

BUF Board of Trustees Meeting Minutes
January 28th, 2016
7:00 PM

In attendance: Board Members Anastacia Metcalf, Andrew JG Hovenden, Michael Berres, Rick Krouskop, Kevin Leonard, Ro Donelson, Paul Beckel, Kaitlin Davis. Guests: Tammy Jo Church Administrator, Roni Lenore Church Treasurer, Sue Sayegh Church Bookkeeper, Jane DeBrock.

1. **Opening Words/ Light Chalice - Completed**
2. **Check in: 1 minute each - Completed**
3. **Receive Feedback on Resolution Process – Jane DeBrock** Communication meeting feedback after our last resolution. Topic was resolutions, pros and cons. About 10 people attended. Consensus of the group that met was to ask the BOT and the minister to look at the by-laws and the resolution process and to be more active in encouraging right relations between members. Also to encourage a look at voting in a less contentious manner, possibly not having a pro and con microphone, possibly have ad-hoc committees that make decisions as opposed to involving the whole congregation.
4. **Treasurer’s Report – Roni Lenore** It is motioned that the existing CC+ Fund is renamed the CC+ Budgeted Expense Fund, and a Restricted CC+ Contributions Fund is created. Motioned by Ro, seconded by Andrew. Passed Unanimously. The Bellingham Unitarian Fellowship Board of Trustees moves to establish a new savings account at North Coast Credit Union for the purpose of holding CC+ funds raised during our 2016-2018 Capital Campaign. This new savings account will be a sub-account of BUF’s existing Account #30769008. It is to a savings account named “CC+ Contributions. Motioned by Michael, Seconded by Ro. Passed unanimously. Motion creating an ad-hoc committee of the BOT to clarify the intent of the CC+ campaign and deal with the issue of a gift instrument which should clarify how any “remainder funds” are to be handled should anything occur which results in the CC+ not being able to fulfill its mission. The ad-hoc committee to consist of Karly Nyblade, Roni Lenore, Lee Seaman and Ro Donaldson reporting back at the next BOT meeting. Andrew motions, Michael seconds, passed unanimously.
5. **Approve Minutes from December –** Approved as corrected, Andrew motions, Rick seconded and passed.

6. **Admin Team Minutes and Report – Tammy Jo** Admin team presented a policy on the Creation, Distribution and Retention of Meeting Minutes and Reporting, as well as chart 4a as a clarification and working document for the BOT to understand what the Admin Team will be reporting to them about along with the various Committees of BUF.
7. **Minister’s Report – Paul Beckel** up 7 members to a net number of 261 members certified. Progress continues on Paul’s list of items to be worked on. All staff and HR team to meet soon to go through the process in which raises and benefits are addressed. BOT and Staff retreat requested to be scheduled Feb 28th at 12:30pm – 4pm.
8. **Form a Grievance Team** in accordance with our Governing Policies- “ Grievance Team: Two Board Members appointed by the Board Chair to serve one year terms (January to December), the Board President, and the Board Member who received the complaint. Since the member who received the complaint may already be a GT member, the GT will be three or four members in any given instance.” Ro and Andrew appointed to that team.
9. **Learning from each Other-** Rick to email Miley Jose about this.
10. **Talk to a Board Member-** Ro Feb 7th.
11. **Reschedule the Board Retreat -** Feb 28th at 12:30pm – 4pm Andrew, Kaitlin and Anastacia and to lead the Strategic Plan Agenda and process. Tammy Jo to email the BOT the 5 year plan she found in the archives.
12. **Other Board Business - none**
13. **Confirm next meeting date—** February 25th, fourth Thursday

Monthly Treasurer's Summary Report to the Board of Trustees

December Financials (50% of the fiscal year)

Prepared for the January 28, 2016 Board Meeting

Overview: BUF's income and expense cushion has eroded a bit, reflective of the lower than planned fundraising. This is a matter which I understand the Board has "in hand" with fundraising planned for late this fiscal year which may however come in too late for budgeting purposes. This may create a challenge for next year's budget.

Please note that the Board authorized the creation of a CC+ Fund to house receipt of our capital campaign funds. Instead, inadvertently, a CC+ Fund was created to house the \$2000 which the board allocated from its Board Discretionary Fund for CC+ expense. This CC+ Fund has more appropriately been renamed CC+ Budgeted Expense, and a Restricted CC+ Contributions Fund has been created pending a board motion in support of these actions.

1. **Request for motion in support of these name changes/funds.**
2. **Request for motion so Sue can set up a restricted bank account for receipt of the deposits at North Coast Credit Union, worded:**

"The Bellingham Unitarian Fellowship Board of Trustees moves to establish a new savings account at North Coast Credit Union for the purpose of holding CC+ funds raised during our 2016-2018 Capital Campaign. This new savings account will be a sub-account of BUF's existing Account #30769008. It is to a savings account named "CC+ Contributions."

