

**Minutes**  
**BUF Board of Trustees Meeting**  
**January 23, 2025**

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

Absent: Beth Nyblade

Other attendees: Natalie Johnson, Tom Nicholas, Annie Sorich

Minutes by Claire Lending, Secretary.

Chalice lighting 4:00 pm; Lin

Check In

Agenda Review/Changes: None

**Consent Agenda:**

- Approval of minutes of the 12/17/24 Board meeting minutes
- Treasurer's report
- Community Within BUF report
- Stewardship report
- Paddle Call Committee Update
- Human Resources Budget

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

**1. Board nominee introduction presented by Stephanie Sarver**

Stephanie moved and Claire seconded that nominees Natalie Johnson and Tom Nicholas are to be board members through June 30, 2025. Motion passed unanimously.

**2. Nominating Committee report presented by Annie Sorich**

Discussion of the skills/qualities desired in new board members.

**3. Accounting update presented by John Stewart**

Summit Bookkeeping to provide oversight of BUF Financials.

#### **4. Budget discussion presented by John Stewart**

- Patricia Conover will serve on the Budget Task Force.
- Board will review budget sent by Finance Committee in the February board meeting.

#### **5. Changes to the Employer Participant Agreement under the UUA Retirement Plan**

- Motion to amend the employer participant report will be presented at the next Board Meeting.

#### **6. Minister transition update presented by Lin**

Lin updated the board on the ministerial transition process. The ministerial transition committee is asking individuals about BUF and interim ministry. The questions are

- Who are we (BUF)?
- What do we want to work on (what goals do we have)?
- What attributes are most important in the interim minister?

#### **7. Other business**

Natalie Johnson reported to the Board on a six session UPLIFT program on transgender inclusion in congregations beginning in May. Other faith congregations will be invited.

#### **8. Closing: Lin**

**Next Meeting Date: Thursday February 27, 2025 at 4pm.**

**Meeting adjourned at 6pm.**

#### **Summary of Action Items:**

- Approved 12/17/24 Board minutes
- Voted Natalie Johnson and Tom Nicholas to be board members through June 30, 2025.

#### **Attachments:**

Treasurer's Report

Community within BUF report

Stewardship Report

Paddle Call Committee Report

Short Biographies of Natalie Johnson and Tom Nicholas

**Attachments:**

- Board 11/26/24 meeting minutes
- Request to accept \$10,000 donation
- Treasurer's report
- Human Resources report
- Request to dispose of organ
- Accounting support document

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**Monthly Treasurer's Summary Report to the BUF Board of Trustees  
December 2024 Financials (50% of the fiscal year)  
Prepared for the January 23, 2025 Board Meeting**

**Project Status:**

**1. Completed tasks:**

- Creating separate income categories when pledges are received via Breeze.

**2. Internal Financial Statements Review:**

- An internal review is underway for the fiscal year July 1, 2024 – June 30, 2024.
- The team conducting the review is Sharon McCarty, Haven Silver, John Jurceka, with Sky Hedman acting as the convener of the status meetings. There is not a formal chair, but the team will prepare a report to the Board at the conclusion of the review.

**3. Downloading Transactions into QuickBooks:**

- Further expansions of downloading (Breeze, OnPay, etc), has not proceeded while bookkeeping issues are resolved.
- Vanco, which is used by Humanitas has an interface with Breeze and will be tried in coming weeks
- OnPay advertises that they have an integrated interface with QBO. This will be tried as time permits.
- There is no interface between Breeze and QBO that will meet our needs. John is working with John Jurceka and Michelle to develop a specific set of procedures for recording Breeze transactions on QBO

**4. Outside Accounting Support**

- An introductory meeting has been held with Summit Bookkeeping.
- Engagement documents have been reviewed and are ready for signature.
- We hope to get started with Summit Bookkeeping by the end of January.

**Review of current financial reports.**

- See attached Minutes of the Financial Oversight Committee and accompanying October, November and December 2024 financial statements.

**Additional Comments**

- **Cash on Hand** for December has declined and sits at approximately \$21,000. This is expected to deteriorate in the coming months. Liquidity appears to be adequate.
- **Pledge Income** through December is \$192,000, , slightly behind budget, but more or less on track. At this point, our hope is to collect pledges we received.
- **YTD Overall Donation Income** is \$223,000 and ahead of budget.

- **Building Rental** is \$9,300, short of the budgeted \$14,000. We expect this to continue to struggle until we gain more tenants.
- **Net Operating Income (NOI).**
  - **12/31/2024:** We show a month's operating deficit (Net Operating Income) of -\$9,000.
  - **YTD 12/31/2024** We show a year-to-date operating surplus (Net Operating Income) of \$62,000, which is \$16,000 ahead of budget.

Members of the Financial Oversight Committee are John Stewart (Treasurer), Sky Hedman (Assistant Treasurer), Frank McDonald (Assistant Treasurer), Sue Sayegh, Lew Phinney, Rupert Ayton and Patricia Conover.

Treasurer's Summary Reports and selected Financial Reports generated by Administrator are placed by the Administrator in BUF Workroom.

*Cash On Hand reports:*

***Assets** that are available to Board under normal operating conditions: Checking, Savings, and Accounts Receivable. (It does not include Endowment, Humanitas, A. Herrmann Social Justice Account.)*

***Equity** that is subtracted from Assets are those that are not available under normal operating conditions: Restricted Funds and Designated Program Funds. Liabilities are adjusted to include only one month of the Principal payment for the mortgage.*

Financial Reports attached:

Minutes, Financial Oversight Committee

Monthly I&E Comparison

Cash on Hand Report

Balance Sheet Prev Month and Year Comparison

I&E YTD Annual Budget Comparison

Profit and Loss by Class

**Financial Oversight Committee**  
**In person and via Zoom (VZ)**

Minutes

January 14, 2025

Members attending:

John Stewart, Treasurer  
Michelle Fox, Administrator  
Sky Hedman, Assistant Treasurer  
Patricia Conover  
Sue Sayegh (VZ)  
Rupert Ayton  
Frank McDonald

Absent: Lew Phinney

This meeting was conducted at 4:00 pm.

**FOC meeting are on the second or third Monday/Tuesday of each month.**

The next meeting is scheduled for **Tuesday, February 18, 2025, 4:00pm**

**Financial Statement Reviews**

- **Review of October, November, December 2024 financial reports**
  - a. Approximately \$7,000 in old accounts payable which were re-expensed over a year ago.
  - b. Approx \$4,000 in expenses put on Visa twice.
  - c. Rental income approximately \$4,700 under budget. This trend is expected to continue.
  - d. Donations are approx. \$14,000 ahead of budget.
    - i. Of that, pledge income is approx. \$3,000 behind budget, but expected to be collected.
    - ii. Taize gift is \$5,300 ahead of budget, but \$3,100 of that will be rolled to next year.
    - iii. Non-pledge/Friends donations
  - e. Cash on Hand is positive \$21,000, reflecting high year-end donations and will probably decline in coming months.
  - f. Format of financial statement presentations was discussed in detail.

