Approved Minutes
BUF Board of Trustees Zoom Meeting
September 25, 2025

Attendees: Ahwren Ayers, Patricia Conover (Treasurer), Natalie Johnson (Vice President), Claire Lending (Secretary), Tom Nicholas, , Lin Skavdahl (President), Jim Shaver, Gayle Tilles

Absent (excused):

Minutes by Claire Lending, Secretary.

Meeting called to Order 4pm.

Chalice lighting 4:00 pm Lin

Check In

Agenda Review Changes: Patricia proposed adding acceptance of the signatories of the paperwork for distribution from the estate of Susie Walker to the BUF endowment fund to the board agenda.

Claire moved and Jim seconded this be added to the discussion agenda. Motion passed unanimously.

Consent Agenda:

1. Approval of June 26, 2025, July 14, 2025 and Aug 28, 2025 Minutes
2. Board and Executive Committee meetings 25/26
3. Treasurer's report
4. Human Resources Committee Report
5. Interim Ops Team Goals 2025-2026
6. Operations Team Administration Council Report

Jim moved and Tom seconded that the items on the Consent Agenda be accepted. Motion passed unanimously.

Discussion Items

1. **Board Resolution on distribution of Susanne Walker Estate:**

The Board hereby approves acceptance of the signatories of the paperwork for distribution of funds from the two Edward Jones accounts of Susanne Walker to the Endowment Fund of the Bellingham Unitarian Fellowship. The approximate total amount of funds to be transferred is anticipated to be $45,845.

Gayle moved and Lin seconded the board resolution distributing funds from the Susanne Walker Estate. Motion passed unanimously.

2. Governance Committee presented by Natalie Johnson

All members of the governance committee are stepping down. Natalie proposed suspending the governance committee until a Strategic Plan has been developed. The role of training new BUF board officers will be done by the outgoing officers.

Natalie moved and Ahwren seconded suspending the governance committee until a Strategic Plan has been developed. Motion passed unanimously.

3. BUF Board Goals for 2025/2026 year

Discussed board goals for the year; decided to vote on them in the October meeting.

4. Interim Progress Appraisals for Contract Minister, Sunny Joy McMillan.

Due to Sunny being hired October 1, the contract is ten months. However, BUF will need to find out if both Sunny and BUF want to renew for a full second year before the Interim search calendar begins. We proposed a group appraisal (not an official ministerial evaluation) at the end of December and a second in May. We will discuss with Sunny. Jim and Claire will schedule the exact date with Sunny. Gayle will be the point person.

Claire moved and Jim seconded this proposal. Motion passed unanimously.

5. Rental Committee Information : Natalie Johnson

Cindy Denchfield, Vice Chair of BUF's Operations Team, is writing a position description for the Rental Committee. The committee will be under the Operations Team.

6. **Transitions Team:**

   Discussion of potential members of the Ministerial Transitions team .

   Closing: Lin

Meeting adjourned at 6 pm.
Next meeting October 23 at 4pm.

Summary of Action Items:

- Approval of June 26, 2025, July 14, 2025 and Aug 28, 2025 Minutes
- Approval of signatories of Susie Walker Estate
- Temporary suspension of the Governance Committee until after a Strategic Plan has been developed.
- Assigned point person and scheduler for Interim Progress Appraisals.