Partner named in Sections 2 and 3 has been duly appointed, and that any one of them is fully authorized, acting individually, to execute any and all instruments necessary, proper, and desirable for the purpose, including any and all documentation necessary to establish this account (which may be a margin account) in the name of said Business with Fidelity and to purchase, trade, sell (including short sales in margin accounts), assign, withdraw, transfer, and/or deliver any and all stocks, bonds, options, or any other assets or securities, listed or unlisted, and to establish checkwriting, EFT, and other account-related services in said account(s) as indicated further, that any past action in accordance herewith is hereby ratified and confirmed; and, further, that any officer of this Business is hereby authorized to certify this resolution to Fidelity. This authorization shall continue in force until revoked by the above-named Business by a written notice, addressed and delivered to Fidelity.
- Nothing in this application and the resolutions in Section 12 are contrary to any provision in the Business's organizing documents or bylaws, and you have been authorized to make this certification to Fidelity on behalf of this Business.
- Fidelity may verify all information provided in connection with this certification and account, and may obtain credit or other financial responsibility reports with respect to the Business and any Authorized Individual/Manager/Partner. All individuals who may be the subject of these reports have been notified of this possibility. Upon written request, Fidelity will provide the name and address of the credit reporting agency used.

- If applicable, the attached supporting documents are true and valid copies of the legal document currently in effect.
- Fidelity may conduct account business with any one Authorized Individual/Manager/Partner without notice to, or approval of, any other Authorized Individual/Manager/Partner.

### **Corporations and Unincorporated Businesses Only:**

- These certifications will continue until Fidelity receives written notice of any change thereof.
- You are an officer/owner of the Business and you are authorized to make these certifications on behalf of the Business.
- In the event there are no other officers/owners aside from those listed in Sections 2 and 3, the individual signing in Section 10 warrants and represents that in signing Section 10, you are the sole officer of, or the sole individual authorized to act on behalf of, the Business.

### **LLCs and Partnerships Only:**

- The certifications with respect to the authority of each Manager/Partner to place orders on this account are made jointly and severally by all the Managers/Partners signing below, who also acknowledge that Fidelity may conduct account business with any one Manager/Partner without notice to, or approval of, any other Manager/Partner.
- The undersigned authorize Fidelity, in the event of death or retirement of any of the members of the Business, to take such proceedings, require such papers, retain such portion of, or restrict transactions in said account as Fidelity may deem advisable to protect Fidelity against any liability, penalty, or loss under any present or future law or otherwise. It is further agreed that in the event of the death or retirement of any partner of the Business, the remaining partners will immediately cause Fidelity to be notified of such fact.
- This authorization is in addition to, and in no way limits or restricts, any rights that Fidelity may have under any other agreement or agreements between Fidelity and the undersigned, or any agreement now existing or hereafter entered into, and is binding on the undersigned and their legal representatives, successors, and assigns. This authorization is also a continuing one and shall remain in full force and effect until revoked by a written notice.

### **LLCs Only:**

- The individual or individuals signing this application constitute all Managers authorized by agreement to transact business on behalf of the Business. If Member-Managed, the individual or individuals signing this application constitute all Members of the Business.

### **Partnerships and Investment Clubs Only**

- The individual or individuals signing this application constitute all General Partners authorized by agreement to transact business on behalf of the Business. If there are no General Partners, the individual or individuals signing this application constitute all Partners of the Business.
- Agree that Fidelity may conduct account business with any one partner without notice to, or approval of, any other partner.
- Agree that if new partners are admitted to the Partnership, the undersigned will cause such new partners to adopt and be bound by this application.
- Agree that in the event of death or retirement of any of the undersigned, the survivors shall immediately give Fidelity written notice thereof, and Fidelity may, before or after receiving such notice, take such proceeding, require such papers, retain such portion of, and/or restrict transactions in the account as Fidelity may deem advisable to protect Fidelity against any liability, tax, or penalty under any present or future laws or otherwise. The estate of any of the undersigned who shall have died shall be liable, and each survivor shall continue to be jointly and severally liable, to Fidelity on the foregoing indemnity and for any debit balance or loss in said account resulting from the completion of transactions initiated prior to the receipt by Fidelity of the written notice of the death of the decedent or incurred in the liquidation of the account or the adjustment of the interests of the respective parties.

Form continues on next page. ►►

## 10. Required Signature(s) and Date(s) Please review checklist at the end of this application for signature requirements.