Please also note that it is necessary to clarify clear our CC + campaign is structured:

- a. **June 2015 BOT minutes:** *"Stewardship: Planning continues for the Children of Our Children capital campaign, with the current iteration as follows: A three-tiered goal: First tier (\$250,000) fully devoted to paying down the mortgage, Second tier (\$250,000) 90% toward mortgage and 10% toward programming. Note: Last report had the second tier at 80% and 20% mortgage/programming... Carl to talk with Stewardship to clarify. Third tier will pay the remainder of the mortgage and the rest will be directed toward programming."*
- b. **The CC+ brochure** (undated/unnamed) says *"95% of gifts to mortgage escrow; 5% of gifts to program growth"*.
- c. **C+ flier** says CC+ is a capital campaign *"to pay off our mortgage"*.
- d. **The CC+ mail piece** sent to BUF members and friends who have not completed their CC+ p pledge says *"I/we want to help pay off our mortgage and support our beloved community"*.
- e. **The original CC+ pledge** document specifies none of the above.

There should be no daylight between what is said in BUF's solicitation materials.

3. **Request motion clarifying the CC+ Campaign.**
4. Finally there is also the issue of our "gift instrument" which should clarify how aby "remainder funds" are to be handled should anything occur which results in the CC+ not being able to fulfill its mission (e.g: earthquake, war, scandal). Our documents are silent on this matter. This is a matter which someone on the board should become familiar with and rectify in some manner.

1. Income and Expense

- a. BUF has received 52% of its 15-16 income, with Pledge at 53% and Rental 54% as the high achievers. Notably, fundraising is lagging very badly having brought in only 4% of its \$23,254 target.
- b. Overall expenses is right on schedule at 50%.

2. Cash on Hand

- a. Checking balance is \$46,088, up slightly from 45,733.
- b. Total Checking/Savings is also slightly up \$143,244 (144,991 last month).
- c. Cash less liabilities (cash on hand) is \$47,489, down from \$53,117 last month and \$53,117 the prior month, a worrisome trend. BUF’s goal remains an average of \$64,200.

3. Funds Activity Report

Total Restricted Bank Account Funds: \$33,033, up significantly as it now accurately reflects the CC+ contributions. Total Other Restricted Funds: \$31,033. Total Designated Funds: \$74,895, significantly down due to reallocation of the CC+ Funds. Total in all funds: \$139,341.

4. Fundraising Summary – NO IMPROVEMENT

Fundraising requirement to meet budget is \$23,254, 4% of which has been received to date. The grid below is unchanged from last month concerns remain the same. Please refer to the October Treasurer’s Report to the Board for further explanation of concerns.

FUNDRAISING EVENT	INCOME GOAL	INCOME TO DATE	% of Goal
Services Auction (Spring)	5,000	50	1
Dining for Dollars (Spring)	3,000	70	2
Harvest Festival (October)	2,000	908	45
Game Night or Similar	2,000	0	0
Other TBD	11,254	0	0
TOTAL FUNDRAISING	23,254	1028	4%

5. Status of the Board’s \$16,799 Board Contingency Fund

Board Approved Expenditures		Pending Possible Needs	
Cap Campaign (\$1000 Consultant/\$1000 ex-penses)	2000		
Flat Roof Overage	1343		
Installation Ceremony	1200**		
Total Allocated Board Contingency Funds	4543		

6. Other Status Updates/Requests/Documentation (Several from last month still need board action):

- **Motion Request (carry-over item – still not clear):** Possible motion from last month: Authorize AT to direct the \$1120 and future 15-16 Building Maintenance/15% Funds to augment B&G and Food Fund. Item retired: Board approved AT to utilize the 15% Building Maintenance Funds at its discretion. **NOTE: Clarity that this authorization is for 15-16 year only.**
 - **Advisory/not clear:** CND and Coffee Hour funds approved by a prior board for integration under a Food Fund with agreement that FF “could” spend some of its income on kitchen needs. B&G has asked FF to consider that their budget might try to “stand alone” funding kitchen needs to the extent possible. Unknown resolution.

Please let me know if you have questions about anything contained in this report or any of the Financial Reports referenced below.

Roni Lenore, Treasurer

Full set of Monthly Financial Reports to be in Dropbox once Dropbox is reorganized and the upload procedure is in place. Treasurer's Summary Reports and selected Financial Reports generated by Bookkeeper are placed by bookkeeper in BUF Workroom.

Attached December 2015 Financial Reports
YTD Income and Expense Budget Comparison Detail (50%)
Cash on Hand Report
Funds Activity Report