

Notice of 2023 BUF Annual Congregational Meeting

Bellingham Unitarian Fellowship's Annual Congregational Meeting will be held at noon, Sunday, May 21, 2023

In-person at 1207 Ellsworth Street, Bellingham WA 98225

and on Zoom, meeting number: 997 210 55665, Passcode: BUF, link:

<https://zoom.us/j/99721055665?pwd=ODBJM2szZnVBaCtGb2hqY2IwTUx4dz09>

Below, you'll find this year's Annual Meeting Agenda, last year's Annual Meeting Minutes, and the proposed fiscal year 2023-24 budget.

Annual Meeting Agenda

Bellingham Unitarian Fellowship

May 21, 2023

1. Confirmation of Quorum (20% of 231 members = 46)

2. Proposed Procedures

Annual meetings are to be conducted in accordance with Robert's Rules of Order. We will be conducting this meeting in person as well as using the Zoom teleconferencing app which adds considerable constraint when attempting to run an orderly meeting. With this in mind, the first order of business will be to adopt a set of rules to be followed for the remainder of the meeting.

In the case of questions and comments from Zoom participants, the participant should type their name into Chat, indicating that they have a comment. They will be recognized by the Chat moderator, and invited to make their comment or ask their question. Speakers will be limited to two minutes. Questions and comments from in-person participants will come from the floor, as per usual procedures and also be limited to 2 minutes.

Voting

With the exception of the vote on these procedures, votes on all items will be by paper ballot for in-person participants and taken via an electronic form for Zoom participants, or by phone for those who do not have internet access.

For in-person participants, voting will be by paper ballot at the conclusion of the meeting. For Zoom participants, voting will be permitted only during a two-hour window immediately following the meeting adjournment. No early voting is permitted. Absentee voting is not permitted, per the Bylaws. On the election voting form for Zoom participants, each member will need to attest to having been present.

3. Approval of the 2022-23 Congregational Meeting Minutes

Congregational Meeting minutes are provisionally approved by the Board the first time it meets after a Congregational Meeting. Final approval of Congregational Meeting minutes can only be done when the Congregation next meets. So today we call for approval of last year's meeting minutes, appended below.

4. President's Annual Report

5. Election of Board Trustees to terms beginning July 1, 2023

3 Year Terms: Lin Skavdahl, Stephanie Sarver, Beth Nyblade

2 Year Term: John Stewart

6. Election of Nominating Committee (all 1-year terms to begin July 1, 2023)

Patricia Conover, Rod Haynes, Annie Sorich, Naomi Gary, David Curley

7. Presentation of the 2023-24 Budget

8. Discussion and Advisory Vote on Chairs in the Sanctuary

At the recent BUF Auction, paddle-call donations were taken to purchase chairs for the sanctuary. Typically a paddle-call raises about \$5,000, so in choosing this project the Board expected to be able to purchase 20-30 chairs. But because a donor offered to match the first \$5,000, and the paddle-call brought in another \$9,000 in donations, the number of chairs we will be able to purchase exceeds expectations. This has led to the question of whether we should, at some point in the future, replace all of the sanctuary pews with chairs.

More immediately, we need to determine how many of the chairs we purchase should have arms.

We will have a discussion on this topic and the ballot will include the following questions:

1. Should we eventually replace all of the pews with chairs? (This vote is for advisory purposes for Boards of Trustees in the years to come.)
2. With funds from the 2023 paddle-call we will buy, mostly, chairs without arms, and some (for about \$20 more per chair) with arms. In order to determine what proportion we should buy with arms, please tell us (speaking only for yourself): if you plan to sit in a chair, would you prefer it to have arms? Yes/No/Not Applicable
3. Other questions/comments

9. Voting instructions/closing words

DRAFT Minutes
Annual Congregational Meeting (in person and via Zoom) Bellingham Unitarian Fellowship
May 15, 2022

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

VZ=Via Zoom

Board Members Absent (excused):

Also present: Sky Hedman (**Treasurer**)

Minutes by John Stewart, Secretary.

Quorum confirmed, with at least 20 members accounted for based on chat-window check-ins and 38 attending in person, the total of which (58) exceeds the minimum of 20% of membership (49 members) required.