Please be sure to read all the language included on the following pages, as well as sign, date and return your completed application, including this signature page, to Fidelity.

<p><i>If the account holder is a U.S. person for tax purposes:</i></p> <ul style="list-style-type: none"> <li>• Certify under penalties of perjury that the account holder is a U.S. person (as defined in the instructions for IRS Form W-9) and the Social Security or Taxpayer Identification Number provided is correct (or that the account holder is waiting for a number to be issued).</li> </ul> <p><i>If the IRS has notified the account holder that the account holder is currently subject to backup withholding because the account holder failed to report all interest and dividends on the account holder's tax return, CROSS OUT all text in brackets.</i></p>	<ul style="list-style-type: none"> <li>• Certify under penalties of perjury that the account holder is not subject to backup withholding because any of the following applies:           <ul style="list-style-type: none"> <li>– The account holder is exempt from backup withholding.</li> <li>– The account holder has not been notified by the Internal Revenue Service (IRS) that the account holder is subject to backup withholding as a result of a failure to report all interest or dividends.</li> <li>– The IRS has notified the account holder that the account holder no longer is subject to backup withholding.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Certify under penalties of perjury that the FATCA code(s) entered on this form (if any) indicating that you are exempt from FATCA reporting are correct.</li> </ul> <p><i>If the account holder is not a U.S. person for tax purposes:</i></p> <ul style="list-style-type: none"> <li>• Agree to submit the applicable Form W-8BEN with this form to certify the foreign status of the account holder and, if applicable, claim tax treaty benefits.</li> </ul>
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To help the government fight financial crimes, federal regulation requires Fidelity to obtain and verify your name, date of birth, address, and a government-issued ID number before opening your account, and to verify the information. In certain circumstances, Fidelity may obtain and verify comparable information for any person authorized to make transactions in an account. Also, federal regulation requires Fidelity to obtain and verify the beneficial owners and control persons of legal entity customers. Requiring the disclosure of key individuals who own or control a legal entity helps law enforcement investigate and prosecute crimes. Your account may be restricted or closed if Fidelity cannot obtain and verify this information. Fidelity will not be responsible for any losses or damages (including, but not limited to, lost opportunities) that may result if your account is restricted or closed.

The IRS does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

You acknowledge that this account is governed by a predispute arbitration clause, which appears on the last page of the Customer Agreement, and that you have read the predispute arbitration clause.

By signing below, you acknowledge that you have read, understood, and agree to be bound by the provisions of this application, including the Terms and Conditions and Resolutions for this Account following this section, and that you certify all items that apply to your type of entity and registration are true; that all information provided on this application is true, accurate, and complete; that you make all authorizations indicated; and you affirm that you are authorized to make those representations.

PRINT CERTIFYING OFFICER/MANAGER/PARTNER/AUTHORIZED INDIVIDUAL NAME	
BARBARA SKY HEDMAN	
PRINT CERTIFYING OFFICER/MANAGER/PARTNER/AUTHORIZED INDIVIDUAL TITLE	
TREASURER	
OFFICER/MANAGER/PARTNER/AUTHORIZED INDIVIDUAL SIGNATURE	
SIGN	X
TODAY'S DATE MM/DD/YYYY	
DATE	X

This field is required. ▶



607735.13.0

Required Signature(s) and Date(s) continues on next page. ▶▶





PRINT MANAGER/PARTNER/AUTHORIZED INDIVIDUAL NAME	
JOHN K STEWART	
SIGN	MANAGER/PARTNER/AUTHORIZED INDIVIDUAL SIGNATURE X
DATE	TODAY'S DATE MM/DD/YYYY X

PRINT MANAGER/PARTNER/AUTHORIZED INDIVIDUAL NAME	
SIGN	MANAGER/PARTNER/AUTHORIZED INDIVIDUAL SIGNATURE X
DATE	TODAY'S DATE MM/DD/YYYY X

PRINT MANAGER/PARTNER/AUTHORIZED INDIVIDUAL NAME	
SIGN	MANAGER/PARTNER/AUTHORIZED INDIVIDUAL SIGNATURE X
DATE	TODAY'S DATE MM/DD/YYYY X

PRINT MANAGER/PARTNER/AUTHORIZED INDIVIDUAL NAME	
SIGN	MANAGER/PARTNER/AUTHORIZED INDIVIDUAL SIGNATURE X
DATE	TODAY'S DATE MM/DD/YYYY X

607735.13.0

Form continues on next page. ►►



## 11. Terms and Conditions for This Account

By signing the previous section you:

