

Minutes
BUF Board of Trustees Meeting (via Zoom)
October 24, 2024

Attendees: Claire Lending (Secretary), Beth Nyblade, Jim Reimer, Stephanie Sarver (Vice President), Lin Skavdahl (President), John Stewart (Treasurer), Gayle Tilles, Paul Beckel (Ex-Officio)

Minutes by Claire Lending, Secretary.

Chalice lighting 4:00 pm: Lin

Check In

Agenda Review/Changes: None

Consent Agenda:

- Approval of minutes of the 9/26/24 Board meeting minutes
- Treasurer's report
- Community Beyond BUF (SEJC) report
- Ministry report
- Board Committees

Moved Board Committees to discussion agenda.

Gayle moved and John seconded that the items on the Consent Agenda be accepted.
Motion passed unanimously.

1. Minister transition update presented by Lin

Need prep team: president, one board member and BUF member not on board.

- Communications with BUF congregation: small meetings after church on Zoom and occasional announcements.
- Protocol and procedure proposal for choosing Interim Minister.
 - Proposal: Transition and prep team be the same committee as the Interim Minister recommendation team. This committee will make a recommendation to Board.
 - Different team for settled minister search—congregation and board choose search team (7 people on search)-congregation picks 4 and board picks 3.
 - Time line starts January 2025 but information goes to congregational earlier.
 - Lin asked for approval to set up the committee of three people one board member and one at large member of BUF.

John moved that Lin be authorized to appoint herself, one additional board member and someone at the congregation at large to serve as members of the interim search team and

be responsible for the for the first four steps in the Ministerial Transition document. Beth seconded. Motion passed unanimously.

Key dates in BUF Ministerial transition period 2024-2027 (approximate dates)

- Jan-Feb 2025: Board meets with UUA staff to preview timeline and process
- Jan-Feb 2025: Board creates a plan for ongoing communication with the congregation.
- Jan-Feb 2025: Board ensures we have sufficient funds to hire an interim minister.
- Mar-Apr 2025: Interim search team recommends and interim to the board.
- Apr-May 2025: Board hires an interim minister.

2. Long range planning committee presented by Beth

Discussion ensued on the process of forming a long range planning committee. It was decided to defer further discussion until September 2025.

3. Financial Review presented by John

John moves that we approve the completion of limited internal reviews of BUF financial statements for the fiscal years ending Jun 30, 2022 and June 30, 2023. A limited review would encompass review of loan and deposit account reconcilements and IRS Forms 941: Employers Quarterly Federal Tax Return. A complete internal review will be completed for the year ending June 30, 2024. On completion of the internal reviews, an external management review will be pursued for the fiscal year ending June 30, 2024.

John moved and Claire seconded that the Financial Review proposal be accepted. Motion passed unanimously.

4. Board Committee/Board Policy proposals

John proposed the board committee list be updated as shown in the attachment.

John moved and Claire seconded. Motion passed unanimously.

Related note: We need to update Board Calendar reports to include reports for Audit, Endowment and Governance committees.

Next Meeting Date: Tuesday November 26, 2024 at 4pm.

Meeting adjourned at 5:55.

Summary of Action Items:

1. Lin is authorized to form an interim search committee consisting of herself, one additional board member and someone at the congregation at large to serve as members of the interim search team and be responsible for the for the first four steps in the Ministerial Transition document.
2. Board approved the completion of limited internal reviews of BUF financial statements for the fiscal years ending Jun 30, 2022 and June 30, 2023. A limited

review would encompass review of loan and deposit account reconcilements and IRS Forms 941: Employers Quarterly Federal Tax Return. A complete internal review will be completed for the year ending June 30, 2024. On completion of the internal reviews, an external management review will be pursued for the fiscal year ending June 30, 2024.

3. Board committees were updated as shown in the attachment.

Attachments:

- Ministerial transition timeline
- Treasurer's report
- Community Beyond BUF (SEJC) report
- Ministry report
- Board Committee list

Bellingham Unitarian Fellowship – Board of Trustees Committees Attachment for October 2024 board meeting.

1. Human Resources Committee. Members: Gayle Tilles, Barbara Ellis Quinn, Murray Bennett, Daria Haynes. Chair: Barbara Ellis Quinn
2. Senior Minister Evaluation Committee (not active during minister transition)
3. Financial Oversight Committee: Sky Hedman, John Stewart (Chair), Patricia Conover, Sue Sayegh, Lew Phinney, Rupert Ayton, Frank McDonald, Michelle Fox (ex-officio)
 - Audit committee is now part of financial oversight committee.
4. BUF Community Fundraising Committee (previously the Stewardship and Fundraising Committee): Drew Betz, Lin Skavdahl, Dominique Coulet du Gard, Lee Seaman. Chair: Drew
5. Board Policy Grievance Committee: Appointed when needed.
6. Board Officers Committee (Executive Committee): Lin Skavdahl, Claire Lending, John Stewart, Stephanie Sarver (Chair), Paul Beckel (ex-officio)
7. Operations Committee: Paul Beckel (Chair), Michelle Fox, Jim Reimer (Board representative), Deb Cruz. (Operations team is leaders of five councils and one board member.)
8. Governance Committee: John Stewart, Stephanie Sarver (chair), Drew Betz
9. Endowment Committee: Ken Gass (chair), Brian Hansen, Sharon McCarty, Rick Steele, John Stewart, Murray Bennett