

Bellingham Unitarian Fellowship Board Meeting

2/22/2024

Present: Jim Reimer, Beth Nyblade, John Stewart (VZ), Daria Haynes, Drew Betz (VZ), Stephanie Sarver, Lin Skavdahl, Lew Phinney, Alex Gilman, Paul Beckel.

The meeting was opened at 7:02 pm.

Agenda Review and Changes: John asked that the Treasurer's report be withdrawn from the record because there are some necessary revisions needed. He asked to submit reports for both January and February at the March meeting.

Consent Agenda: The earlier approval of the January minutes was noted.

Discussion Agenda:

Minister's Report: In addition to the very detailed report submitted in writing and attached to these minutes Paul reported the following:

Melanie has not been well. She is being encouraged to take her time coming back.

Walt has stepped down from Taize. It was too much for him to manage. Carrie and Steffany will take over through the end of June. They ask that funding continue and are concerned about continued funding.

Annie Sorich is wading into managing the website. Scott has asked to be replaced.

The weekly Mid-Week Update will be phased out slowly into a newsletter that will be renamed. It will go to monthly in April. This follows the example of larger churches.

Follow-up from Listening Session and Budget Development

Paul stated that he was overwhelmed with the amount of information he has about the process of next year's budget. Stephanie agreed to help Paul develop Talking Points that can be updated.

Paul referenced feedback from the Listening Sessions. He stated that the board needs to stick clearly to its defined role as described in the by-laws and existing policies. He is concerned about Board morale. There was a brief discussion of how folks were feeling to date.

Paul emphasized that in order to maintain the Status Quo (services and personnel at current levels) an \$80K increase in pledges is needed as opposed to the previously publicized \$50K. Paul wants some help in how to frame this. Beth suggested that talking about changing variables might be one way to approach it with the congregation.

Volunteers have come forward to begin planning for the new hires. The HR Committee is very organized and he will pass those names along.

Fundraising/Volunteers

John reported that he would be convening a group to work on rental management. There are eight people who have indicated interest.

Beth raised the issue of use of technology at BUF and asked to look into it.

Dates for the Budgeting timeline were discussed.

The group agreed that the regular March Board meeting would focus on the budget rather than the mid-April meeting. John committed to have the budget ready for the meeting on March 28th. It was also agreed that a listening session needed to take place after March 28th. **The board agreed to a mid-March meeting to conduct other business on March 12th.**

There was a discussion about what needed to come off the budget table:

John proposed that the Major Gift Fund be put into the Emergency Reserve Fund for next year.,

More information is needed on many fronts. We will be looking into revising our fee structure for events and group participation.

Paul will handle the HR amounts, John, the budget and rental projections and Rick the pledge income.

John reminded the board that no reserves have been funded for capital improvements this year. The question was asked about how much do we need to put in the building reserves. John will resend the capital projects assessment for consideration.

Welcoming Facilities Task Force

Beth and Alex reviewed their list as attached. The list does not need board approval. Beth will recruit volunteers to work on the list.

Income Oversight Committee

Drew reported what was submitted and the question was raised about how wide the scope of oversight would be. The working group will meet again and hopefully bring something back to the board in March or April.

Drew stated that she is working on the Auction Committee and agreed to be the Board Rep on that committee and as such was asked for a suggestion for Paddle Call to come from the board. John stated that reviewing the Capital Needs Assessment that he will be sending will give us something with which to start.

Chair Report: Daria stated that a sample chair is set to arrive at her house and will arrive soon.

Meeting adjourned: 9:12 pm, Drew Betz, Secretary

Proposed simplification of the budgeting timeline

I recommend the Board consider (and someone make motions on)

1. Committing the Board to distribute, by March 29, a balanced draft budget in advance of a congregational Listening Session #3—to be held no later than April 5. (Note that for the last several years we have needed two Board meetings in April for a preliminary and then final look at the budget.)
2. Moving the remnant of our major donor fund to one or more of the following funds: building reserves, emergency reserves, and/or a new payroll variability fund.

Background

- The original gift of \$50,000 was received in April 2023. Our current budget relies on \$23,800 of that. So as of the end of June we'll have \$26,200 left.
- The RE Gift is separate fund—originally \$100,000 in 2019—given during our last DRE search, to encourage (but not require) us to fund RE payroll based on the highest UUA tier of qualifications (Master's degree and extensive UU training). We are spending \$9,780 of this fund this year based on a depletion schedule decided upon in 2019. We should probably just continue with that trajectory as it will end in a couple of years.