- Affirm that you are at least 18 years old and of full legal age to enter into the agreements associated with this application in your state of residence.
- Affirm that you have received and read the prospectus or other applicable disclosure for the Core Position and the description of the Core Position in the Customer Agreement, including Fidelity's right to change the options available.
- Agree to the use of the Core Position specified above to hold assets pending investment, withdrawal, or other instructions.
- Understand that: (i) generally, Fidelity earns more compensation when you invest in products offered by an affiliate of Fidelity, and the compensation earned, as well as your yield, varies by product; (ii) notwithstanding any contrary provisions in any underlying account documentation, other options may be available for your core position after opening your account, and, if other options are available, you may select a different option by updating your Core Position on *Fidelity.com* or through a representative; and (iii) in certain circumstances, such as when Fidelity determines that you reside outside the United States, the Core Position will operate differently.
- Affirm that you have received, read, understood, and agree to be bound by the terms and conditions of the Customer Agreement, this Application (including if applicable the Important Information regarding Electronic Funds Transfer (EFT) and the Fee Schedule), as is currently in effect and as may be amended in the future.
- **Understand that your Core Position may be a money market fund, and that you could lose money by investing in a money market fund. Although the fund seeks to preserve the value of your investment at \$1.00 per share, it cannot guarantee it will do so. An investment in the fund is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Fidelity Investments and its affiliates, the fund's sponsor, have no legal obligation to provide financial support to money market funds, and you should not expect that the**

### **sponsor will provide financial support to the fund at any time.**

- Consent to have only one copy of Fidelity mutual fund shareholder documents, such as prospectuses and shareholder reports ("Documents"), delivered to you and any other investors sharing your address. Your Documents will be householded indefinitely; however, you may revoke this consent at any time by contacting Fidelity at 800-343-3548 and you will begin receiving multiple copies within 30 days. As Documents for other investments become available in the future, these Documents may also be householded in accordance with this authorization or any notice or agreement you received or entered into with Fidelity or its service providers.
- Understand that, upon issuer's request in accordance with applicable rules and regulations, Fidelity will supply your name to issuers of any securities held in your account so you might receive any important information regarding them, unless you notify Fidelity.
- Hereby constitute and appoint Fidelity your true and lawful attorney to surrender for redemption any and all shares held in your account with full power of substitution in the premises, and further acknowledge that Fidelity may cease to act as agent to the above appointment after providing notice to your account's address of record.
- Certify and agree that the certifications, authorizations, and appointments in this document will continue until Fidelity receives actual written notice of any change thereof.
- Upon transfer of assets due to any life event (death, divorce, etc.), and unless otherwise instructed, all dividend/interest income paid to the Transferor (Current Asset Holder) of \$100 or less will be systematically allocated to the Transferee (New Asset Holder) receiving the largest share proportion of the account assets. If the account is transferred evenly, the dividend/interest income will be systematically allocated to the last transferee paid.
- Acknowledge that Fidelity will not be liable for any loss, expense, or cost arising out of your instructions, provided that it institutes

reasonable procedures to prevent unauthorized transactions.

- Certify that all information provided in this application is true, accurate, and complete.
- You agree to promptly notify Fidelity if and when any beneficial ownership information changes.
- Acknowledge that you will receive a monthly account statement from Fidelity, unless there are no transactions in a particular month. In any case, you will receive a statement quarterly.
- Agree that Fidelity may verify all information provided in connection with this form and account, and may obtain credit or other financial responsibility reports with respect to the Business and any Authorized Individual/Manager/Partner and/or Authorized Entity, as applicable. Upon written request, Fidelity will provide the name and address of the credit reporting agency used.

*If requesting EFT:*

- Acknowledge that you have read and agree to the Important Information about Electronic Fund Transfer document.
- Authorize Fidelity, upon receiving instructions from you, to make payments of amounts representing redemptions by you or distributions payable to you by initiating credit or debit entries to the bank account identified in Section 6 (Bank), as indicated on the attached "voided" check or deposit slip. You authorize and request the Bank to accept such entries from Fidelity, and to credit or debit, as indicated, your account at the Bank in accordance with these entries.
- Acknowledge that this authorization may only be revoked by providing written notice of revocation to Fidelity, in such time and manner as afford Fidelity and the bank a reasonable opportunity to act upon it.
- Understand that Fidelity may purge unused EFT instructions from your account on a periodic basis without notice to you.
- Understand that Fidelity may terminate the EFT instructions from my account at any time in its sole discretion.