**Outside Accounting Support**

- An introductory meeting has been held with Summit Bookkeeping.
- Engagement documents have been reviewed and are ready for signature.
- We hope to get started with Summit Bookkeeping by the end of January.

### **Vanco-Breeze Interface (Humanitas)**

- Breeze is the system of record for all donations to BUF, including those to Humanitas.
- However, Humanitas has its own Vanco account
- In order to not disturb existing Humanitas donors giving through Vanco, those donors will not be transitioned to Breeze. Rather, Humanitas Vanco transactions will be imported to Breeze. John Jurceka has worked with the files being exported from Vanco and has been able to modify a standard file to be accepted into Breeze.
- Michelle is contacting Vanco so that it can produce a “Breeze-friendly” file.
- As of December 31, 2024, all donations to BUF are recorded in Breeze and donor statements for calendar year 2024 will reflect all donations of any kind to BUF (unidentifiable cash donations excepted).

### **Internal Review of Financial Statements**

- Status meeting with the Review Team on Jan 16.

### **Treasurer Transition**

- Patricia Conover has agreed to take on the role of Treasurer, beginning with the next fiscal year.

### **Budget Timeline**

- The timeline of the budget was discussed, with a strong urging to have a congregational listening session in February.
- Patricia Conover would like to join the Budget Taskforce.



## Cash on Hand Report (Oct - Dec 2024)

From Balance Sheet	30-Jun-24	31-Jul-24	31-Aug-24	30-Sep-24	31-Oct-24	30-Nov-24	31-Dec-24
<b>Cash Assets under Board control for normal operating expenses</b>							
WECU Checking	\$28,167	\$43,143	\$44,993	\$23,605	\$29,777	\$54,750	\$56,974
WECU Savings	\$25,057	\$25,057	\$26,703	\$26,736	\$27,286	\$27,286	\$27,320
WECU CDs	\$104,973	\$104,973	\$105,285	\$106,456	\$106,456	\$106,456	\$107,640
WECU CD Major Donor	\$26,144	\$26,144	\$25,832	\$26,123	\$26,123	\$26,123	\$26,417
Accounts Receivable	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Prepaid Expenses	\$1,075	\$967	\$858	\$750	\$642	\$533	\$425
Prepaid Insurance	\$0	\$0	\$3,394	\$2,545	\$1,875	\$1,204	\$366
<b>Total</b>	<b>\$185,415</b>	<b>\$200,283</b>	<b>\$207,065</b>	<b>\$186,215</b>	<b>\$192,158</b>	<b>\$216,352</b>	<b>\$219,142</b>
Change in Checking Account	5%	53%	4%	-48%	26%	84%	4%
Change in Cash Assets	4%	8%	3%	-10%	3%	13%	1%
<b>Liabilities (Adjusted)</b>							
Current Liabilities	\$49,467	\$21,151	\$25,085	\$20,510	\$29,143	\$29,802	\$27,271
Remove 11 months of mortgage principal	-\$7,923	-\$9,900	-\$9,900	-\$9,900	-\$9,900	-\$9,900	-\$9,900
<b>Total</b>	<b>\$41,544</b>	<b>\$11,251</b>	<b>\$15,185</b>	<b>\$10,610</b>	<b>\$19,243</b>	<b>\$19,902</b>	<b>\$17,371</b>
<b>Equity (Restricted or Designated Funds)</b>							
Savings Acct Fund (Reserves) *	\$130,007	\$131,656	\$131,360	\$132,206	\$133,854	\$135,503	\$137,151
Designated Program Funds	\$44,747	\$44,082	\$44,674	\$44,209	\$46,444	\$46,254	\$43,469
<b>Total</b>	<b>\$174,754</b>	<b>\$175,738</b>	<b>\$176,034</b>	<b>\$176,415</b>	<b>\$180,298</b>	<b>\$181,757</b>	<b>\$180,620</b>
Cash Assets - Liabilities - Equity=							
<b>Estimated Cash on Hand</b>	<b>-\$30,883</b>	<b>\$13,294</b>	<b>\$15,846</b>	<b>-\$810</b>	<b>-\$7,383</b>	<b>\$14,693</b>	<b>\$21,151</b>

# Bellingham Unitarian Fellowship

## Balance Sheet Monthly Comparison

As of December 31, 2024

	TOTAL		
	AS OF DEC 31, 2024	AS OF NOV 30, 2024 (PP)	AS OF DEC 31, 2023 (PY)
<b>ASSETS</b>			
Current Assets			
Bank Accounts			
10021 WECU Checking	58,357	54,750	34,406
10043 WECU - Endowment Savings	163	163	163
10045 WECU Savings & Reserves	27,320	27,286	34,979
10050 Humanitas			
10022 WECU - Humanitas Checking	1,610	1,036	1,460
10044 WECU - Humanitas Savings	11,271	11,327	7,969
<b>Total 10050 Humanitas</b>	<b>12,882</b>	<b>12,363</b>	<b>9,429</b>
<b>Total Bank Accounts</b>	<b>\$98,722</b>	<b>\$94,561</b>	<b>\$78,976</b>
Other Current Assets			
10051 WECU Certificate of Deposit	107,329	106,144	103,018
10052 WECU 3030802 12 Month CD	26,728	26,434	25,583
13000 Prepaid Expenses	425	533	700
13001 A. Herrmann Social Justice Acct	50,552	50,552	42,411
13011 Prepaid Insurance	366	1,204	111
13030 UUA Common Endowment Acct	206,459	206,459	190,541
<b>Total Other Current Assets</b>	<b>\$391,860</b>	<b>\$391,328</b>	<b>\$362,364</b>
<b>Total Current Assets</b>	<b>\$490,582</b>	<b>\$485,889</b>	<b>\$441,340</b>
Fixed Assets			
15010 Land	331,924	331,924	331,924
15020 Building - Net	1,895,619	1,895,619	1,895,619
15050 Furniture & Fixtures	27,661	27,661	27,661
15070 Office Equipment	2,018	2,018	2,018
<b>Total Fixed Assets</b>	<b>\$2,257,221</b>	<b>\$2,257,221</b>	<b>\$2,257,221</b>
<b>TOTAL ASSETS</b>	<b>\$2,747,803</b>	<b>\$2,743,110</b>	<b>\$2,698,561</b>
<b>LIABILITIES AND EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 Accounts Payables	8,442	8,442	7,706
<b>Total Accounts Payable</b>	<b>\$8,442</b>	<b>\$8,442</b>	<b>\$7,706</b>
Credit Cards			
21002 Visa- WECU	0	3,812	2,010
<b>Total Credit Cards</b>	<b>\$0</b>	<b>\$3,812</b>	<b>\$2,010</b>
Other Current Liabilities			
22010 Accrued Liabilities	0	0	-3,365
23010 Mortg Principle - 1 yr liab	10,800	10,800	10,800
24000 Payroll Liabilities	247	312	-14,494
24005 Federal Withholding	183	183	4,946
24010 LTD Insurance	129	129	0