- Call to order 12:02 pm – Drew Betz
- Chalice lighting and opening words, Drew Betz.
- **Proposed meeting procedural changes**, for this meeting only (full text appended below)
 - Cleo Richard moved that we accept proposed meeting changes.
 - Marty Villa-Lovoz seconded.
 - Q&A, discussion period
 - Zoom poll utilized for online attendees voting, with acknowledgement of the limitations (such as phone-in attendees not being accounted for). In-person attendees voted by hand-raise. However, the votes for Approval were unanimous, overcoming any such limitations. **Motion passed.**
- **Presented minutes from July 18, 2021 Special Congregational Meeting** for approval (appended below)
 - Heather Higgins moved that we approve minutes as presented.
 - Frank McDonald seconded.
 - There were no questions or comments.
 - Minutes were included in online and paper ballots, to be voted on after meeting concluded.
- **Annual Report:** Drew Betz (Annual Report appended below) provided an overview of notable issues and accomplishments for the year, focusing on four areas: COVID, leadership challenges, building repairs and security issues, and relationships.
- **Presentation on resolution process changes to be proposed:** (copy of presentation appended below) Melissa Swift presented an overview of proposed changes in the resolution process which have been worked on for several years

and which include changes to the process for presenting and amending resolutions and introduces ranked-choice voting.

- Information sessions and discussion opportunities to come
- Special Congregational Meeting likely to consider proposal

- **Board of Trustees election:** Annie Sorich (Nominating Committee Chair)

The process of selecting nominees began in January with consultation with the Board for their perceived needs, brainstorming within the committee and discussions with members of the congregation. A suggestion to look “in the corners” in the congregation for candidates was followed, however it was a challenging year to find candidates in the wake of the virtual meetings and the COVID closure. Nominees are all very experienced in governance at BUF.

Nominees are:

- Murray Bennett
- Lew Phinney
- Jim Reimer

- Frank McDonald moved that we accept the slate of nominees
- Cleo Richard seconded.
- Approval of nominees were included in online and paper ballots, to be voted on after meeting concluded.
- Thank you to departing Board member (Melissa)

- **Nominating Committee Election.** Several members are staying on (but they need to be voted in every year, so they are on the ballot). Nominees are:

- Annie Sorich
- Ann Lackland
- David Curley
- Karen Nuckles-Flinn
- Naomi Gary

- Frank McDonald moved that we accept the slate of nominees
- Richard Kasper seconded.
- Approval of nominees were included in online and paper ballots, to be voted on after meeting concluded.
- Thank yous to retiring Nominating Committee members (Barbara Gilday and Jeff Copeland)

- Drew Betz reiterated thanks to retiring Board member Melissa Swift and retiring Nominating Committee members Barbara Gilday and Jeff Copeland

- **Presentation of Proposed Budget (and Discussion)** - Sky Hedman, Treasurer.

- The complete proposed 2022-2023 budget had been presented ahead of the meeting, so it was not presented in full during the meeting. Sky presented an overview of the budget and provided details of how the pandemic had affected BUF's financial situation in the current budget year, and the assumptions that were made when planning ahead for the next budget year.

- Melanie Rieck moved that we adopt proposed Annual Operating Budget as presented.
- Barbara Gilday seconded.
- Q&A, discussion period
- Approval of the budget was included in online and paper ballots, to be voted on after meeting concluded.
- **Presentation of Kitchen Upgrades (and Discussion)** - Sky Hedman, Treasurer.
 - Sky presented a proposal to replace the existing dishwasher at a total cost of \$19,645 plus applicable taxes.
 - Carl Nyblade moved to approve the proposal to upgrade the kitchen facility, including replacing the dishwasher, repairing the floor and walls for a total cost not to exceed \$19,645, plus applicable sales taxes.
 - Genia Allen-Schmid seconded.
 - Q&A, discussion period.
 - Approval of the Kitchen Upgrades was included in online and paper ballots, to be voted on after meeting concluded.
- **Proposed Bylaw Amendments (and Discussion)** – John Stewart, Secretary.
 - John presented 6 proposed amendments to bylaws, intended to mostly clean up errors or bring the bylaws into alignment with current practice. One amendment permits Board trustees to serve two complete terms instead of just one. This work was led by Lew Phinney on what has become the new Governance Committee.