Form continues on next page. ►►



## 12. Resolutions

### Certified Copy of Certain Resolutions Adopted by the Governing Body of the Business Whereby the Establishment and Maintenance of Trading Accounts Have Been Authorized

RESOLVED:

**FIRST:** That the individual(s) listed on this application hereby are authorized and empowered, for and on behalf of this Business (herein called the "Business"), to establish, maintain, and act on this account (which may be a margin account), and each of them hereby is authorized and empowered for and on behalf of this Business, with Fidelity Brokerage Services LLC and its affiliates (collectively "Fidelity") for the purpose of purchasing, investing in, or otherwise acquiring, selling (including short sales), possessing, transferring, exchanging, or otherwise disposing of, or turning to account of, or realizing upon, and generally dealing in and with any and all forms of securities including, but not by way of limitation, shares, stocks, bonds, debentures, notes, scrip, participation certificates, rights to subscribe, options, warrants, certificates of deposit, mortgages, evidences of indebtedness, commercial paper, certificates of indebtedness and certificates of interest of any and every kind and nature whatsoever, secured or unsecured, whether represented by trust, participating and/or other certificates, or otherwise.

The fullest authority at all times with respect to any such commitment or with respect to any transaction deemed by any of the said officers and/or agents to be proper in connection therewith is hereby conferred, including authority (without limiting the generality of the foregoing) to give instructions (whether oral, written, electronic, or otherwise) to Fidelity with respect to said transactions; to borrow money and securities and to borrow such money and securities from or through Fidelity, and to secure repayment thereof with the property of the Business; to bind and obligate the Business and for the carrying out of any contract, arrangement, or transaction that shall be entered into by any such officer and/or agent for and on behalf of the Business with or through Fidelity; to pay by checks and/or drafts drawn upon the funds of the Business such sums as may be necessary in

connection with any of the said accounts; to deliver securities and contracts to Fidelity; to deliver securities to and deposit funds with Fidelity; to order the transfer or delivery of securities to any other person whatsoever, and/or to order the transfer of record of any securities, to any name selected by any of the said officers or agents; to affix the corporate seal to any documents or securities to any name selected by any of the said officers or agents; to affix the corporate seal to any documents or agreements, or otherwise; to endorse any securities and/or contracts in order to pass title thereto; to direct the sale or exercise of any rights with respect to any securities; to sign for the Business all releases, powers of attorney, and/or other documents in connection with any such account, and to agree to any terms or conditions to control any such account; to direct Fidelity to surrender any securities to the proper agent or party for the purpose of effecting any exchange or conversion, or for the purpose of deposit with any protective or similar committee, or otherwise; to accept delivery of any securities; to appoint any other person or persons to do any and all things that any of the said officers and/or agents are hereby empowered to do, and generally to do and take all action necessary in connection with the account, or considered desirable by such officer and/or agent with respect thereto.

**SECOND:** That Fidelity may deal with any and all of the persons directly or indirectly empowered by the foregoing resolution, as though they were dealing with the Business directly.

**THIRD:** That the officers of the Business be and hereby are authorized, empowered, and if requested by Fidelity, directed to certify:

- (a) a true copy of these resolutions;
- (b) specimen signatures of each and every person by these resolutions empowered;
- (c) a certificate (which, if required by Fidelity, shall be supported by an opinion of the general counsel of the Business, or

other counsel satisfactory to Fidelity) that the Business is duly organized and existing, that its operating documents empower it to transact the business by these resolutions defined, and that no limitation has been imposed upon such powers.

**FOURTH:** That Fidelity may rely upon any certification given in accordance with these resolutions, as continuing fully effective until and until Fidelity shall receive due written notice of a change in or the rescission of the authority so evidenced and the dispatch or receipt of any other form of notice shall not constitute a waiver of this provision, nor shall the fact that any person hereby empowered ceases to be an officer of the Business or becomes an officer under some other title in any way affect the powers hereby conferred. The failure to supply any specimen signature shall not invalidate any transaction if the transaction is in accordance with authority actually granted.

**FIFTH:** That in the event of any change in the office or powers of persons hereby empowered, the officers of the Business shall certify such changes to Fidelity in writing in the manner herein above provided, which notification, when received, shall be adequate both to terminate the powers of the persons theretofore authorized, and to empower the persons thereby substituted.

**SIXTH:** That the foregoing resolutions and the certificates actually furnished to Fidelity by the Business pursuant thereto be and hereby are made irrevocable until written notice of the revocation thereof shall have been received by Fidelity.