# Bellingham Unitarian Fellowship

## Balance Sheet Monthly Comparison

As of December 31, 2024

	TOTAL		
	AS OF DEC 31, 2024	AS OF NOV 30, 2024 (PP)	AS OF DEC 31, 2023 (PY)
24015 Medicare	28	28	1,433
24020 Paid Family Leave	7	7	880
24025 Pension	2,401	3,769	5,026
24030 Soc. Security	112	112	6,127
24035 State of WA L&I	958	958	-97
24040 Health Benefit Liability	704	704	
<b>Total 24000 Payroll Liabilities</b>	<b>4,768</b>	<b>6,201</b>	<b>3,820</b>
<b>Total Other Current Liabilities</b>	<b>\$15,568</b>	<b>\$17,001</b>	<b>\$11,255</b>
<b>Total Current Liabilities</b>	<b>\$24,009</b>	<b>\$29,254</b>	<b>\$20,970</b>
Long-Term Liabilities			
26010 Mortgage - UUA / WECU	247,049	247,896	246,066
26011 Mortgage principal payments due in 1 year	-10,800	-10,800	
<b>Total Long-Term Liabilities</b>	<b>\$236,249</b>	<b>\$237,096</b>	<b>\$246,066</b>
<b>Total Liabilities</b>	<b>\$260,258</b>	<b>\$266,350</b>	<b>\$267,037</b>
Equity			
30100 Retained Earnings	2,166,562	2,166,562	2,125,508
31000 DESIGNATED PROGRAM (FUNDS)			
31020 CND & Social Hour (Fund)	0	0	-22
31030 RE (Funds)			
31040 Coming of Age (Fund)	57	57	57
31050 High School (Fund)	496	496	496
31060 RE Gift Fund (Fund)	18,329	18,794	26,009
31080 Young Adult (Fund)	677	677	677
<b>Total 31030 RE (Funds)</b>	<b>19,559</b>	<b>20,024</b>	<b>27,239</b>
31090 Retreat - All church (Fund)	1,129	1,129	1,750
31095 Retreat - Women's (Fund)	4,773	4,773	4,940
31100 SEJC (Funds)	0	0	0
31110 Special Collections Fund (deleted)	0	0	2,916
31120 Anti Racism (Fund)	10	10	10
31130 BLM (Fund)	1,006	1,006	387
31140 Fairtrade Coffee (Fund)	3,159	3,159	2,973
31150 Family Promise (Fund) (deleted)	0	0	155
31151 SEJC - General (Fund)	6,625	6,825	4,979
31200 Native Amer. Connect'ns (Fund)	249	233	233
32229 Uplift (Fund)	765	765	954
32230 UU The Vote (Fund)	161	161	200
32235 Palestinian Family (Fund)	55	2,055	
32240 Refugee Resettlement (Fund)	5,979	6,115	11,776
<b>Total 31100 SEJC (Funds)</b>	<b>18,009</b>	<b>20,328</b>	<b>24,584</b>
<b>Total 31000 DESIGNATED PROGRAM (FUNDS)</b>	<b>43,469</b>	<b>46,254</b>	<b>58,491</b>
31011 Paddle Call Funds	3,919	3,919	9,260
33000 RESTRICTED BANK ACCOUNT FUNDS			

# Bellingham Unitarian Fellowship

## Balance Sheet Monthly Comparison

As of December 31, 2024

	TOTAL		
	AS OF DEC 31, 2024	AS OF NOV 30, 2024 (PP)	AS OF DEC 31, 2023 (PY)
33010 Humanitas Fund	12,993	12,474	9,319
33030 Board Reserves	0	0	165,007
33032 Building Maintenance Reserve	47,699	46,532	
33034 Emergency Reserve (1% of Budget)	81,392	81,035	
33036 Sabbatical Reserve	8,060	7,935	
<b>Total 33030 Board Reserves</b>	<b>137,151</b>	<b>135,503</b>	<b>165,007</b>
<b>Total 33000 RESTRICTED BANK ACCOUNT FUNDS</b>	<b>150,144</b>	<b>147,977</b>	<b>174,326</b>
33250 RESTRICTED INVESTMENT FUNDS			
33260 A. Herrmann Domini Fund - SEJC	48,214	48,214	41,505
<b>Total 33250 RESTRICTED INVESTMENT FUNDS</b>	<b>48,214</b>	<b>48,214</b>	<b>41,505</b>
Net Income	75,238	63,835	22,434
<b>Total Equity</b>	<b>\$2,487,545</b>	<b>\$2,476,760</b>	<b>\$2,431,525</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$2,747,803</b>	<b>\$2,743,110</b>	<b>\$2,698,561</b>

**Bellingham Unitarian Fellowship**  
**Budget vs. Actuals: Budget\_FY25\_P&L - FY25 P&L**  
July - December, 2024

	Actual	Total Budget	over Budget
<b>Income</b>			
<b>40001 OPERATIONS INCOME</b>			0
<b>40200 FACILITIES</b>			0
40210 Rental of Building	9,269	14,000	-4,731
<b>Total 40200 FACILITIES</b>	<b>\$ 9,269</b>	<b>\$ 14,000</b>	<b>-\$ 4,731</b>
<b>40300 PROGRAMS</b>			0
40315 Choir Income	174		174
40320 CND & Coffee Hour	2,067		2,067
<b>40325 LLL INCOME</b>			0
40330 LLL - RE Income	400		400
<b>Total 40325 LLL INCOME</b>	<b>\$ 400</b>	<b>\$ 0</b>	<b>\$ 400</b>
<b>40500 SEJC INCOME</b>			0
40525 SEJC - Fairtrade Coffee Sales (Inc)	2,412		2,412
40550 SEJC - Special Collections (Inc)	10,110		10,110
40551 SEJC - Food Bank/Food Shelf (Inc)	767		767
40564 SEJC - Uplift (Inc)	61		61
40585 SEJC - Refugee Resettlement (Inc)	1,145		1,145
<b>Total 40500 SEJC INCOME</b>	<b>\$ 14,495</b>	<b>\$ 0</b>	<b>\$ 14,495</b>
<b>Total 40300 PROGRAMS</b>	<b>\$ 17,136</b>	<b>\$ 0</b>	<b>\$ 17,136</b>
<b>Total 40001 OPERATIONS INCOME</b>	<b>\$ 26,405</b>	<b>\$ 14,000</b>	<b>\$ 12,405</b>
<b>41000 STEWARDSHIP INCOME</b>			0
<b>41010 DONATIONS</b>			0
41011 Pledge Income	192,154	195,375	-3,221
41012 Cash Donations and Misc.	458	3,500	-3,042
41103 Non-Pledge / Friends Donations	20,114	5,750	14,364
41115 Taize Gift	6,808	1,550	5,258
41120 RE Gift	2,790	2,790	0
41130 Humanitas Donations	570		570
<b>Total 41010 DONATIONS</b>	<b>\$ 222,894</b>	<b>\$ 208,965</b>	<b>\$ 13,929</b>
<b>41100 FUNDRAISING</b>			0
41102 Auction	39,455	25,400	14,055
<b>Total 41100 FUNDRAISING</b>	<b>\$ 39,455</b>	<b>\$ 25,400</b>	<b>\$ 14,055</b>
<b>Total 41000 STEWARDSHIP INCOME</b>	<b>\$ 262,349</b>	<b>\$ 234,365</b>	<b>\$ 27,984</b>
<b>42000 FINANCING</b>			0
42015 Interest Income	3,020	2,250	770
<b>Total 42000 FINANCING</b>	<b>\$ 3,020</b>	<b>\$ 2,250</b>	<b>\$ 770</b>
<b>Total Income</b>	<b>\$ 291,774</b>	<b>\$ 250,615</b>	<b>\$ 41,159</b>
<b>Gross Profit</b>	<b>\$ 291,774</b>	<b>\$ 250,615</b>	<b>\$ 41,159</b>
<b>Expenses</b>			
<b>51100 FINANCING (Reserves) EXPENSE</b>			0
51110 Building Maint. (15%) Reserve	4,253	7,000	-2,747
51120 Emergency Reserve (1% budget)	2,141	2,141	0