Rationale

- Removing the Major Gift Fund from consideration as operating income next year will give us one less variable to consider
 - It will enable us to offer the congregation more clarity of our status, asap, which is what I think they asked for during the listening sessions (one person commented: “just say it, we can't keep using our reserves, so we're actually projecting an \$80,000 deficit”)
 - It would be helpful to create a payroll variability fund with even \$1,000 to start. This would ensure that future Boards keep in mind our potential liability for PTO payouts, insurance spikes, and hiring and training costs.
3. Any other parameters we could establish now in order to limit the otherwise countless variables we're facing ... or a plan to obtain estimates, by mid-March, of major income/expenses:
 - Pledges
 - Fundraising
 - Rental income
 - Payroll
 - Capital improvements

Documents Appended below

1. Projects to-do list: Michelle and I have looked at this together, I'm sharing this here to provide context for ongoing decision-making and prioritizing.
2. Reports from earlier this month
 - a. Updates on UUA membership count and who we canvass, hiring timeline, budgeting timeline
 - b. BUF listening-forward session 2 prep notes

Additional documents I'm working on,

some of which I will have finished by our February meeting

1. Volunteers/programs version of the "Projects to-do" lists. Includes status of vulnerable programs and potential budget impacts.
2. Parameters for HR/teams who will develop new RE and Music job descriptions, establish hiring processes, and make payroll recommendations. Includes a list of volunteers we have so far.
3. Suggestions to HR for options to replace the "% of UUA salary recommendations" method to help us determine compensation for new hires and projected increases. This is necessary because, with our now being a smaller congregation, there are too many complicating factors when comparing last year's compensation to next year's.
4. Worksheet for HR to make consistent/detailed salary and benefits recommendations to the Board
5. Worksheets for projecting possible income or savings from things suggested at listening sessions, including fees for choir, children's and adult RE, putting out a basket at all events held at BUF, having fewer SEJC collections, and potential budget impacts from new volunteers enlisted at the listening sessions....
6. Analysis of 2023-24 YTD spending on AV, Childcare, and Building Stewards, and suggestions for next year
7. Infographic/succinct talking points for canvassers to help them be more direct about our financial status. This is for Stewardship, not specifically for the Board, and it's kind of too late, but may be useful for the MWU, Sunday bulletins, or canvass stragglers.
8. Rough worksheet to project how budget choices for 2024-25 will impact 2025-26 and 2026-27
9. Clarification for SEJC re Operations Team policy (or at least current practices) around who gets to use the building for free vs not...and requirements for building users.

Projects to-do as of February 2024

Paul (much with Michelle)

1. Midweek Update
 - a. Change subscription process to Breeze, create interface
 - b. Change publication to Breeze
 - c. Find and train volunteers (and Michelle) to publish and distribute
 - d. Create annual calendar of necessary announcements/articles
 - e. Probably change to monthly
2. Breeze
 - a. Change membership status categories
 - b. Update everyone's status based on contribution data, participation in RE, choir, chalice circles...
 - c. Use to re-create Pastoral Care Team follow-up chart
3. Security Cameras
 - a. Make cameras accessible on Paul and Michelle's (probably others) phones, Paul and Michelle's laptops (including when off-site), and Admin desktop
 - b. Learn how to replay video from our own computers
 - c. Create clear instructions (and log-in credentials) in mechanical room so others can access video for replay
4. Security alarm calls
 - a. Clarify anomalies, ensure we get more meaningful and timely notifications, learn and teach about batteries, create protocols for responding to alarms, training of those who might respond
5. Update employee timecard form to better track PTO, sick, and holidays and ensure following new overtime laws, assess methods of reporting to OnPay and ensure these correspond to our personnel policies and WA laws, find an app to make it possible to timecard from phone consistent with OnPay categories, ensure personnel manual is consistent with all of the above
6. Recruit new website manager
7. Fix Listen-Everywhere hearing assistance device, advertise
8. Retroactive review of correspondence between my contract and OnPay, clarification of whether various benefits policies apply to me
9. Pastoral Care Team – recruit and further training
10. Celebrants – recruit and further training
11. Bose PA semi-permanent set up in sanctuary; outdoor battery replacement
12. Sanctuary improvements: create a comprehensive plan of electrical, lighting, sound, staging, hearing assistance, and mobility/accessibility projects/needs ... so ad-hoc fixes don't interfere with long-term needs.
13. Improve interpersonal aspects of Zoom experience

