

## **BUF Board of Trustees Meeting (in person)**

March 23, 2023

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

Not present (excused): Daria Haynes (President)

Other participants: Sky Hedman, Treasurer

Minutes by John Stewart, Secretary

Chalice lighting 7:02 pm; Paul

Agenda Review/Changes:

- Discuss Seating limit in sanctuary
- Discuss potential rental of building to another congregation for Sunday evening services

### **Consent Agenda:**

- Approval of minutes: Minutes from the 2/23/2023 meeting were approved by email on 3/14/2023
- ~~Minister's Report (report appended)~~ [moved to Discussion Agenda]
- ~~Administrator (report appended)~~ [moved to Discussion Agenda]
- ~~Human Resources (report appended)~~ [moved to Discussion Agenda]
- Nominating Committee (report appended)

**Henry moved and Jim seconded that the minutes from the 2/23/2023 meeting be approved and that items on the Consent Agenda be accepted. Motion passed unanimously.**

**Treasurers Report: Sky** (report appended)

- Net operating income and pledge income are both ahead of budget.
- Reserves are healthy
- Other details are contained in the appended report

### **Budget: Sky**

- Sky presented the current draft proposal of the Operating Budget for the 2023/2024 fiscal year.
- Most important decisions have to be made before we know how much we'll have available to spend.
- Tuesday, March 28, there is a Budget input session at 7:00pm
- Next opportunity to review the budget will be at the April 13 Board meeting
- Larger portions of the budget are really not within our control unless we want to make dramatic changes in our plan.
- Current draft shown an approximate \$28,000 cash-flow shortfall which will have to be brought to \$0

- Current-year budget for pledge income was \$300,000, however projections are for \$315,000. This has become our proposed budget projection for the 2023/2024 fiscal year.

### **Capital Needs Assessment/Capital Budget: John**

- Capital Needs Assessment Report commissioned last year showed an ongoing need for capital expenditures to maintain the building.
- There are two capital items proposed to be completed in the coming budget year with the following estimated costs:
  - Replacing the carpet in the library and vestibule for \$12,051
  - Replacing the social hall doors for \$7,000
    - Replacing the social hall doors was not in the Capital Needs Assessment.
- Funding the purchase of the capital items is the issue and the proposed source of funding will be the Building & Maintenance Reserves.

### **Potential rental of building to another congregation for Sunday evening services: Paul**

- Paul discussed a possible request to rent the church to another congregation in Bellingham for Sunday evening services
- What would be important criteria to consider such an arrangement?
- Should Paul continue discussions with the other congregation?
- Any proposal to rent the building to another congregation would have to include an agreement by the members of our congregation.
- Paul will report back on the substance of further discussions when and if they occur.

### **Human Resources Committee New Member, Gayle Tilles**

- Gayle Tilles has been proposed as a member of the Human Resources Committee.
- **Murray moved and Henry seconded that Gayle Tilles be appointed to serve on the Human Resources Committee. Motion passed unanimously.**

### **Board Training & Orientation: Drew**

- Drew, on behalf of the Governance Committee, has had discussions with Annie Sorich on the Nominating Committee about a meeting of prospective Board members with the existing board prior to the Congregational Meeting.
  - Meeting date will be 12:00pm, April 16
  - The meeting will also be open to others interested in Board membership in the future.
  - Drew will publicize the meeting in the Midweek Update.
- The Governance Committee is also recommending that new Board members meet with existing Board members early in June for a training/orientation session and to take care of “housekeeping” items and elect officers.
  - This was well-received and Drew will send out a poll to pick a date/time.

### **Paddle Call Process (Chairs):**

- There have been questions raised about the process for choosing to purchase chairs to replace pews in the sanctuary.
- The interest in purchasing some chairs was surprisingly high in the auction, with almost \$15,000 raised, including an anonymous donation of \$5,000.
- The result is that we potentially are purchasing enough chairs to replace over ½ of the pews.
- Were we following our own rules? There were no thoughts that we weren't.
- We don't do well prioritizing our project needs and some projects are more compelling than others.
- The Capital Needs Assessment may give a way to track capital projects.