**Bellingham Unitarian Fellowship**  
**Budget vs. Actuals: Budget\_FY25\_P&L - FY25 P&L**  
July - December, 2024

	Actual	Total Budget	over Budget
51130 Sabbatical Reserve Expense	750	750	0
<b>Total 51100 FINANCING (Reserves) EXPENSE</b>	<b>\$ 7,144</b>	<b>\$ 9,891</b>	<b>-\$ 2,747</b>
<b>52000 OPERATIONAL EXPENSES</b>		0	0
<b>52100 ADMINISTRATIVE EXPENSES</b>			0
52120 IT - Equipment	77	500	-423
52130 IT - Software/Subscriptions	2,366	1,590	776
52140 Office / Administrative	5,099	1,550	3,549
52160 Service Charges & Fees	1,826	525	1,301
52170 Telephone	3,255	2,670	585
<b>Total 52100 ADMINISTRATIVE EXPENSES</b>	<b>\$ 12,623</b>	<b>\$ 6,835</b>	<b>\$ 5,788</b>
<b>52200 FACILITIES</b>			0
52210 Building Maintenance & Repairs	7,645	7,500	145
52220 Insurance - Bldg/Liability Expe	4,437	4,823	-386
52230 Mortgage Interest	5,013	5,012	1
52240 Permits, Licenses		325	-325
<b>Total 52200 FACILITIES</b>	<b>\$ 17,095</b>	<b>\$ 17,660</b>	<b>-\$ 565</b>
<b>52300 PROGRAM EXPENSES</b>			0
52310 Choir	67	750	-683
52320 CND & Coffee Hour	2,269	950	1,319
52410 LLL - Childcare Contractors	1,058	2,120	-1,062
<b>52420 LLL EXPENSE</b>			0
52450 LLL - OWL		250	-250
52460 LLL - RE General	449	1,520	-1,071
52470 LLL - YRUU High School	77		77
<b>Total 52420 LLL EXPENSE</b>	<b>\$ 526</b>	<b>\$ 1,770</b>	<b>-\$ 1,244</b>
52510 Membership / Hospitality		150	-150
<b>52600 SEJC EXPENSES</b>			0
52615 SEJC - BLM (Exp)	250		250
52620 SEJC - Fairtrade Coffee (Exp)	2,818		2,818
52626 SEJC - General (Exp)	500		500
52635 SEJC - Spec Coll Dispersements (Exp)	10,853		10,853
52650 SEJC - UU The Vote (Exp)	250		250
52665 SEJC - Refugee Resettlement (Exp)	6,793		6,793
<b>Total 52600 SEJC EXPENSES</b>	<b>\$ 21,464</b>	<b>\$ 0</b>	<b>\$ 21,464</b>
<b>52700 Staff Professional Expenses</b>			0
52710 Prof Expense - Admin Staff		500	-500
52720 Prof Expense - Community Min		150	-150
52730 Prof Expense - DLL	460	750	-290
52740 Prof Expense - Minister	1,412	825	587
52760 Prof Expense - Music Staff		300	-300
<b>Total 52700 Staff Professional Expenses</b>	<b>\$ 1,872</b>	<b>\$ 2,525</b>	<b>-\$ 653</b>
52820 Worship Arts	3,508	1,900	1,608

**Bellingham Unitarian Fellowship**  
**Budget vs. Actuals: Budget\_FY25\_P&L - FY25 P&L**  
July - December, 2024

	Actual	Total Budget	over Budget
Total 52300 PROGRAM EXPENSES	\$ 30,764	\$ 10,165	\$ 20,599
52900 UTILITIES / BUILDING SERVICES		0	0
52910 Custodial -Supplies	741	600	141
52915 Custodial Contractors	5,355	6,000	-645
52920 Electricity	4,808	3,405	1,403
52925 Elevator	1,676	513	1,163
52930 Garbage/Recycling	1,271	1,250	21
52935 Gas	1,017	940	77
52940 Security Monitor/ Requird Tests	648	950	-302
52945 Water/Sewer	2,747	2,500	247
Total 52900 UTILITIES / BUILDING SERVICES	\$ 18,263	\$ 16,158	\$ 2,105
Total 52000 OPERATIONAL EXPENSES	\$ 78,745	\$ 50,818	\$ 27,927
60000 STAFFING EXPENSE			0
60100 Admin Salary & PTO	31,477	30,960	517
60110 AV Tech	2,733	2,207	527
60120 Building Steward	3,459	2,419	1,040
60126 Childcare Provider	1,324		1,324
60130 Director of Lifelong Learning	11,458	12,500	-1,042
60135 Keyboard Artist I/Choral Assist	3,578	3,651	-73
60140 Keyboard Artist II	2,949	4,179	-1,231
60150 Minister Salary & Housing	45,635	47,097	-1,462
60155 Music Director	5,208	5,705	-497
60165 Taize	810		810
60200 Benefits			0
60210 Health Insurance Supp	4,081	6,750	-2,669
60230 LTD Payroll Expense	565	1,000	-435
60240 Pension Payroll Expense	5,391	6,126	-735
Total 60200 Benefits	\$ 10,036	\$ 13,876	-\$ 3,840
60400 Payroll Taxes			0
60410 Medicare Expense	963	904	59
60420 Paid Family Medical Leave	176	227	-51
60430 Social Security Expense	4,114	3,877	237
60440 State of WA L&I Expense	774	863	-89
Total 60400 Payroll Taxes	\$ 6,027	\$ 5,871	\$ 156
Total 60000 STAFFING EXPENSE	\$ 124,695	\$ 128,465	-\$ 3,770
70000 STEWARDSHIP EXPENSES			0
70100 Denominational Dues			0
70130 UUA Dues	13,405	13,405	0
Total 70100 Denominational Dues	\$ 13,405	\$ 13,405	\$ 0
70200 Stewardship Fundraising Expense			0
70210 Auction - Expense	5,694	2,000	3,694
70250 Stewardship Expense	93	0	93