- a. Query users
 - b. Recruit ambassadors
 - i. welcoming and getting contact info
 - ii. ensuring interactive elements include online participants
14. Compile policies and procedures established by Operations Team
15. Update org chart

Michelle

1. Transfer all necessary software, login info, docs, etc from 2nd Admin Office desktop computer. Erase everything else or get rid of the computer.
2. Set up new laptop as above – make laptop capabilities identical to Admin Office desktop computer.
3. Implement Building Stewards' to-do lists (waiting for Paul's input)
4. Phone problems
 - a. voicemail/answering machine
 - i. determine why some messages go one direction, some the other direction, ensure we're getting both / incorrect display of unplayed messages
 - ii. teach Paul/volunteers how to retrieve messages from on and off-site, and change outgoing message
 - b. figure out what happens to calls and messages when our main number is in use for, calls, for door buzzing (do we need to change rollover or get another line?)
 - c. Review phone/internet contract; are we paying for anything twice (comcast/pogozone); should we replace main number with a cell phone (which would free up front door buzzer-line)?
5. Shift building rental management to volunteers
 - a. Rental rate update (need to do even if no volunteer help)
 - b. Website update: marketing, contracts, request forms
 - c. Process for receiving requests and showing people around
 - d. Process to ensure renters have help on site as needed (AV tech, building steward, volunteers)
6. Find alternative to our paid Sign-up Genius account (probably Breeze)
7. Find alternative to our paid online calendar (probably Breeze or Google)
8. Establish process for posting office hours
 - a. Monthly work schedule by 20th of previous month to include PTO, holidays...
 - b. Advertise any changes to office hours on front door and in MWU, OOS
 - c. Find volunteers to help with above and get office coverage to limit need to communicate that the office is not open

9. Trash containers: ensure we have the different kinds of containers throughout the building, consistent labeling, a way to keep them from drifting to other rooms
10. Key controls
 - a. Sort, label, discard keys in lockbox, move some to safe
 - b. Ensure we have backups
 - c. Create record of everyone who has keys and which ones
 - d. Collect keys from anyone ineligible to have them, rekey locks as needed
 - e. Determine criteria for who gets keys, sign-out form...
11. Determine whether basic Administrator functions can be done in 40 hrs/week, if not, recommend how to adjust job description
12. Create named Zoom rooms (easily accessed by BUFsters as needed). May require \$, may be complicated by having our account thru the UUA
13. Control Panel software
 - a. Learn functions (create/delete email addresses, forwarders)
 - b. Clean out unnecessary mailing lists
 - c. (Paul) replace buf-news with something more attractive, easier to subscribe and unsubscribe, and reliable
14. Subscribe to a password manager and consolidate all existing login/password credentials for all equipment, staff, volunteers, sites, and applications
15. Assist the Financial Oversight Team
 - a. Simplified and digitized accounts payable approval process
 - b. Select from payment platforms, make more user-friendly, make clearer which categories people are giving to, update website explanations and communicate via MWU
 - c. Clarify who has authority to approve expenses from each line item
16. Learn, then teach volunteers to use Breeze to identify and communicate with their groups
17. Clean junk out of multiple closets and nooks
18. Overhaul paper and digital filing systems

UPDATES ON

- UUA MEMBERSHIP COUNT & WHO WE CANVASS
- HIRING TIMELINE
- BUDGETING TIMELINE

cc: Board (Alex, Daria, Drew, John, Lin, Lew, Jim, Stephanie, Beth)
Stewardship Chairs (Rick, Lee)
Human Resources Chair (Barbara EQ, please distribute as needed)
Financial Oversight (John, please distribute as needed)