### **Annual Congregational Meeting: Alex**

- Things to remember from the last congregational meeting:
  - Members voting paper ballots sometimes missed the back page of the 2-sided ballot.
  - Zoom moderation was challenging and not all members attending via Zoom felt heard.
  - Speakers needed to self-identify or be identified by the chair
- The meeting will be in person and via Zoom
- Our process has improved and, although somewhat stressful, worked successfully.

### **Consent Agenda: John**

- Discussion about further streamlining of the Consent Agenda
- Many organizations using Consent Agendas adopt the Consent Agenda by unanimous consent. A few use a formal motion to adopt the agenda.
- We can decide how we want to implement it.

### **Human Resources (report appended): Paul**

- We are considerably below the UUA recommendations for salaries.
- We have been chasing the UUA salary recommendations for years.
- Board training about how the Human Resources side of BUF operates would be valuable. Perhaps this can be worked into the future Board calendar as a training during a Board meeting.

### **Minister's Report (report appended): Paul**

- Discussed changes in the UUA pay guidelines

### **Administrator (report appended)**

- Discussed how project lists were determined.

### **Sanctuary Capacity:**

- A recent service had the sanctuary over-capacity with attendees (stated capacity is 177)
- Should we prepare the social hall or library for Zoom attendees?

- Continue to monitor attendance.
  - Determine way of reporting attendance so that it receives attention: John.

**Calendaring:**

- March 28: Congregational Budget Input Discussion
- April 13: Board Meeting (Budget)
- April 27: Board Meeting
- May 21: Congregational Meeting

**Next Meeting Date: April 13, 2022**

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

**Summary of Action Items:**

- Henry moved and Jim seconded that the minutes from the 2/23/2023 meeting be approved and that items on the Consent Agenda be accepted. Motion passed unanimously.
- Murray moved and Henry seconded that Gayle Tilles be appointed to serve on the Human Resources Committee. Motion passed unanimously.
- Paul will report back on the substance of further discussions when and if they occur regarding rental of the building to another congregation.
- Drew will send out a poll to pick a date/time for an initial meeting with incoming Board members.
- John will determine if there is a way of reporting Sunday service attendance so that it receives attention.

**Attachments:** (below)

- Nominating Committee Report
- Human Resources Committee Report
- Minister's Report
- Administrator's Report

## Nominating Committee Report

Update from the Nom Comm is below.

We have 2 confirmed potential Board candidates: Lin Skavdahl and Stephanie Sarver. We will let both know about the planned informal orientation session, tentatively scheduled for April 16th. (Let us know when that's finalized please!) We have one additional possibility; still in conversation now. Everyone else we have talked to has declined. Some other potential candidates have been suggested, but they are all \*brand new\* and we don't want to jump all over them in their literal first hours of membership and ask them to make this level of commitment to their new congregation! So, all that to say, we may not come up with 4 candidates, and next year's Board may be slightly short.

Regarding this recruitment task... We have some ideas we would like to share with the Board. These are just recommendations; you all have the ultimate authority to choose whether or not to put these things into practice, but we as your Nominating Committee feel they may help us in our work. These have been written in response to feedback we have gotten when talking with members about their willingness to be considered. I am oversimplifying, but in general we are hearing:

- Some folks are wary of entering into a more "political" realm of their spiritual home.
- Some just don't have a good understanding of what the Board does.

Thus, we are recommending that the new board, upon convening in June 2023, could consider:

- Writing a covenant together, to be read at the beginning of each meeting to affirm your commitment to each other and to BUF.
- Sharing updates in the MWU more frequently, even if it doesn't feel like a very exciting bit of news.
- Making the informal post-service orientation session an annual event (we love this idea and are so pleased the Governance committee suggested it).
- Working with the owners of the "BUF Book" given to new members, to get a little blurb about the Board added.