**Bellingham Unitarian Fellowship**  
**Budget vs. Actuals: Budget\_FY25\_P&L - FY25 P&L**  
 July - December, 2024

	Actual		Total Budget		over Budget
Total 70200 Stewardship Fundraising Expense	\$ 5,787	\$	2,000	\$	3,787
Total 70000 STEWARDSHIP EXPENSES	\$ 19,192	\$	15,405	\$	3,787
Service Charges & Fees	248				248
Total Expenses	\$ 230,024	\$	204,579	\$	25,445
Net Operating Income	\$ 61,750	\$	46,036	\$	15,714
Other Income					
42500 NON-OPERATING INCOME			0		0
42530 Unrealized Gain/Loss	8,843		0		8,843
Total 42500 NON-OPERATING INCOME	\$ 8,843	\$	0	\$	8,843
Total Other Income	\$ 8,843	\$	0	\$	8,843
Net Other Income	\$ 8,843	\$	0	\$	8,843
Net Income	\$ 70,592	\$	46,036	\$	24,556

Monday, Jan 13, 2025 07:25:05 PM GMT-8 - Accrual Basis



# Bellingham Unitarian Fellowship

## Profit and Loss Comparison

December 2024

	TOTAL		
	DEC 2024	NOV 2024 (PP)	DEC 2023 (PY)
Income			
40001 OPERATIONS INCOME			
40200 FACILITIES			
40210 Rental of Building	1,010	1,375	2,432
<b>Total 40200 FACILITIES</b>	<b>1,010</b>	<b>1,375</b>	<b>2,432</b>
40300 PROGRAMS			
40315 Choir Income	105	69	340
40320 CND & Coffee Hour	451	760	656
40325 LLL INCOME			
40330 LLL - RE Income	280	40	
<b>Total 40325 LLL INCOME</b>	<b>280</b>	<b>40</b>	
40500 SEJC INCOME			
40525 SEJC - Fairtrade Coffee Sales (Inc)	832	352	476
40550 SEJC - Special Collections (Inc)	4,173	1,556	3,301
40551 SEJC - Food Bank/Food Shelf (Inc)	120	70	145
40570 SEJC - Palestinian Family (Inc)			8,385
40585 SEJC - Refugee Resettlement (Inc)		1,145	
<b>Total 40500 SEJC INCOME</b>	<b>5,125</b>	<b>3,123</b>	<b>12,307</b>
<b>Total 40300 PROGRAMS</b>	<b>5,961</b>	<b>3,992</b>	<b>13,303</b>
<b>Total 40001 OPERATIONS INCOME</b>	<b>6,971</b>	<b>5,367</b>	<b>15,735</b>
41000 STEWARDSHIP INCOME			
41010 DONATIONS			
41011 Pledge Income	27,290	26,078	39,868
41012 Cash Donations and Misc.			-384
41103 Non-Pledge / Friends Donations	12,801	2,302	1,262
41115 Taize Gift	158	122	
41120 RE Gift	465	465	825
41130 Humanitas Donations	90	30	
<b>Total 41010 DONATIONS</b>	<b>40,804</b>	<b>28,997</b>	<b>41,571</b>
41100 FUNDRAISING			
41101 Other Fundraising Income			50
41102 Auction	8,068	26,721	
<b>Total 41100 FUNDRAISING</b>	<b>8,068</b>	<b>26,721</b>	<b>50</b>
<b>Total 41000 STEWARDSHIP INCOME</b>	<b>48,872</b>	<b>55,718</b>	<b>41,621</b>
42000 FINANCING			
42015 Interest Income	1,516	2	1,492
<b>Total 42000 FINANCING</b>	<b>1,516</b>	<b>2</b>	<b>1,492</b>
<b>Total Income</b>	<b>\$57,359</b>	<b>\$61,088</b>	<b>\$58,848</b>
GROSS PROFIT	<b>\$57,359</b>	<b>\$61,088</b>	<b>\$58,848</b>
Expenses			
51100 FINANCING (Reserves) EXPENSE			

# Bellingham Unitarian Fellowship

## Profit and Loss Comparison

December 2024

	TOTAL		
	DEC 2024	NOV 2024 (PP)	DEC 2023 (PY)
51110 Building Maint. (15%) Reserve	1,167	1,167	
51120 Emergency Reserve (1% budget)	357	357	
51130 Sabbatical Reserve Expense	125	125	
<b>Total 51100 FINANCING (Reserves) EXPENSE</b>	<b>1,649</b>	<b>1,649</b>	
52000 OPERATIONAL EXPENSES			
52100 ADMINISTRATIVE EXPENSES			
52120 IT - Equipment	47		
52130 IT - Software/Subscriptions	354	65	446
52140 Office / Administrative	606	321	362
52160 Service Charges & Fees	390	196	358
52170 Telephone		927	443
<b>Total 52100 ADMINISTRATIVE EXPENSES</b>	<b>1,396</b>	<b>1,509</b>	<b>1,609</b>
52200 FACILITIES			
52210 Building Maintenance & Repairs	5,113	178	1,130
52220 Insurance - Bldg/Liability Expe	195	848	789
52230 Mortgage Interest	815	845	847
<b>Total 52200 FACILITIES</b>	<b>6,123</b>	<b>1,871</b>	<b>2,766</b>
52300 PROGRAM EXPENSES			
52310 Choir	60		350
52320 CND & Coffee Hour	410	430	712
52410 LLL - Childcare Contractors	423	458	506
52420 LLL EXPENSE			
52460 LLL - RE General	366		53
52470 LLL - YRUU High School	77		
<b>Total 52420 LLL EXPENSE</b>	<b>443</b>		<b>53</b>
52510 Membership / Hospitality			27
52540 Retreat, Women's			323
52600 SEJC EXPENSES			
52620 SEJC - Fairtrade Coffee (Exp)	340	312	691
52626 SEJC - General (Exp)			300
52635 SEJC - Spec Coll Dispersements (Exp)	4,024	1,445	3,276
52655 SEJC - Palestinian Family (Exp)			7,060
52665 SEJC - Refugee Resettlement (Exp)	2,487	2,387	3,035
<b>Total 52600 SEJC EXPENSES</b>	<b>6,851</b>	<b>4,144</b>	<b>14,362</b>
52700 Staff Professional Expenses			
52730 Prof Expense - DLL			200
<b>Total 52700 Staff Professional Expenses</b>			<b>200</b>
52820 Worship Arts	650	300	
<b>Total 52300 PROGRAM EXPENSES</b>	<b>8,837</b>	<b>5,331</b>	<b>16,533</b>
52900 UTILITIES / BUILDING SERVICES			
52915 Custodial Contractors	1,320	540	1,620
52920 Electricity	1,045	1,337	668