Compiled by Paul February 10, 2024

UUA MEMBER COUNT & WHO WE CANVASS

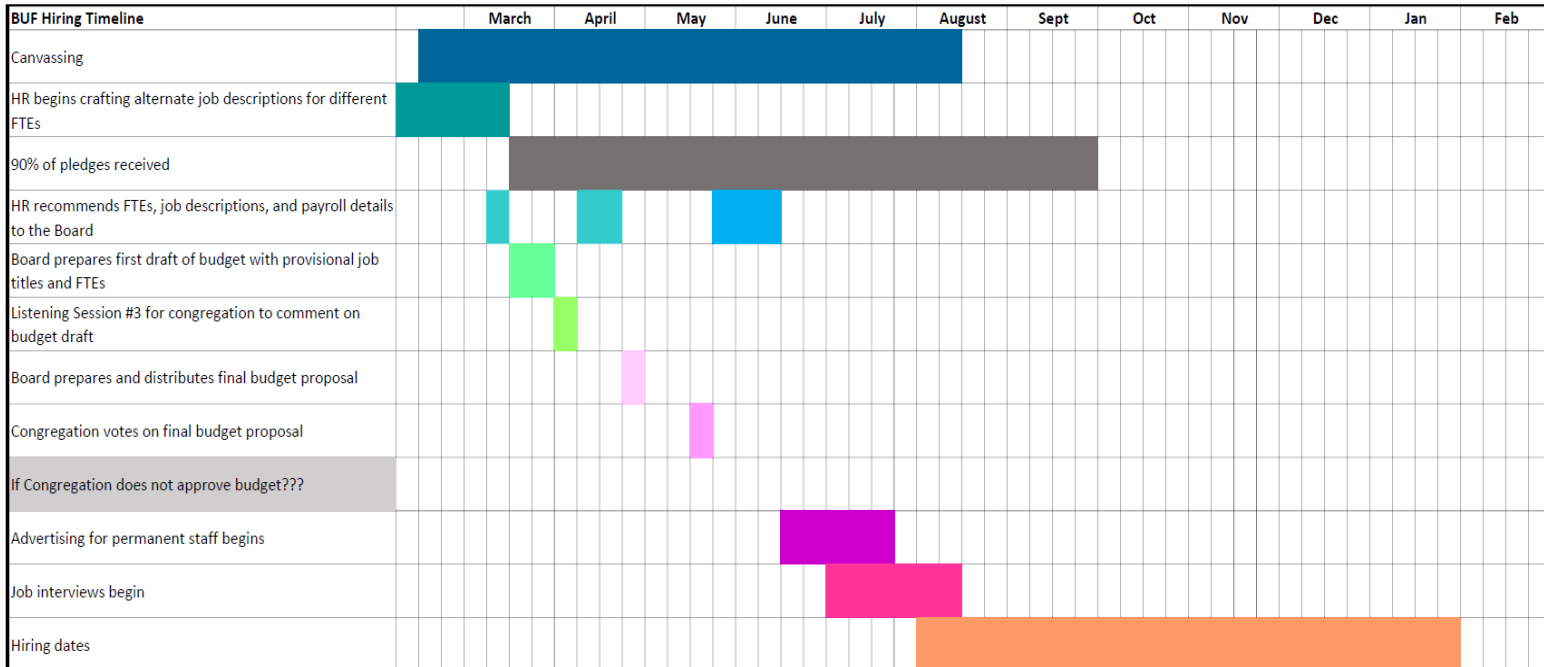
1. We need to provide a membership count to the UUA every February 1st. Last year we reported 234 members, this year 192. We removed 45 members: 11 who moved, 5 who died, 26 who made no contributions in the last 18 months (and we have no reason to believe they are involved with BUF). We have 16 new members since this time last year.
2. Criteria for membership
 - a. Technically (per bylaws): sign the membership book and “make a financial contribution of record annually.”
 - b. Given the overlap in our fiscal year, the UUA’s counting year, and a calendar year, how to interpret “annually” is unclear. So for UUA counts, we look at who has contributed in the past 18 months.
 - c. We also include as members those who are clearly involved/supportive and
 - i. Contributed in 2022-23 and have pledged for 2023-24 but have not paid anything on their current pledge (11 people)
 - ii. did not pledge or contribute but have a history of pledging over many years (4 people)
 - iii. who we know have very little money (3 people)
3. Why is the decrease so dramatic? There are several people who should have been removed a year or two ago. This probably did not happen because in February 2022 I was on sabbatical, and Kathy tended to be more lenient. And last year our Breeze data was a mess. We are getting more adept at Breeze and see improvements that would enable us to more easily determine who to count and who to canvass. This will take some months to do as we have records for over 2,000 people and need to make adjustments around what data to track.
4. Our *UUA dues are not based solely on member count*. This has not been the case for several years. So please help squash that myth I hear all the time: ‘To be a member you have to contribute \$88 per year.’ This myth does not encourage generous giving, and we don’t want those who are genuinely broke to feel they can’t be members (our bylaws indicate no minimum contribution).
5. Criteria for canvassing: we canvass anyone who we think might contribute. We err on the side of asking for a pledge rather than not. Basically we canvass everyone unless they’ve