Please let me know if you have any questions!

Annie

Date: March 20, 2023

To: BUF Board of Trustees

From: Barbara Ellis-Quinn (representing HRC members: Murray Bennett, Daria Kurkij-Hanes, Nancy Braun & Gayle Tillis)

RE: Quarterly Report of the Work of the Human Resources Committee

## **I. Committee Transitions:**

### *A. Gain of New Committee Members:*

We were fortunate to have another very new member who has extensive business and HR related experience join our team. This is Gayle Tillis. We have Barbara Gilday to thank for her recruitment to our team.

## **III. Work since December 2022:**

- A. Since my last board report in December 2022 Murray Bennett has presented our proposed salary table to the BOT. We are hoping that the pledge drive will bring in enough money that we can give all of our staff at least a 2-3% increase in the coming fiscal year.
- B. We have had only one HR Committee meeting since last fall although we have been communicating via email. This meeting took place on March 14th, 2023 and was a hybrid meeting with myself, Murray and Gayle on Zoom and everyone else in the conference room at BUF.
- C. Since Gayle is a brand new member, whose membership in the committee needs to be approved by the BOT, we spent some time giving an overview of the HR Committee functions.
- D. We spent considerable time discussing how we will need to deal with the fact that Kathy Wahto is planning on retiring within the next 15 months. We began to strategize about the information that all of us on the committee need to have to go forward with the hiring process. Since all of our members, except Murray, were not on the HR Committee when we hired Kathy, or even when we thought we would be replacing Kathy 2 years ago, Barbara has shared the job description and the job posting ad used two years ago. Since we reconfigured Kathy's job to include the bookkeeping two years ago we also need to consider if we should be looking for a new Administrator who can take on all of Kathy's current roles or maybe go back to having a separate bookkeeper. Paul is going to attempt to find out from Kathy what her intentions are regarding a retirement date. If it is sooner than June 2024 the HR Committee will have its work cut out for itself beginning this spring and summer. We all feel that it is especially important that we have overlap with the new Administrator and Kathy for a period of weeks, if not months, so that the new person can learn as many of the details of this multi-faceted job as possible before taking over sole responsibility. This will require a substantial line item in the budget for 2023-2024 to allow for this to occur.
- E. In order to help this transition go even more smoothly Nancy Braun has volunteered (if Kathy is willing) to spend about 4 hours a week in the office and documenting what, when, how Kathy does the Administrator job. That would help to create an Administrator Protocol manual that would be extremely useful during this and any future transition.
- F. We also discussed Melanie's compensation as Keyboard Artist 1. She has felt that she was accidentally left out of the last staff pay increases in 2021. We agreed that Melanie's lack of compensation for the 2 years

(2021-2022 and 2022-2023) be given to her (total of \$278 to catch her up). Then she will get whatever raise that the rest of the staff does based on the higher base salary.

- G. Daria and Nancy volunteered to write up a statement for the Midweek Update that could be presented to the congregation explaining that our staff compensation is below UUA recommendations, encouraging members to consider this in their yearly pledges.
- H. We discussed the recently updated UUA payroll compensation guidelines. While they may not affect our recommendations for this coming fiscal year they should be kept in mind as we go forward especially as we are attempting to recruit new employees. If we look at the current staff salaries compared to the new guidelines our compensation packages for our employees do not look very competitive. Since we will be needing to find a new Administrator and maybe other staff in the next year or two it would place our congregation in a better position if our salary packages were more in line with current recommendations.