# Bellingham Unitarian Fellowship

## Profit and Loss Comparison

December 2024

	TOTAL		
	DEC 2024	NOV 2024 (PP)	DEC 2023 (PY)
52925 Elevator			558
52930 Garbage/Recycling	208	217	657
52935 Gas	281	111	353
52940 Security Monitor/ Requird Tests	182	262	186
52945 Water/Sewer	526	360	176
<b>Total 52900 UTILITIES / BUILDING SERVICES</b>	<b>3,562</b>	<b>2,828</b>	<b>4,217</b>
<b>Total 52000 OPERATIONAL EXPENSES</b>	<b>19,919</b>	<b>11,538</b>	<b>25,124</b>
60000 STAFFING EXPENSE			
60100 Admin Salary & PTO	5,160	5,120	4,999
60110 AV Tech	504	366	238
60120 Building Steward	518	847	467
60126 Childcare Provider	241	242	
60130 Director of Lifelong Learning	2,292	2,292	4,202
60135 Keyboard Artist I/Choral Assist	609	540	604
60140 Keyboard Artist II	360	609	540
60150 Minister Salary & Housing	7,606	7,606	7,606
60155 Music Director	1,042	1,042	2,210
60165 Taize	180		275
60200 Benefits			
60210 Health Insurance Supp	1,017	653	1,361
60230 LTD Payroll Expense	94	94	
60240 Pension Payroll Expense	1,285	1,285	4,016
<b>Total 60200 Benefits</b>	<b>2,396</b>	<b>2,032</b>	<b>5,376</b>
60400 Payroll Taxes			
60410 Medicare Expense	170	167	189
60420 Paid Family Medical Leave	34	33	39
60430 Social Security Expense	726	715	808
60440 State of WA L&I Expense	159	110	145
<b>Total 60400 Payroll Taxes</b>	<b>1,089</b>	<b>1,026</b>	<b>1,181</b>
<b>Total 60000 STAFFING EXPENSE</b>	<b>21,995</b>	<b>21,721</b>	<b>27,698</b>
70000 STEWARDSHIP EXPENSES			
70100 Denominational Dues			
70130 UUA Dues	2,234	2,234	2,031
<b>Total 70100 Denominational Dues</b>	<b>2,234</b>	<b>2,234</b>	<b>2,031</b>
70200 Stewardship Fundraising Expense			
70210 Auction - Expense	160	461	150
<b>Total 70200 Stewardship Fundraising Expense</b>	<b>160</b>	<b>461</b>	<b>150</b>
<b>Total 70000 STEWARDSHIP EXPENSES</b>	<b>2,394</b>	<b>2,695</b>	<b>2,181</b>
Service Charges & Fees		44	
<b>Total Expenses</b>	<b>\$45,956</b>	<b>\$37,647</b>	<b>\$55,003</b>
<b>NET OPERATING INCOME</b>	<b>\$11,402</b>	<b>\$23,441</b>	<b>\$3,845</b>

Bellingham Unitarian Fellowship

Profit and Loss Comparison

December 2024

	TOTAL		
	DEC 2024	NOV 2024 (PP)	DEC 2023 (PY)
NET INCOME	\$11,402	\$23,441	\$3,845

# Bellingham Unitarian Fellowship

## Statement of Cash Flows

July - December, 2024

	<u>Total</u>
<b>OPERATING ACTIVITIES</b>	
Net Income	70,592
Adjustments to reconcile Net Income to Net Cash provided by operations:	
13000 Prepaid Expenses	650
13001 A. Herrmann Social Justice Acct	-2,339
13011 Prepaid Insurance	4,546
13030 UUA Common Endowment Acct	-6,504
21002 Visa- WECU	1,469
24000 Payroll Liabilities	-64
24005 Payroll Liabilities:Federal Withholding	84
24010 Payroll Liabilities:LTD Insurance	-492
24015 Payroll Liabilities:Medicare	15
24020 Payroll Liabilities:Paid Family Leave	3
24025 Payroll Liabilities:Pension	-878
24030 Payroll Liabilities:Soc. Security	56
24035 Payroll Liabilities:State of WA L&I	-105
24040 Payroll Liabilities:Health Benefit Liability	704
25010 Prepaid Pledges	-26,265
	<hr/>
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	-\$ 29,121
Net cash provided by operating activities	\$ 41,471
<b>INVESTING ACTIVITIES</b>	
10051 WECU Certificate of Deposit	-2,356
10052 WECU 3030802 12 Month CD	-585
	<hr/>
Net cash provided by investing activities	-\$ 2,941
<b>FINANCING ACTIVITIES</b>	
26010 Mortgage - UUA / WECU	-4,958
31011 Paddle Call Funds	-9,316
31060 DESIGNATED PROGRAM (FUNDS):RE (Funds):RE Gift Fund (Fund)	-2,790
31151 DESIGNATED PROGRAM (FUNDS):SEJC (Funds):SEJC - General (Fund)	2,500
31200 DESIGNATED PROGRAM (FUNDS):SEJC (Funds):Native Amer. Connect'ns (Fund)	17
32229 DESIGNATED PROGRAM (FUNDS):SEJC (Funds):Uplift (Fund)	-200
32235 DESIGNATED PROGRAM (FUNDS):SEJC (Funds):Palestinian Family (Fund)	-2,000
32240 DESIGNATED PROGRAM (FUNDS):SEJC (Funds):Refugee Resettlement (Fund)	139
33010 RESTRICTED BANK ACCOUNT FUNDS:Humanitas Fund	2,763
33030 RESTRICTED BANK ACCOUNT FUNDS:Board Reserves	-130,007
33032 RESTRICTED BANK ACCOUNT FUNDS:Board Reserves:Building Maintenance Reserve	47,699

33034 RESTRICTED BANK ACCOUNT FUNDS:Board Reserves:Emergency Reserve (1% of Budget)	81,392
33036 RESTRICTED BANK ACCOUNT FUNDS:Board Reserves:Sabbatical Reserve	8,060
Net cash provided by financing activities	<u>-\$ 6,702</u>
Net cash increase for period	<u>\$ 31,829</u>
Cash at beginning of period	65,518
Cash at end of period	<u>\$ 97,347</u>

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Community within BUF Report to the BUF Board  
January 2025  
Rev Paul Beckel

The Chalice Circle program is being coordinated by Bonnie Phinney and Kathryn Allen who prepare and circulate the materials from September - June. We have 12 circles and over 12 facilitators, as some rotate that task from month to month. There are over 80 participants. Things are going well.

The men's group meets twice a month and is well attended. Jeff Copeland leads this group.

Progress on a new website has been slow. Annie Sorich, Rory McLeod, Scott Heise, Michelle Fox, and I have been in conversation about this. Annie—having consulted with several BUFsters who use our current site—is working on a start-from-scratch prototype. Our next meeting is scheduled for February.