specifically told us ‘not to’ or they are so new that we think it would push them away (tho we do canvass some who have been here only a few weeks who give the impression they are open to it). We canvass members, friends, visitors, choir members, RE parents, those who have pledged before or not, and those who participate in just about anything at BUF if we have their contact information.

6. Last year we received pledges from 144 “pledge units.” A pledge unit consists of an individual, or a couple; those couples who pledge separately are considered 2 pledge units. Last year’s 144 included both members and pledging friends. We also received pledges from new members and friends mid-year.
7. This year we will canvass over 200 pledge units. We have 42 canvassers—a significant increase from previous years, but 50 or more would be better to prevent burning out volunteers.
8. The new member count puts us in a smaller congregation size in reference to UUA compensation recommendations. So, technically, we now pay our staff closer to the recommended amounts. I did not have time to update this on the income/expense worksheet or budgeting assumptions document.

HIRING TIMELINE

1. In our January Board meeting we talked about using a hiring timeline to motivate people to pledge quickly ... because otherwise we might not be able to hire new staff for many months.
2. When the listening session planning team met afterward and looked at an initial pair of timelines (plan A fast / plan B normal) it became clear that while this information, presented visually, will be useful, we wouldn’t support advertising for new jobs until we have the final budget approved by the congregation.
3. We did not print anything for the upcoming listening sessions because the initial Plan A / Plan B scheme was too complicated. Here’s another layout, below, but *this is just off the top of my head; a lot of people would need to provide input to make this accurate and comprehensible.*
4. Barbara, at the listening sessions we will invite people to volunteer to be in groups to help HR craft alternative job descriptions at different FTEs ... and corresponding recommendations for salaries and benefits.
We’ll need an RE group and a Music group (Elie and Melanie have already volunteered). I’ll start working on parameters/desired outcomes/timelines for each group. I don’t know how to approach the possibility of creating new/smaller staff positions of Volunteer Coordinator or Communications Coordinator or something similar.



BUDGETING TIMELINE

Mid-February

- HR groups consider alternative job descriptions and payroll recommendations
- Board or task force prepare a rental income estimate
- Board or task force prepare a fundraising income estimate
- Financial Oversight team prepares a pre-draft budget with everything else

Mid-March

- All of the above give initial recommendations to the Board
- Stewardship chairs provide first pledge income estimate to the Board

Late March

- Board prepares and distributes first budget draft to the congregation

Early April

- Listening session 3 for Board to hear feedback about the first budget draft
- Stewardship chairs report final pledge income estimate to the Board

May

- Board delivers final budget proposal to the congregation by May 5
- Congregational Meeting May 19

BUF Listening-Forward Session 2 – Prep Info

BACKGROUND

Since the 2019-20 fiscal year, BUF has received over \$100,000 in federal covid grants and payroll tax exemptions. We do not anticipate any additional federal funds for next year. Also, over the last couple of years, we've become increasingly dependent on our Reserve Funds, and we're receiving less rental income. With no other changes to income or expenses, we anticipate a \$50,000 shortfall for our 2024-25 budget. To make up for this solely in pledges, pledge income would need to increase 15%. Our pledge income has not increased since 2019.

LISTENING SESSIONS

We had a good turnout at our first Listening Session in December. Individuals spoke in general terms about their program priorities, ideas for further fundraising, suggestions for improvements, and expectations for this budgeting process. In Listening Session 2, we will get together to forecast specific changes to staffing, fundraising, and use of reserves in order to balance next year's budget.

Why now?

- To avoid last minute behind closed doors uninformed decision making by a small group.
- So the Board can craft a preliminary budget proposal for everyone to review and discuss before the final budget deadline in April (for presentation at the May 19 Congregational Meeting).
- We can't begin to look at hiring for our music or religious education programs until we determine the long-term viability of these positions.
- We'd do well to consider all of this in the context of a multi-year vision. That is: what efforts do we need to initiate NOW that will take a year or more to pay off?