## **Minister's report to the BUF Board**

March 15 2023

Rev Paul Beckel

### **Budgeting Timeline – next steps**

March 23	Board input on most recent draft of the budget (coming to you soon)
March 24	Ops Team meeting to incorporate that input into a new draft
March 28	Ops open meeting for congregational comments on newest draft – zoom 7 pm
April 13	Board finalizes budget
April 27	Board really finalizes budget if not quite finished on April 13
May 6	“Written notice of the meeting shall be mailed or transmitted electronically to each Member at least fifteen days before the time set for the meeting. The notice shall include the text of any resolutions or by-law revisions to be considered at the meeting, and the names of any nominees standing for election.”
May 21	Congregational Meeting

### **Article 2**

Lew Phinney, Jim Reimer, Rose Edington, Mel Hoover, Stephanie Sarver, Paul Beckel, and Genia Allen-Schmid prepared and prepared and led a Sunday service on February 26, and an after-service discussion on March 5, about proposed changes to the UUA bylaws Article 2 (UU Principles). Bonnie Phinney, Katherine Allen, and Genia are making plans for discussions to be held by each of our 10+ Chalice Circles. Notes from all of the above will be compiled for the Board's perusal and sharing with the delegates who the Board chooses for the upcoming GA.

At this point there is no realistic timetable by which BUF-as-a-whole could develop and get congregational endorsement for proposed amendment of our own. It would still be possible for individuals, groups, or the BUF Board to do so. At this point I'm not aware of anyone inclined to make this happen.

The Board needs to decide, soon, on what basis to select BUF delegates...and then how it wishes to instruct the delegates.

### **Human Resources Payroll Recommendations**

See below my recent memo to the Human Resources Team with updated comparisons of BUF salaries vs UUA recommendations.

## New UUA Salary Process and Recommendations

Notes by Paul to Human Resources Team

Feb 17, 2023

The UUA's salary recommendation process has changed this year compared to the process used over the past 20 years. In some ways it's simpler and clearer.

Changes have been made to focus more on equity among employees within a congregation, eliminating unconscious bias, simplification of job categories and congregation-sizes, clarification on salary ranges, and legal compliance. They note:

- Distributive Justice is the amount of pay given to employees
- Procedural Justice is the process used to make and implement pay decisions

With this in mind, the new guidelines focus more on the latter: the process of determining compensation (with transparency to staff about how salaries are determined). See below for links to detailed UUA documents re each of the following.

**Geo-Indexes** have not changed. BUF is 4 out of 7.

**Congregation size categories** are fewer. The new "congregational size profiles" are based on a rubric which includes

- Number of members: "size 3" = 200-450 members, BUF has 234
- Operating expenses: "size 3" = median expenses of \$433K, BUF's expenses are \$439K + mortgage
- Staff FTEs: "size 3" = 2.5-6 FTE, BUF has approximately 4.5 FTE

**Job titles:** Instead of 26 different titles, there is now a "Job Level Rubric" based on Qualifications Needed or Expected, Authority & Accountability, Visibility & Impact, Responsibilities, Hours, & Conditions. Here is how it would apply to BUF:

		Minister	Program/Admin
Tier 1	Minister/Exec I	Paul	
Tier 2	Minister/Exec II		
Tier 3	Director		Kathy, Genia, Kevin
Tier 4	Manager		Melanie
Tier 5	Specialist		
Tier 6	Support		

**Salary Ranges:** About 8 years ago we began comparing BUF salaries to the UUA Minimums. About 4 years ago, since we were approaching minimums, we started comparing to the UUA Midpoint. The new UUA process has clearer criteria re how to categorize employees in reference to salary ranges. That is: they recommend that employees reach Midpoint within 5 years of employment and Max within 10 years. The chart below uses Max numbers as all BUF salaried employees have over 30 years of relevant professional experience.

(I inquired of the UUA Office of Church Staff Finances whether their guidelines apply to 10 years in the current congregation, 10 years with a given job title in all congregations, or 10 years of relevant professional experience. Their response: “We encourage adopting a consistent approach that you can apply equitably and transparently to all employees.”)

Here’s how BUF salaries compare to the recommendations. This info should also be taken into account as we prepare to hire a new Administrator.