**SEVENTH:** That the Business and its officers indemnify and hold Fidelity harmless from any claim, loss, expense, or other liability for effecting any transactions and acting upon any instructions given by the officers of the Business.

Form ends here. ►►



### Required supporting documentation and signatures needed to open your account:

- Corporation (including corporations taxed as a C-Corp., S-Corp.)
  - ALL Authorized Individuals must provide his or her information in Sections 2 and 3 and must sign this application, AND a certifying officer, other than those listed in Sections 2 and 3, must sign this application, unless there are no other officers of the corporation aside from those listed.
  - Imprint a Corporate Seal in the space provided OR include a copy of the filed Articles of Incorporation with this application. A copy of the Articles of Incorporation is required if this is a foreign corporation.
- LLC (including LLC taxed as C-Corp., S-Corp., Partnership, or Sole Proprietorship).
  - ALL Managers authorized by agreement to transact business on the behalf of the LLC must provide his or her information in Sections 2 and 3 and sign this application. If Member-Managed, then all Members must sign.
  - Legal documentation (such as an Operating Agreement) identifying the name of the LLC, by whom the LLC is managed, and signatures, along with proof of filing with a state or foreign country.
- Partnership
  - ALL General Partners authorized by agreement to transact business on behalf of the Partnership must provide his or her information in Sections 2 and 3 and sign this application. If there are no General Partners, all Partners must sign.
  - The pages from the body of the partnership document that identify the partnership name, the general partner(s), and the signature page(s) to the agreement.
- Investment Club
  - ALL Investment Club partners that the Investment Club wants to authorize to act on the account must provide his or her information in Sections 2 and 3, and ALL Investment Club partners listed on the supporting document, regardless of whether they will be authorized on the account, must sign this application.
  - The pages from the body of the club agreement document that identify the club name, all club members, and the signature page(s) to the agreement.
- Unincorporated Business (Including Sole Proprietorship)
  - ALL Authorized Individuals must provide his or her information in Sections 2 and 3 and must sign this application, AND a certifying owner or officer, other than those listed in Sections 2 and 3, must sign this application, unless there are no other owners or officers aside from those listed.
  - No additional documentation is needed.

**Need additional space?** Make a copy of the relevant section.

#### Did you sign the application and attach a check or any necessary documents?

**Please return your completed application and any necessary attachments.**

You will receive a "New Account Profile" confirming that your account(s) is opened.

**Questions?** Go to [Fidelity.com/openaccount](https://www.fidelity.com/openaccount) or call 800-343-3548.

#### Regular mail

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## Regarding BUF's Receipt of Extraordinary Contributions and making Large or Restricted Expenditures

from Paul Beckel

January 12, 2023

cc: Board, Treasurer (for the Financial Oversight Team)

We've recently received two large donations that are not intended for the operating fund. So (since I want to ensure that we are following Board policies) this seems like a good time to bring up a number of thoughts and questions that have been accumulating over the years.

Our use of these two recent contributions is not in question because the donors specified how they are to be used:

- \$10,000, half to go to the Refugee Resettlement Project, and half to go to SEJC. Both of these funds already exist, so it's my understanding that there is nothing here requiring Board or Operations Team approval.
- \$10,000 from another donor, half to go to the Refugee Resettlement Project, and half to go toward the upcoming paddle-call for sanctuary chairs, as a matching grant (that is, we're to use this \$5,000 to match any other contributions made for chairs)...with any money leftover to go into the operating fund.

Here are my related questions and requests:

1. Please see the attached document on "Financial Thresholds." I give this to the Board every year. It's a summary of existing Board Policies regarding who is authorized to spend how much and by what procedures.

The complete Board Financial Policies from which these are drawn are here: <chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://wp.buf.org/wp-content/uploads/2019/09/Financial.pdf>. And the Bylaws here: <https://wp.buf.org/administration-overview/our-governance/bylaws/>

I encourage the Board (probably via the Financial Oversight Team) to increase some of these thresholds. (I vaguely remember the Board talking about this within the last couple of years, so the thresholds might have already been changed, but, if so, that's not reflected in the version of Board Policies currently on buf.org.)

2. In creating the "Financial Thresholds" document I have not attempted to distinguish "Designated" donations from "Restricted" donations as defined in Board Policies and Bylaws. This is because I can't understand the distinction. As I recall, an elaborate set of Policies was created (and changes to the Bylaws made) the year before I got here because of the case of an unusual directive within a single donation...and the ensuing dispute over

the use of those funds. I don't think we've had any donations in the last ten years for which these Policies and Bylaws were relevant.