The Hospitality Team ensures we have ushers and greeters every Sunday. This is going well. The team coordinates two “Pathways to Membership” courses per year. In addition to general advertising, we directly invite to the class those who have filled out a visitor card since the last class. Classes have averaged 8-12 people; from these we typically get 2-4 new members.

Our process for collection visitor contact information has been streamlined. We have a new paper form given out by greeters, and placed in pews. RE is now using this instead of three forms handed out at different times to different people. Choir is now using the same form for newcomers. This also eliminates a separate process greeters had been using for nametags.

The new paper form is identical to a new online intake page on Breeze. This makes it easy for Michelle to transfer the info from visitor cards into Breeze. Access to the online Breeze form from buf.org has been simplified. Visitors can also get to the online Breeze form via their phones using the QR code which is posted in the entryway, and also printed on the new paper form. The QR code is also on a sign in the narthex next to a tablet set to the same Breeze form.

Bottom line: we need to get every BUF program using the same process to collect the same information to store in the same place. Because this has never happened, our basic Breeze functionality has been hindered and more expansive functionality has been impossible, member counts are inaccurate, and communications impaired.

We need leaders from all of our programs to cooperate with this in order to ensure that we can canvass everyone connected with us in any way—even those just getting the MWU. We still need a way to use this process to collect visitor information for those who attend Sunday services on Zoom (and Taize both in person and on Zoom), Chalice Circles, and probably other BUF programs.

The Community within BUF Council does not have a Lead. It may be possible to fold Community within BUF and Growth and Learning into a single council. We'd still need a new Lead. (This would not be within the scope of our Religious Education Coordinator's role.)

**Stewardship Theme for 2025:**

# **Raising the Light Together**

The Stewardship Team believes that clear communication is essential for effective fund-raising, so we try to work year-round with the minister and staff to provide clear accurate information about all the amazing things that are going on at BUF.

In particular, at this time of late winter, we ask BUF to focus for two months on intensive fellowship-building. We meet each other, talk and listen together, and examine our support for the structures, programs, and staff that support us as a community. Our spring canvass plays a key role in that conversation.

Canvassers meet one-on-one with BUFsters. We listen as they tell us what brought them to BUF, what keeps them coming back, and how they want to be involved. We share the great things going on at BUF and the need for ongoing financial support, and we deliver their pledge card. It's a rare opportunity to talk about our shared dreams and the practical things that we are doing to make those dreams a reality.

We want to hear more about people's lives, too. We have the opportunity to say, you are not alone. You are part of a community that cares for you and is working to protect you and support you, and to protect and support the things you care about. And we can point to specific ways BUF is doing just that.

These conversations bring us together as a fellowship. They build our resilience and hope, in a time when resilience and hope are more needed than ever. They strengthen our community so that we can truly reach in to care for each other, reach out to the larger community, and reach forward to a brighter future for our children and the world.



## WHAT IS THE STEWARDSHIP TEAM WORKING ON NOW?

This month we are

- ✧ Recruiting new and experienced canvassers: We want each canvasser to have only about 3 families, which means a total of about 50 canvassers
- ✧ Recruiting 5-10 people to help with follow-up and support
- ✧ Updating the Canvasser's Handbook
- ✧ Creating the 2025 three-fold flyer and cover letter, to be mailed to members and friends around February 24
- ✧ Working with Breeze and other records to get the information needed for pledge cards, etc.
- ✧ Preparing a note sheet for canvassers to record feedback and comments from their canvasees, to be collected by the Canvass Leaders (Lee, Steffany, and Vanessa)
- ✧ Finding additional ways to make canvassing easier and more fun for canvassers
- ✧ Scheduling two canvasser trainings (T Feb 18 7:00-8:30 pm in the BUF Library, Sat Mar 1 10:00-11:30 am in the Flex Room and classrooms if needed)

## WHAT DO CANVASSERS DO?

We make individual contact with members and friends of BUF during the last three weeks of March. We aim for about three families per canvasser. Our goals as canvassers are to

- **Listen**
- Encourage canvasees to talk about what brought them to BUF and what keeps them coming back
- Ask if they have any questions about BUF. Answer questions when we can, let people know who to talk to if we know, and make a note on the note sheet if we don't know, so that one of the Canvass Leaders can get back to them.
- Share information about the many good things happening at BUF, including finances and needs
- Give people their pledge cards and return the completed pledge cards to the BUF office
- Pass on note sheets to the Canvassing Team

## WHAT WILL CANVASSERS GET FROM THE CANVASSER TRAINING

(T Feb 18 7:00-8:30 pm, Sat Mar 1 10:00-11:30 am)

- information on BUF's current situation, including finances
- information on the interim ministry process that BUF will enter after Paul leaves at the end of June
- pointers on
  - contacting families
  - having relaxed and enjoyable conversations about BUF and money
  - handling pledge cards
  - handling questions and feedback from their canvassing families

## **BUF Paddle Call Committee Report for January 2025**

### **Submitted by Stephanie Sarver**

The Paddle Call Committee has formed with Stephanie Sarver and Gayle Tilles representing the Board of Trustees. In addition, Kathryn Allen and Murray Bennett have agreed to serve on the committee.

In the early planning of this process, Gayle and Stephanie recognized that the timeline for various tasks requires some modification, particularly the length of time during which members can submit proposals. We have modified the timeline to grant more time for members to prepare and submit proposals.

We also created a form that provides guidelines for proposal submissions. (See attached)

Next steps:

- February 21 - The full Paddle Call Committee will meet to orient the members to the proposal process
- February to March – refine communication plan with information intended to explain new process and invite submissions/ideas for proposals
- March to April – Announce the window for submitting paddle call proposals, commencing with mid-week update, pulpit announcements, tables during Sunday social hour.
- April 15 – window for submissions closes
- May board meeting – Committee presents to the Board no more than three proposals for consideration.

## PADDLE CALL SUGGESTION

Submitted by \_\_\_\_\_ Date: \_\_\_\_\_

### Proposed project (include a brief description of the project and its scope)

*(Note: This should not be for funding operating budget expenses or essential services and should be able to be completed within one year.)*

### Project Description

#### Answer these questions:

1. What problem does your project solve?
2. How would this be an asset to BUF?
3. Who will direct/or lead the project?
4. If this is done by a committee, who will be on it?
5. How many BUF members or volunteers need to be involved?
  - a. Identify those who have agreed to help:
6. Project start date \_\_\_\_\_ Project completion date \_\_\_\_\_

*(Project must be completed within one year of the auction at which the money is raised)*

### Project Cost Details

Use a format similar to the attached **Example Paddle Call Suggestion Budget Worksheet**. Be sure to:

- List the cost of materials, goods, and/or services needed to complete the project.
  - Ideally, explore more than one source.
- Identify by name any outside contractors necessary to complete the project.
  - Include the cost of labor, shipping, and taxes

## EXAMPLE Paddle Call Suggestion Budget Worksheet

**Submitted by:** Ladonna Mobile

**Date:** 3/20/25

**Project Name/Description** Sanctuary widget  
replacement/update

<b>Costs</b>	<b>Unit cost</b>	<b>total cost</b>
<b>Materials/goods</b>		
20 X-brand high energy widgets	\$ 100	\$ 2,000
miscellaneous hardware	--	\$ 150
2 gallons paint	\$ 50	\$ 100
Subtotal		\$ 2,250

**Labor/services** performed by Excellent Licensed Contractor

uninstall/dispose of old widgets	--	\$ 1,000
install mounting hardware and new widgets		\$ 4,000
paint		\$ 1,500
Subtotal		\$ 6,500

**Other expenses**

Sales tax \$ 833  
Shipping free

**TOTAL ESTIMATED PROJECT COSTS** \$ 9,583

## **Natalie Johnson Biographical Statement**

I am Natalie Johnson and I have been a member of BUF since September 2023. I was raised Unitarian Universalist in Washington DC and have attended UU congregations in Fairfax, Williamsburg, and Reston Virginia. At Reston I was a board trustee and board president.