Amendment 1: ARTICLE III.

Proposed Text: This Fellowship shall be a member of the Unitarian Universalist Association ~~and the Pacific Northwest District.~~

Amendment 2: ARTICLE XIII

Proposed Text: Upon its dissolution or final liquidation, the net assets of the Bellingham Unitarian Fellowship shall be distributed to the Unitarian Universalist Association ~~of Churches and Fellowships in North America~~, a not-for-profit organization which is tax exempt under Section 501(c)(3) of the U.S. Internal Revenue Code.

Amendment 3: ARTICLE V, Section 7, Minutes, last sentence.

Proposed Text: At the next congregational meeting they will be approved or ~~amended~~ **corrected**.

Amendment 4: ARTICLE VII, Section 3, Board Meetings, first sentence.

Proposed Text: The Board shall hold ~~at least eight regular~~ monthly meetings ~~each year~~.

Amendment 5: ARTICLE IX, Section 3, the section title.

Proposed Text: Article IX; Section 3: ~~Election~~ **Call** of a Minister:

Amendment 6: ARTICLE VI, Section 1, second sentence.
Proposed Text: Term of office shall be three years and a Trustee ~~who has served a complete term is not eligible to serve a succeeding term~~ but no trustee may serve more than two consecutive complete terms.

- Heather Higgins moved that we approve the proposed Bylaw Amendments with separate voting on each proposed Bylaw change.
 - Mike Betz seconded.
 - Q&A, discussion period
 - Approval of the Bylaw Amendments was included in online and paper ballots, to be voted on after meeting concluded.
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- Instructions for online voting for Zoom participants (or call-in voting) - ballot will be active/open until 3:25 pm
 - Closing reading (Drew Betz)

Meeting adjourned at 1:15 pm.

Ballot Results from Voting: *(certified by John Stewart, Secretary, on May 15, 2022)*

- Proposed meeting procedural changes -- **Approved**
- Minutes from July 18 2021 Special Congregational Meeting - **Approved**
- Proposed Budget for 2021/2022 – **Approved**
- Proposed Kitchen Upgrade – **Approved**
- Board of Trustees – **Approved (All)**
 - Murray Bennett
 - Jim Reimer
 - Lew Phinney
- Nominating Committee – **Approved (All)**
 - Annie Sorich
 - Ann Lackland
 - David Curley
 - Karen Nuckles-Flinn
 - Naomi Gary
- Proposed Bylaw Amendments – **Approved (All)**

Note on the discrepancy between the quorum count and the later ballot count:
Once quorum had been established, we stopped counting attendees. The number of attendees reported as constituting the quorum (58) was expected to be exceeded by the number of votes cast at the end of the meeting (96). (See full ballot results appended).

Bellingham Unitarian Fellowship

2023-24 Budget

July 2023 - June 2024

	Projected	Current Fiscal Year
	2023-2024	2022-2023
Income		
Total FINANCING	\$4,570	\$200
Total FACILITIES	\$39,100	\$31,900
Total PROGRAMS	\$33,767	NA
Total STEWARDSHIP INCOME	\$418,403	\$359,985
Gross Profit	\$495,840	\$392,108
Expenses		
Total ADMINISTRATIVE EXPENSES	\$16,669	\$15,398
Total FACILITIES	\$33,152	\$27,027
Total PROGRAM EXPENSES	\$53,429	NA
Total UTILITIES / BUILDING SERVICES	\$31,376	\$29,022
Total STAFFING EXPENSE	\$308,143	\$296,230
Total STEWARDSHIP EXPENSES	\$29,032	\$27,495
Total RESERVES	\$14,320	\$6,025
Total Expenses	\$486,121	\$451,828
Net Operating Income	\$9,720	\$9,094
Mortgage Equity Payment	\$9,720	\$9,720
Total	-\$0	-\$626