A few years ago, when the Board updated its Policies, and put the Policies into plain language, we skipped over this part because 1) it was too confusing and we wouldn't have gotten any changes made if we had waited to untangle this, and 2) because it would also require changes to (simplification of) the Bylaws.

I encourage the Board to clarify all of this because I cannot say for sure if we've been following proper Policies and Procedures...and to make sure we're doing proper bookkeeping and record-keeping.

3. During the recent HVAC and kitchen/dishwasher project discussions I was unsure how to interpret our Bylaws and Board policies regarding whether the Board had authority to spend money on a project—from operating funds or other reserves—that exceeded the amounts authorized by congregational vote. I encourage the Board to clarify this through our Policies and/or Bylaws.

All in all, with the exception of the above, I think our Financial Policies and our Bylaws are well constructed, plainly worded, and reasonable. I think they are necessary to ensure that we honor our donors' wishes. And I think they are necessary to ensure that we don't accept a large donation (financial or material) that would take us in a direction we don't want to go (or encumber us with future expenses).

## **BUF Financial Thresholds**

Per Board Policies and Bylaws, as of October 2019

### **I. EXPENDITURES**

#### **A. Single Purchase**

1. “The Operations Team shall receive prior Board approval for any single purchase or commitment of funds greater than **\$3,000** for a particular capital improvement or piece of equipment, unless there is an approved budgeted amount for the particular capital improvement or piece of equipment.”
2. “Per the Bylaws, all contracts and expenditures exceeding **\$10,000** require a Congregational vote.”

#### **B. Competitive Bids**

1. “The Operations Team shall receive written competitive bids when making capital improvements or purchasing equipment costing over **\$10,000**.”

#### **C. Non-Salary Budget Adjustments**

1. “The Operations team shall ensure that, when transferring non-salary budget amounts between budget categories
  - a. Total annual expenditures will not exceed the total budget less any projected year-end deficit
  - b. The transferred amount is clearly noted in financial reports shared with the Board
  - c. Those affected by budget adjustments are consulted
  - d. Board approval has been given when such adjustments exceed **\$1,000**, except in the case of emergencies involving risk to people or property. If the latter, the Board shall be notified of the adjustment as soon as reasonably possible”

#### **D. Salary Budget Adjustments**

1. “The Operations Team shall obtain advanced Board approval for all changes in budgeted or actual compensation, hours and benefits for employees.”

*The Financial Oversight Team recommends that this policy be changed to, “The Administrator shall provide notice to the Financial Oversight Committee of all changes in budgeted or actual compensation, hours and benefits for employees.” This wording is intended to clarify that this pertains to all employees, but requires only a report to the FOC, not Board approval. This will get on the Board agenda in early 2020. [Paul: I don’t remember if it did or not]*

E. Check-signing limits

1. “Checks or transfers to outside entities over the sum of **\$5,000** must be signed by two designated signatories.”
2. This is procedural, not about authorizing the expense.

F. Authority to spend from various funds and budget line items is included in the Treasurer’s Handbook [not yet a part of board policies]

G. Endowment, restricted and reserve funds

1. The Ops Team “shall not expend any endowment or other restricted or reserve funds except for their designated purpose. Reserve funds may only be spent with Board approval or in the case of emergencies involving risk to people or property. If the latter, the Board shall be notified of the expenditure as soon as reasonably possible.”

## II. DONATIONS

A. Acceptance and use of Unrestricted donations

1. **Under \$1,500** to be added to revenue for current fiscal year
2. **\$1,500 - \$2,500** to be determined by Operations Team
3. **Over \$2,500** to be determined by the Board

B. Designated Financial Donations

1. The Operations Team shall decide whether to accept
  - a. when **under 2% of the current operating budget**.
2. The Board shall decide whether to accept
  - a. If the amount of such an offered donation **exceeds 2% of the current budget**
  - b. Or if it **requires additional budgeted funds** in order to be used for its designated purpose.

C. Restricted Donations

1. All must be accepted by the Board

D. Material Donations

1. Evaluated by Operations Team (Op Team may delegate acceptance of smaller items to staff, committees, or volunteers)
2. If valued **over \$250**, Op Team must consult with relevant committee(s) before accepting (Op Team still has ultimate authority over the decision).
3. Board approval required if acceptance would require **any significant future expense** (for maintenance, etc)