	Current Salary	UUA Recommendation Congregation size 3, Geo-Index 4	Current	With 3% increase
Minister	74,460	113,400	66%	68%
Administrator	55,000	78,400	70%	72%
Director of LL	48,960	78,400	62%	64%
Music Director	25,752	78,400 (39,200 ½ time)	66%	68%

Note that we have never found a meaningful way to apply UUA recommendations to our BUF Keyboard/Choir-Accompanist position. The new process, for the first time, makes it easier to determine the job category, but we are still unable to quantify what % of FT to apply to this position. (Current salary = \$6,882; UUA full time recommendation = \$65,700).

## UUA Resources

Payroll Process Summary <https://www.uua.org/leaderlab/congregational-salary>

Congregational Size [https://www.uua.org/files/2022-11/Size\\_Profiles.pdf](https://www.uua.org/files/2022-11/Size_Profiles.pdf)

Job Level Rubric [https://www.uua.org/files/2022-11/Job\\_Level\\_Rubric.pdf](https://www.uua.org/files/2022-11/Job_Level_Rubric.pdf)

Geo-Indexes [https://www.uua.org/files/2022-11/Geo\\_Index\\_Listing\\_23-24.pdf](https://www.uua.org/files/2022-11/Geo_Index_Listing_23-24.pdf)

Staffing for Diversity <https://www.uua.org/leaderlab/staffing-diversity>

Legal compliance [https://www.uua.org/files/pdf/p/pay\\_administration\\_checklist.pdf](https://www.uua.org/files/pdf/p/pay_administration_checklist.pdf)

Benefits <https://www.uua.org/leaderlab/benefit-recommendations>

The previous UUA recommendation process

<https://www.uua.org/leaderlab/congregational-salary/historical>

## **Board Report from Administration Council 23 March 2023**

**Endowment:** Current chair is Gil Baker with two volunteers. No operational budget. The committee needs at least two new volunteers. The endowment fund received two contributions, totaling \$24,186.41, from the operations and sale of the I Street property owned by VIP LLC. The Endowment Fund balance at the end of March will be \$179,248 compared to \$144,566 at June 30 2022.

All disbursements from Endowment are for non-operating projects.

2019-20 endowment disbursement    \$1,871    Defibrillator (installed in social hall, at bottom of stairs from Sanctuary)

2020-21 endowment disbursement    \$1,980    Streaming video equipment

2021-2022 endowment disbursement    \$20,206    Sanctuary HVAC upgrade

2022-2023 No distribution

### **Administration, Bookkeeping and Database and Communication Management:**

Actual Expense \$12,333 ytd (2022-23) compared to annual budget \$15,398  
Unusual or one-time expense this year, including phone upgrade and contract, service fees up due to fundraising, IT equipment and subscriptions.

BUF financial records, timely reporting, compliance reports, membership database, website and Zoom online meeting and streaming applications, are maintained by the Administrator, with technical support from the IT team, the data management team (*Brian Quick and Scott Heise*) and the zoom host team (*Walt Ellis, Rory McLeod and Jeff Copeland.*) And also supported and overseen by the Financial Oversight Committee, led by *Treasurer Sky Hedman* and other volunteer members *John Stewart, Brian Quick, Cathy Campbell, Frank McDonald, Lew Phinney and Sue Sayegh.*

We are more than half-way through our second full year with the consolidated Administrator/bookkeeping function. Combining those two positions was dependent upon saving time through 1-moving most of the MWU production to a volunteer editor (*Patricia Conover and now Catherine Crawford*) 2-converting payroll to an online application for both compensation and payroll taxes and tax reporting (completed) 3-reconstituting a Building & Grounds committee of active

volunteers (still in progress) and 4-converting our Quickbooks to Quicbooks Online (converted in Jan, 2023 and still a work in progress.)