DETAILS

	Next Fiscal Year	Current Fiscal Year (Projected)	Change from Current Year
	2023-2024	2022-2023	\$
Income			
FINANCING			
Interest Income	\$4,570	\$379	\$4,191
Total FINANCING	\$4,570	\$379	\$4,191
OPERATIONS INCOME			
FACILITIES			
Rental of Building	\$39,100	\$27,592	\$11,509
Total FACILITIES	\$39,100	\$27,592	\$11,509
PROGRAMS			
Choir Income	\$1,420	\$1,426	-\$6
CND & Coffee Hour	\$3,750	\$2,691	\$1,059

LLL INCOME			
LLL - OWL income	\$1,700	\$1,779	-\$79
Total LLL INCOME	\$1,700	\$1,689	\$11
Retreat, Women's	\$0	\$379	-\$379
SEJC INCOME			
Refugee Resettlement Revenue	\$0	\$0	\$0
SEJC - Fairtrade Coffee Sales	\$2,135	\$2,212	-\$77
SEJC - Family Promise	\$0	\$25	-\$25
SEJC - General	\$1,650	\$6,950	-\$5,300
SEJC - Special Collections	\$23,112	\$26,443	-\$3,331
Total SEJC INCOME	\$26,897	\$39,095	-\$12,198
Total PROGRAMS	\$33,767	\$45,280	-\$11,513
Total OPERATIONS INCOME	\$72,867	\$70,583	\$2,284
STEWARDSHIP INCOME			
DONATIONS			
Cash Donations and Misc.	\$490	\$1,444	-\$954
Non-Pledge / Friends Donations	\$17,295	\$25,434	-\$8,139
Pledge Income	\$314,368	\$317,984	-\$3,616
RE Gift	\$9,780	\$12,660	-\$2,880
Major Donor's Fund	\$23,820	0	-\$333,702
Total DONATIONS	\$365,753	\$357,522	\$8,231
FUNDRAISING			
Auction - MayFaire Rummage sale Canvas dinner Income	\$25,400	\$29,056	\$17,688
Covid Grants & Income	\$27,250	\$7,712	-\$9,518
Total FUNDRAISING	\$52,650	\$36,768	-\$341,640
Total STEWARDSHIP INCOME	\$418,403	\$394,290	-\$42,518
Total Income	\$495,840	\$460,922	\$34,919
GROSS PROFIT	\$495,840	\$460,922	\$495,840
Expenses			
OPERATIONAL EXPENSES			
ADMINISTRATIVE EXPENSES			
External Review	\$0	\$366	-\$1,806
IT - Equipment	\$1,775	\$1,806	-\$2,571
IT - Software/Subscriptions	\$4,900	\$4,346	\$2,001
Office / Administrative	\$2,400	\$2,899	-\$118
Service Charges & Fees	\$1,965	\$2,518	-\$3,073
Telephone	\$5,479	\$5,038	\$5,316
Volunteer Appreciation	\$150	\$163	-\$16,985
Total ADMINISTRATIVE EXPENSES	\$16,669	\$17,135	\$16,669
FACILITIES			
Building Maintenance & Repairs	\$14,275	\$11,683	\$6,888
Insurance - Bldg/Liability Expe	\$8,160	\$7,387	-\$2,621
Mortgage Interest	\$10,212	\$10,781	\$10,007
Permits, Licenses	\$505	\$205	-\$29,551
Total FACILITIES	\$33,152	\$30,056	\$33,152
PROGRAM EXPENSES			-\$3,972
Choir	\$3,570	\$3,972	\$691
CND & Coffee Hour	\$2,510	\$2,880	\$464
LLL - Childcare Contractors	\$1,895	\$2,047	\$1,895