Maximizing Input

- We will hold one listening session in person, Sunday, February 11 at noon in the social hall.
- We will hold one listening session on Zoom, Tuesday, January 30 at 7pm at the Board Zoom link: <https://zoom.us/j/99721055665?pwd=ODBJM2szZnVBaCtGb2hqY2IwTUx4dz09>
- BUF Members and non-members are welcome to attend listening sessions and Congregational Meetings.
- In the spirit of open communication, Zoom participants will need to display their real name onscreen.

BUDGETING ASSUMPTIONS

1. Keeping it Simple

- What the Board needs from us right now is input on big-picture items including staffing, fundraising, and use of reserves; so in these sessions we won't be addressing income and expense items of less than a few thousand dollars.
- After years of belt-tightening, expenses such as utilities, maintenance, office supplies, and staff training and development have already been cut to a bare minimum. Still, before finalizing their budget proposal, the Board will look at every item in detail.
- Our initial projections use 3% inflation for all income and expenses. This too will be examined more closely as we proceed.

2. Reserves

- As of the end of our current fiscal year (June 2024) reserve funds available for use in future operating budgets will be approximately: RE Gift (20K), Major Donor (26K), Emergency Operating (73K).
- We have additional funds that can't be used for general operations: Endowment (\$185K), Humanitas Reserves (10K), SEJC (40K), and several smaller funds restricted to specific uses.
- Our Building Repair and Maintenance Reserve (48K) is not currently sufficient to cover long-term capital needs such as furnaces, roof, etc.

3. Volunteering

- Some part-time staffing costs could be reduced with additional volunteers serving as AV techs, building stewards and cleaners, and childcare providers.
- A team of volunteers to manage building rental could help us to increase income. Without such a team we will be paying our Administrator overtime, and/or losing rental income.

4. Equitable and competitive compensation

- In order to attract qualified candidates for our recent Administrator search, we had to exceed our current budget. We'll be in the same position replacing staff in 2024.
- Our current salaries average 68% of comparable/competitive local salaries for employees with significant professional experience (that's 75% of starting salaries for early-career employees).

5. Benefits and Payroll Taxes

- Retirement, medical insurance premium reimbursement, long term disability insurance, workers' comp, State-mandated sick leave, and payroll taxes create additional expenses of about 28% of salary for employees working half-time or above. It's less for those working less than half-time, but some congregations have begun paying full-time benefits to part-time employees in order to attract applicants.

6. Unbudgeted Payroll Expenses

- Over the past ten years we have paid approximately \$50,000 (most of it un-budgeted) for ministerial search and moving expenses, insurance spikes, plus Paid-Time-Off payouts and hiring and training costs upon resignation and replacement of nine Administrators, Directors of Lifelong Learning, Music Directors, and Ministers. This year we will be at least \$2,000 over budget due to mid-year insurance spikes and staff changes.
- As of this year, Washington State law requires us to pay our Religious Education and Music Directors and our Administrator overtime because we do not meet the salary threshold to consider them “exempt.”
- For all of these reasons, it would be very helpful to create a reserve fund to cover these unexpected costs. Like our other reserves, this would need to be funded by the operating budget, with money left over at the end of each year set aside for future unexpected/unbudgeted payroll expenses. Such a fund would also enable us to budget salaries based on UUA recommendations, but pay staff more based on their experience and length of service to BUF.

7. Change over the past ten years

The following may help us understand the mindset and expectations of BUF members, current employees, and potential new hires:

	2013-14	2014-15	2023-24	Change over 10 years
Consumer Price Index - National	\$1.00			\$1.33	33%
WA Median Home Price	236,600			647,900	174%
BUF Members	253			234	-8%
Budgeted Pledges & Donations	278,750			332,153	19%
Salaries					
FT Director of Lifelong Learning	41,200	<i>In 2014-15, hours of both positions reduced 25%</i>	<i>Both gradually increased to FT</i>	50,424	22%
FT Administrator	45,354 <i>(Full-time equivalent of then 3/4 time position)</i>			60,000	32%
	<i>2013-14 Interim minister</i>				
FT Minister – total	100,095	94,355		93,681	-6%
Salary	71,049	70,000		83,274	17%
Payroll taxes	5,435	5,338		6,412	18%
Health Insurance Reimbursement	11,006	7,018		1,512	-86%
Retirement	7,105	7,000		7,200	1%
Professional Expenses	5,500	5,000		2,409	-56%
Notes:					
<ul style="list-style-type: none"> The hours and roles of our Music Director, Keyboard Artists, Bookkeeper, and Building Maintenance positions have changed too much year-to-year to make meaningful comparisons. Minister’s salary shown in the original 2023-24 budget is much higher than it is here because, in the original budget, Health Insurance Reimbursement and Payroll Taxes are included with Salary. 					