Rental operations has continued growing month by month. Natural Learning Center continues as a 4 day per week school, and we provided a facility for two League of Women Voters events, for Red Cedar Zen Meditation, Bellingham Insight meditation, the Waldorf School graduation ceremony, and several memorials and smaller events. Total revenue for the fiscal year was budgeted at \$31,776 and we expect to be close to that revenue goal.

**Breeze (the church database) and Zoom communication** tools continue to be important tools providing service streaming (about 25% of Sunday Service attendance,) virtual church activities and meetings, virtual and in-person fundraising and donations. We have two OWL systems in use, primarily in conference room and flex room for hybrid BUF and rental meetings and events.

**MidWeek Update** Catherine Crawford has become our second MWU editor in February and we continue to make improvements in distribution of newsletter, using the Breeze database to send newsletters to the newest bufsters. We continue to focus on

- better distribution to a targeted BUF audience
- improvements on website listings of news and events and
- use of social media to publicize BUF events.

**Internal Financial Review:** The team of *Haven Silver*, *Rick Krouskop* and *Jeff Copeland* are currently completing the 2020-2021 fiscal year review. The review has gone well and will be presented in March. FY 2021-2022 will be reviewed either through the internal review team or by an external review provided by Larson,Gross.

**Financial Oversight Committee (board committee)** Met monthly to discuss funding and budget recommendations to the board, and refine and document BUF financial priorities, including the 'fiscal agent' proposal, review potential financial opportunities and consider how to further streamline accounting and reporting procedures. FOC weighed in or made recommendations on the capital needs assessment, has met to prepare a draft capital budget for the upcoming fiscal year, is overseeing the completion of the building security project. FOC

received and discussed regular reports on the capital kitchen upgrade, completed in December 2022.

**Payroll and Employee Benefits:** We continue to use OnPay as our payroll contractor and are pleased with performance and expense. Employees are on-boarded through HR module, many useful support features including state and federal tax reporting and direct deposit payments to employees.

We submitted for the federal program Employee Retention Credit (ERC) providing for reimbursement of a portion of qualified payroll expense in the first, second and third quarters of 2021. So far, we have received \$64,000 in ERC qualified credits and expect another approximate \$25,000 in ERC reimbursement for 2021. In addition we have filed for ERC for the 2020 period from March through December. The rules are different for this proposal and we expect to receive another \$23,000 of eligible ERC funding.

### **Fiscal Support for Annual Auction, Canvassing and Special Collections**

**Fiscal Support for One Time Fundraising:** Provided accounting and reporting support for:

- the Anti-Racism Project (grant funded, with reporting),
- the Hungarian Church refugee emergency,
- the Afghan refugee resettlement projects (first and second wave fundraising)
- funding for assistance to earthquake victims in Turkey and Syria
- PNW Plateful nonprofit (where we act as the fiscal sponsor)
- Partner church one-time fundraiser for visit in August of 2023

**Building and Grounds** 1-Maintenance contract for HVAC and filters with Feller and 2-continued expense to the kitchen, including servicing and repair to reach-in freezer and refrigerator (Smith Mechanical) as well as plumbing services (Prodigy) to resolve the frequent back-ups (fully resolved at the end of Dec 2022) 3-testing and installation of new 'dry' sprinkler heads completed in Feb 2023 per fire dept requirements.

- We are in full compliance with Bellingham Fire Department, including elevator, fire alarm system, fire doors, fire exits, fire suppression system, and signage
  - 1-Need to move Loxbox at some point to front of building, update keys.
  - 2-we still have not received a full compliance status from WA State L&I, re the elevator-which has received its 5 year safety inspection and passed with flying colors.

### **Updated list of current and upcoming building and grounds projects attached to this report.**

***Design Team-subgroup of Building and Grounds***, not currently meeting.

We have begun to regularly schedule exhibits on the walls of the Narthex and have found a volunteer curator to schedule and assist with these exhibits ( volunteer *Jacqueline Mildner—Barbara Gilday* recruited her!)