My interests at BUF are varied. I belong to a Chalice Circle, in which I find real enjoyment and sustenance. I co-chair UPLIFT, supporting and advocating for queer people, and I also serve as the chair of the Adult RE committee. As part of Adult RE, I enjoy studying, developing, and facilitating courses in theology. Last year, I developed and facilitated the first of two courses on UU theology; this year I developed the second and will be facilitating it this spring. I have also attended such RE offerings as Pathways for Newcomers and UU History. Similarly, I have taken part in two women's retreats, as well as last year's all-church retreat.

Finally, my professional experience in computer science and business has given me skills in leadership, management, training, and administration – experience that I can bring to BUF.

## **Tom Nicholas: Short Biographical Statement**

BUF: since becoming involved in BUF in the spring of 2023, I have experienced being in a chalice circle and a book group, have volunteered at community dinners, and attended men's group meetings. Currently, my involvement is focused on the Adult RE committee, choir, and especially the celebrants' team.

Interests as a board member: my biggest interests are in the areas of human resources and governance. I am interested in understanding more fully how BUF functions as an organization; that includes exploring the organizational chart and looking at job descriptions and supervision policies.

Professional background: I worked in the Intensive English Program at WWU for more than thirty years. In addition to teaching ESL classes to students from a variety of countries, I gave presentations at conferences, supervised other teachers, and was responsible for running staff meetings.

Additional note about church involvement: BUF is the first Unitarian Universalist congregation I have participated in, but when I was a child my family was part of a UCC church. That church experienced a change in ministers that did not go well; this change came right after the completion of a large addition to the church building. The church started losing members, its financial situation became unsustainable, and the church wound up dissolving. This situation is part of the lens that I look at BUF through, and so I am interested in identifying ways that BUF can keep from falling into a similar hole.

## Nominating Committee Report Jan 2025

Annie Sorich

The Nominating Committee had its first meeting of the year on Sunday 1/12 and have begun the process of reviewing our list and determining who we should start conversations with. We discussed the importance of strong and steady leadership in the next few years as BUF finds a new minister, and brainstormed some skills and experience that we felt may be useful. But we look forward to hearing from the current board what they see as the biggest needs, as that will carry the most weight in our nominating decisions. I plan to attend the next board meeting (or at least a portion of it) to get a report from you all to bring back to our next Nom Comm meeting on Feb 2nd.



## 2025-2026 Budget Preparation Timeline/Goals

### **Proposed Major Budget Goals**

1. Support Ministerial Transition
2. Continue to engage accounting support
3. Deal with continued weakness in building rental income.
4. Canvass goal is last year's canvass result increased by annual inflation.
5. No changes in permanent lay staffing. Include cost of living increase. Review health care premium reimbursement level.

### **BUDGET PREPARATION**

The **Budget Task Force** shall plan and implement the budget development process, working with the Financial Oversight Committee and principal staff. The Operations Team shall plan this work to meet the budget deadlines set out below.

August	Board	<ul style="list-style-type: none"><li>• sets the date for a Congregational Meeting next May</li></ul>	<ul style="list-style-type: none"><li>• May 18, 2025</li></ul>
October	Stewardship	<ul style="list-style-type: none"><li>• sets canvass dates for next spring.</li></ul>	
December	Board	<ul style="list-style-type: none"><li>• appoints a task force to<ul style="list-style-type: none"><li>• bring initial budget recommendations to February Board meeting</li><li>• attend all relevant meetings below</li><li>• communicate regularly with Op Team, Financial Oversight, HR, and Stewardship</li><li>• report on costs and benefits of major budget goals.</li></ul></li></ul>	Lee Seaman, Barbara Ellis-Quinn John Stewart Michelle Fox Rep from Ops
January	Board	<ul style="list-style-type: none"><li>• identifies major budget goals for further review by its task force.</li></ul>	

January	HR	<ul style="list-style-type: none"> <li>recommends major goals re salary/benefits/staffing</li> </ul>	<ul style="list-style-type: none"> <li>Existing salaries plus 2.5% inflation.</li> </ul>
	Op Team	<ul style="list-style-type: none"> <li>solicits input from all committees re next year's budget</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
February	HR	<ul style="list-style-type: none"> <li>makes final budget recommendation re salaries/benefits/staffing</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	Task Force	<ul style="list-style-type: none"> <li>reports on costs and benefits of major budget goals</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	Board	<ul style="list-style-type: none"> <li>chooses major budget goals, communicates these to Operations Team, Financial Oversight, Human Resources and Stewardship</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
February	Op Team	<ul style="list-style-type: none"> <li>provides their first budget draft to the Board (which may include more expense than income)</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	Op Team	<ul style="list-style-type: none"> <li>begins to advertise a date in March to receive congregational input on their first budget draft</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
March	Stewardship	<ul style="list-style-type: none"> <li>begins the canvass</li> </ul>	<ul style="list-style-type: none"> <li>Canvass kickoff planned for March 2</li> </ul>
	Op Team	<ul style="list-style-type: none"> <li>holds meeting to receive congregational input on first budget draft</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	Fin Oversight	<ul style="list-style-type: none"> <li>provides comments/ suggestions on the first draft</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
April 10	(extra Board budget meeting)		
	Stewardship	<ul style="list-style-type: none"> <li>provides initial pledge income estimate to Op team by April 1 and then weekly</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

	Task Force	<ul style="list-style-type: none"> <li>• provides their final budget recommendation (not necessarily balanced)</li> </ul>	•
	Board	<ul style="list-style-type: none"> <li>• attempts to balance/finalize budget</li> </ul>	•
April	Board	<ul style="list-style-type: none"> <li>• finalizes their budget recommendation to the congregation</li> </ul>	•
	Board	<ul style="list-style-type: none"> <li>• arranges to have their final recommendation made available to the Congregation two weeks in advance of the Congregational Meeting</li> </ul>	•
May 18	(Cong Meeting)	<ul style="list-style-type: none"> <li>• Treasurer presents Board's final budget recommendation to the Congregation</li> </ul>	•