8. Budgeting Worksheet

The table below can be used to consider various budget options. Go here to download the editable Excel spreadsheet:

<https://wp.buf.org/wp-content/uploads/2024/02/listening-session-2-worksheet-updated-2-12-24.xlsx>

And here for last year’s complete budget:

<https://wp.buf.org/wp-content/uploads/2023/06/Provisional-Congregational-Meeting-Minutes-2023-05-21-MERGED.pdf>

Listening-Forward Session 2 Budgeting Worksheet

AS OF FEBRUARY 1, 2024, BASED ON REDUCED MEMBER COUNT,
BUF is now in a size category with lower salary recommendations.
That is: BUF salaries, technically, have moved closer to 100% of UUA recommendations.
This workshee has not been updated to reflect this change.

	2024-25 next year	2023-24 current budget	
How much of our remaining RE and Major Donor Reserves should we spend?	33,600	33,600	\$46,000 available as of 6/30/24. Additional spending indicated to the left will reduce this fund to \$ 12,400
How much of our Emergency Operating Reserves should we spend?	0	0	\$73,000 available as of 6/30/24. Additional spending indicated to the left will reduce this fund to \$ 73,000
How much should we budget for rental income?	39,100	39,100	
How much should we anticipate in fundraising?	25,400	25,400	List specific fundraisers below
When you open the Excel spreadsheet at the link below, you can make changes in the shaded cells to adjust the bottom line. https://wp.buf.org/wp-content/uploads/2024/02/listening-session-2-worksheet-updated-2-12-24.xlsx	23,400	23,400	Auction
	2,000	2,000	Rummage Sale
	-		
	-		
	-		
Percentage of full-time			
Minister	100%	100%	As changes are made to FTE or % compensation, the bottom line (below) incorporates changes to benefits, eligibility for benefits, and payroll taxes. "Other" might be membership/volunteer/communications position. Title
Religious Educator	100%	100%	
Music Director	50%	50%	
Administrator	100%	100%	
Other	0%	0%	
Percentage of recommended compensation			
Minister	81%	81%	UUA recommendations are based on studies of comparable/competitive rates for early-career employees in our metro area. For current staff, these are % of "Director-level" positions. Calculations for a new/other position based on compensation at "Manager-level."
Religious Educator	67%	67%	
Music Director	71%	71%	
Administrator	80%	80%	
Other	0%	0%	
How much should we set aside for payroll variability?	-	0	Hiring and training, PTO payouts, insurance spikes, overtime, and compensation adjustments for those with professional experience and years of service to BUF
How much can we save by replacing part-time staff with volunteers (100 hours at \$20/hr = \$2,000) Enter a negative number.	-	0	Current budget: AV Techs (\$6,350), Childcare (\$1,895), Building Stewards (\$6,125), Custodial Contractors (\$9,250).
How much should we set aside for future major capital expenses?	-	0	
Based on numbers entered in the shaded cells above, in order to maintain the status quo, we will need to increase our total 2024-25 pledge income by:	15%		All other income and expenses are incorporated here into the bottom line. For complete details, see the budget passed at our 2023 Annual Meeting: https://wp.buf.org/wp-content/uploads/2023/06/Provisional-
	\$ 48,791		

Income Oversight Committee (IOC)

Charter proposed by Drew Betz, Beth Nyblade, Lin Skavdahl

The IOC will:

Plan, critique, implement and/or supervise all fundraising options for the congregation.

Create and maintain a calendar of income producing events.

Design and submit for approval and annual canvass plan and other fundraising calendar, timing TBD.

Set and regularly review standards and goals for fundraising activities, e.g, community building, purely for profit, supports essential ministry, etc.

Clarify policy about board member involvement in all income producing events.

Be composed of at least two board members, the annual stewardship campaign chairs and other members of the congregation who represent key efforts at income generation.