LLL EXPENSE			-\$703
LLL - OWL	\$530	\$703	-\$2,505
LLL - RE General	\$3,900	\$3,035	\$3,900
LLL T&D Beloved Community	\$2,000		-\$1,738
Total LLL EXPENSE	\$7,430	\$3,738	\$7,214
Membership / Hospitality	\$215	\$216	-\$713
Retreat , All-Church	\$900	\$928	\$824
Retreat, Women's	\$80	\$76	\$80
SEJC EXPENSES			-\$471
SEJC - BLM	\$275	\$471	-\$664
SEJC - Fairtrade Coffee	\$1,531	\$939	\$1,331
SEJC - NACC	\$200	\$200	-\$21,864
SEJC - Spec Coll Dispersements	\$23,221	\$22,064	\$21,851
SEJC Expense - General	\$1,670	\$1,370	\$1,438
SEJC Refugee Resettlement Expen	\$0	\$232	-\$25,276
Total SEJC EXPENSES	\$26,897	\$25,276	\$1,621
Staff Professional Expenses			-\$263
Prof Expense - Community Min	\$263	\$263	-\$1,997
Prof Expense - DLL	\$2,460	\$2,260	\$51
Prof Expense - Minister	\$2,409	\$2,409	\$1,409
Prof Expense - Music Director	\$1,000	\$1,000	-\$4,932
Total Staff Professional Expenses	\$6,132	\$5,932	\$200
Participation in GA	\$1,000	\$1,886	-\$886
Worship Arts	\$3,800	\$2,000	\$1,800
Total PROGRAM EXPENSES	\$53,429	\$48,951	\$4,478
UTILITIES / BUILDING SERVICES			
Custodial -Supplies	\$990	\$999	-\$9
Custodial Contractors	\$9,250	\$5,219	\$4,031
Electricity	\$9,255	\$9,061	\$193
Elevator	\$1,026	\$1,539	-\$513
Garbage/Recycling	\$2,400	\$2,732	-\$332
Gas	\$2,990	\$2,851	\$139
Security Monitor/ Requird Tests	\$1,350	\$1,483	-\$133
Water/Sewer	\$4,116	\$4,405	-\$289
Total UTILITIES / BUILDING SERVICES	\$31,376	\$28,289	\$3,087
Total OPERATIONAL EXPENSES	\$134,626	\$124,431	\$10,195
STAFFING EXPENSE			\$0
Admin Salary & PTO	\$63,889	\$54,999	\$8,890
AV Tech	\$6,350	\$4,814	\$1,536
Benefits			
Health Insurance Supp	\$12,564	\$12,564	\$0
LTD Payroll Expense	\$2,082	\$2,082	\$0
Pension Payroll Expense	\$19,228	\$21,000	-\$1,772
Total Benefits	\$33,873	\$35,645	-\$1,772
Bookkeeper			
Building Steward	\$6,125	\$5,807	\$318
Director of Lifelong Learning	\$50,424	\$48,960	\$1,464
Keyboard Artist I/Choral Assist	\$7,080	\$7,233	-\$153
Keyboard Artist II	\$5,168	\$5,193	-\$25
Minister Salary & Housing	\$91,272	\$88,608	\$2,664
Music Director	\$26,520	\$25,751	\$769
Payroll Taxes			

Medicare Expense	\$2,251	\$2,249	\$2
Paid Family Medical Leave	\$327	\$347	-\$20
Social Security Expense	\$9,944	\$9,597	\$347
State of WA L&I Expense	\$2,520	\$2,389	\$131
Total Payroll Taxes	\$15,042	\$14,583	\$459
RE Assistant	\$0	\$0	\$0
Taize Leadership	\$2,400	\$2,400	\$0
Total STAFFING EXPENSE	\$308,143	\$293,994	\$14,150
STEWARDSHIP EXPENSES			
Denominational Dues			
UUA Dues	\$24,382	\$26,047	-\$1,665
Total Denominational Dues	\$24,382	\$26,047	-\$1,665
Stewardship Fundraising Expense			
Auction – MayFaire, Rummage sale, Canvas kickoff Expense	\$4,493	\$900	\$3,593
Total Stewardship Fundraising Expense	\$4,650	\$1,332	\$3,318
Total STEWARDSHIP EXPENSES	\$29,032	\$27,379	\$1,653
Reserves-Emergency	\$4,420	\$0	\$4,420
Reserves-Sabbatical	\$1,500	\$0	\$1,500
Reserves-Building	\$8,400	\$0	\$8,400
Total Reserves	\$14,320	\$6,025	\$8,295
			\$0
TOTAL EXPENSES	\$486,121	\$451,828	\$34,293
Net Operating Income (Profit – Expense)	\$9,720	\$9,094	\$626
Other Non-oper uses- Mortgage prin	\$9,720	\$9,720	\$0
BUDGET + Mortgage Principal	-\$0	-\$626	