Workroom improvements include reducing clutter and equipment, installing shelves above worktable to store office items. (*Jim Reimer*)

***Yard and landscape-subgroup of Building and Grounds***. Spring and fall work parties were very productive, with 15 to 20 volunteers. All volunteer work parties, organized by *Ron Quinn* and *Jim Reimer*.

Volunteer *Peter Luton* faithfully mowed our lawn and cleaned sidewalks all spring and summer (and fall.)

Continued less impact from transient use of the front porch and back yard due to locking power outlets and water faucet, though we had isolated instances of damage, including social hall window and Wayfarer's Pulpit was kicked down and will need to be replaced by a stronger installation in the summer of 2023.

***Safety progress to report***. The building alarm is in use, though we are still waiting for the internal motion sensors to arrive and be installed. We have had only three false alarms since November 2022.

The camera installation at all 4 building entrances is working well and has also deterred camping and other nighttime activity around the building.

Lighting in front has been improved and we plan to improve the lighting on the I St side of the building this spring.

The safety committee is getting ready to reconvene and address an updated safety plan.

**IT Team, AV Committee** The It committee has replaced both desktops computers in the business office with new, very fast desktops running linux operating system, for improved data security.

Many audio and microphone improvements have been made to support streaming Sunday services. A purpose-built cabinet was designed and installed in sound room, to more easily use the audio and zoom equipment. (Volunteers *Jim Reimer, Mike Betz, Jed Reynolds, Mark Allyn and Albert Snow.*)

IT operating budget for the current fiscal year for software, subscriptions and hardware is running over budget (line items are in the admin budget)

**Memorial Garden:** Not currently meeting.

### **Reserves at Jan 31 2023 (Sky Hedman)**

While we didn't set aside reserves as a monthly expense in either 2020-21 or 2022-23 so far, we were able to move dollars to our building, emergency and sabbatical reserves the following:

- \$25,000 to building reserves from the balance of the insurance claim (water damage in Feb 2021)
- \$31,000 to emergency reserves from the ERC direct payment of credits and
- \$27,000 to sabbatical and building reserves from past FY operating profit (due to ERC credits)

We drew down reserves during the last fiscal year for \$6500 in sabbatical expenses and \$20,242 for 1-planned board training, 2-the elevator 5 year safety inspection, 3-the capital needs assessment, as well as for 4-capital projects around building security, installation of cameras and some HVAC improvements in the filtering and air exchange components in the new part of the building. The Sanctuary upgrade didn't draw on reserves but was paid for through the use of the Building acct (left over from the 2010 building addition) and from the endowment disbursement.

In the current fiscal year, we drew down reserves by \$14,113 for late billing on the security system and for the kitchen dishwasher upgrade.

**Reserves at 31 Jan 2023**                      **\$128,374**

Sabbatical    \$7,310

Building      \$47,708

Emergency    \$73,132

## **2022-23 Building Projects:**

~~Complete approved capital project to replace dishwasher, related improvements~~

~~Full installation of security system, including motion sensors, training in use, updated door codes~~

~~Install sliding window between sanctuary and sound room~~

Move lox-box to Ellsworth entrance

~~Replace sprinkler heads on front porch and in machine room~~

~~Replace recalled electrical panels in basement and furnace room~~

Repair social hall flooring, thresholds. Touch up painting in social hall and entry. (immediate)

Continue to replace can lighting with LED cans. (in progress)

Identify failed exterior lighting on sides and back of building, repair and improve for safety (I Street improvements coming up)

Replace front corner sign (planned for this summer)

~~Complete replacement of shattered social hall window~~

Safety signage and evacuation procedures

Improve recycling signage and receptacles throughout building (met in early March with city re recommendations and assistance. We scored well with our recycling, will add signed bins inside and will also sign dumpster. City to provide energy audit and recommendations.)

Install new phone hardware, with additional 5 portable phone sites (in progress)

Begin the rehabilitation of the I Street exit ramp from Sanctuary

Repair or replace locking mechanisms on I Street double doors.