This will be an official committee of the board, replacing the stewardship committee and members will be appointed by the board on an annual basis.

Report of the Welcoming Facilities Task Force

On January 3, 2024, Alex and Beth meet for a preliminary audit of upgrades needed to our facility to make it more welcoming and accessible to newcomers. We reviewed checklists in the following areas:

Exterior observations, Lobby, Restrooms, Greeters and Ushers, Sanctuary, Bulletins and Communications, Fellowship Hall

In most areas we found that BUF has a good or excellent facility, however we found many areas where we could make major improvements. Most of our proposed changes are inexpensive but all the improvements will require volunteer effort. However, most improvements will require only modest amounts of time and even smaller amounts of talent.

I have listed the proposed improvements in categories based on the skills required to make the improvements:

Minor Carpentry:

- _____ Move the wall rack/pamphlet holder from the north entryway into the narthex/lobby.
- _____ Install sign holders at doors of all rooms.
- _____ Replace bronze digital number (1207) with large white reflective numbers at front exterior entrance.
- _____ Install small curtain on utility room window near the entrance to social hall.

Writing Tasks:

- _____ Update pamphlets about important areas of our church, e.g., children's re, adult re, etc. Post pamphlets in racks and periodically update.
- _____ Welcome to BUF pamphlets in lobby and narthex.

Professional Signage:

- _____ Outdoor rainbow/pride banner for north wall of outside entry.
- _____ Update date on Black Lives Matter poster in entryway.

Upgrade and Label Public Containers:

- _____ Nice mask container in lobby next to entrance.
- _____ Nice recycling bin at usher location.

Clean/Tidy/Remove:

- _____ Clean stain off linoleum in men's restroom next to church office.
- _____ Upgrade towel storage in kitchenette near nursery entrance.
- _____ Move kitchen supplies from kitchenette outside nursery downstairs to kitchen or social hall.
- _____ Remove clipboard with RE info/demographics now in lobby.
- X Alex Rake and remove leaves from front ramp.
- X Alex Prune holly bush over stuff at SW corner outside.
- _____ Kill moss on roof.
- _____ Remove trash on west exterior of church, take to dump.

Alex Prune cherry tree north of church

Replace homemade signs with nicer paper signs in holders:

- _____ “Please Keep Door Shut” outside sanctuary doors.
- _____ Directional signs for restrooms on each floor.
- _____ Holder for “switch” signs in sanctuary.
- _____ Sign, “Emergency Only”.
- _____ “Changing Table Inside” sign where now not present.
- _____ “Unisex” signs for outside restrooms at north entrance.
- X Michelle Significantly increase font size on weekly event schedule in outer lobby.
- _____ Good directional signage for hearing devices.
- _____ Good labels/signs for hearing devices.
- _____ Install directional signs toward office and sanctuary entrance.
- _____ Directional sign to bike rack at Sanctuary entrance
- _____ Sign at south external entrance. Lock?
- Beth Church maps everywhere with “You are Here” and “Emergency Exit” and room labels.
- Beth Labels on map: ‘Fire and Emergency Exits’ ‘Exit immediately, do not go into another part of the building’ ‘Parents: Children will be evacuated from the Office Level Fire Exit. Everyone will gather at the Lawn Across I-Street’ ‘You are here’ ‘Do not use elevator in case of emergency?’
- _____ Make maps of nearby parking spaces.

Get Price on Items:

- X Beth Parking bumpers for sides of lot - Bode’s Precast, \$47.50-\$55.00 each.
- Beth Street lights on Ellsworth Street.
- X Beth EV car charger – Up & Go Electric EV charger programs. 1-800-562-1482.

Improve furnishings/wall art

- Beth Add more and brighter wall pictures in nursery.
- _____ Nice quilt for wall opposite nametags?

Improve hospitality:

- _____ Add and label sugar-free treats for Sundays.
- _____ Add and label fresh fruit for Sunday treats.
- _____ Appropriate signs about allergies/nut allergies, etc.

Improve Electrical Stuff:

- _____ Install exterior lights to light up fellowship name on exterior of the building.

N.B:

- I have a 75 page document on Accessibility Information from the UUA website which we have not yet reviewed. I’ll try to go through that and see what things we can go over in the future as upgrades.
- Does the church have a preferred font or preferred formatting for signs? Preferred chalice?

Respectfully submitted,
Beth Nyblade, Alex Gilman