

BUF Board of Trustees Meeting Minutes
August 27th, 2015
7:00 PM

In attendance: Anastacia Metcalf, Andrew JG Hovenden, Kevin Leonard, Rick Krouskop, Ro Donaldson, Kaitlin Davis, Paul Beckel, Roni Lenore. Guests: Marian Beddell, Gil Baker, Carl Nyblade, Tessie Mandeville, Lee Seaman.

1. **Opening Words/ Light Chalice** - by Anastacia
2. **Check in: 1 minute each** - Completed
3. **Approval of Minutes from June, July.1** – Sent out with July meeting Agenda, Roni moved to approved July, Kaitlin seconded – approved unanimously. Andrew to bring June minutes to next meeting.
4. **Two minor changes to the Endowment Charter** - Gil Baker, remove wording about 3 year terms and change the number of congregations, dates and amounts funded to reflect current dates and amounts. Roni has some concerns around language and terms in the charter that need to be addressed. Roni recommends that we get a form in place to deal with the correct receiving of gifts, endowments, and capital campaign contributions. Motion made to approve the recommended changes to the Endowment Charter. That the endowment committee be charged with implementing or at least considering the revisions recommended by Roni Lenore, and that the Endowment Committee report back to the Board within the next 90 days, with a report on the updates, recommendations and Endowment gift agreement in useable format. Kevin Motions, Ro Seconded - Passed unanimously.
5. **Endowment Committee** - Approve committee membership for Dave Zeretzke - Kevin moved, Michael seconded - Passed unanimously.
6. **Treasurer's Report** - Surpluses moved into retained earnings and then into the approved funds. Reports listed below.
7. **Stewardship** - Carl Nyblade seeks approval for Stewardship Chair and will provide a brief update. Ro motions to approve Carl as Stewardship Chair, Kevin seconds – passes unanimously.

Lee Seaman reports that the capital campaign setup and marketing materials creation is going well and should be ready on time. If HR will meet on Thursdays at 6pm Andrew has agreed to attend HR meetings as the board representative.

Old Business:

8. **Report from Kevin** - inquiry on Archiving Historical materials of BUF through the Center for Pacific Northwest Studies at WWU. Kevin has nothing to report because the archivist is on vacation and will report back to us in September.

9. **Update on Leaders for Fundraising events this year:**

- *Has Erin O' Moore been asked/volunteered to lead the Harvest Festival team and the Service Auction team?* - Lee Seaman reports that Erin does not want to do the Harvest Festival, but there is information with all of the information needed for whomever takes it on. Lee to forward that information to Anastacia, including an outline of what people should be expected to do as part of this effort. No report on if she will do the Service Auction.
- *Is there a leader for the Gala Dinner in January?* Lee Seaman reports there is no leader for this either.
- *Is there a member of the Board who would be a liaison to stewardship?* Kaitlin Davis to be the board representative starting in November.

10. **Update on Section 17 of Handbook** – See Treasurer sections

11. **Verify original Humanitas documentation has been located.** – Rick Steele meeting with Barbara Gobus to get this document

12. **Form a Task Force to work on Documents Board Policy Dissemination and Storage -**

13. **Email Groups** – BOT tasks admin to create an email group with our existing email system forwarding to the correct members and look at setting up the same for all other groups.

14. Develop agenda for Board Retreat, confirm Staff have been notified – Sunday September 27th from noon on, Staff invited at 2pm. SWOT analysis of BUF, Leadership development and mentoring program, Integration of Staff and Board duties and relationship discussion all brought up as topics for the retreat.

15. Evaluate Posting of Board Minutes Digest in MWU evaluate how it went last month. – Ro, posting and writing it was fine, has received no feedback. To be continued.

16. Reconsider Drop Box for Document archiving and dissemination. – To be handled by the admin team and the staff when they can, with emphasis from the board that this is important.

New Business:

17. Minister's Report - including Community Minister Proposal – Paul Beckel, proposal to have endorsed community ministers, including a formal agreement with Tessie Mandeville in this role, discussed in depth. No motion brought forth. Paul to have for September a draft for the Board to review and possibly adopt in regards to this position being adopted by BUF. New employees are doing really well. Lifespan education draft presented to the board. Paul's to do list was handed out with requests to help him prioritize it. Installation October 25th for Paul Beckel. Andrew and Paul to do a QA piece for the MWU about the start of the new church year and summer as a minister.

18. Admin Team Report – Admin team minutes handed out by Paul.

19. Other Board Business: who is in charge of Forums this year? – Becky Curtis and Shasta Pettijohn

20. Set/confirm next meeting date. – Next meeting the 24th of September 2015

Monthly Treasurer's Summary Report to the BUF Board of Trustees July 31, 2015 – 8.33% of Budget Prepared for the August 27, 2015 Board Meeting

1. OVERVIEW: BUF brought in \$38,239 (10% of budget) this month and spent \$30,362 (8%) for net income of \$7,877.

Within the income numbers, BUF's pledge income was 12% which is nicely obscuring the fact that fundraising is in hiatus at this time of year. This pre-fundraising time of year has in the past two years been quite lean.

Within the expense numbers, the notable (appearances only) over-spending is the staffing increases which are being drawn from the Board Approved Payroll Adjustment Fund (BAPA). These will continue to skew beyond the budget in the combined amount of \$1428/month which is being drawn monthly from the BAPA to cover these costs. Sue will place the two lines together so the net result will be staff neutral going forward.

2. FUNDS and FUNDS REPORTING: The Board's motions from last month are in place. These include the Board Contingency Fund, BAPA, the Flat Roof Fund, and the General Staff Development Fund.

Restricted Account Funds, \$21,944

Other Restricted Funds, \$32,700

Designated Account Funds, \$92,990

Other notable Fund Activity: The Building Maintenance Fund/15% which was allocated to the "Flat Roof Fund" is now in the process of re-building. The Flat Roof Fund does not yet show expenditures, however I believe the project has been completed.

3. Cash on Hand (Name shows as CASH BUFFER ACCOUNTS, will revert): Total Assets are \$138,367. Total Liabilities and Equity are \$83,210. Cash on hand is therefore \$55,157, up nicely from last month due to the year-end surplus allocation to the 15-16 budget. This gets us much closer to the 2-month's outgo which we are striving to build ($\$32,116/\text{month} \times 2 = \$64,232$).

4. Other Status Updates/Requests/Documentation:

DRAFT TREASURER'S HANDBOOK: Section 17 is all but complete. Question for the Treasurer remains: Who approves the changes? What remains is completing the Approved Authorizer's table.

Breaking the handbook into component parts remains pending.

Rick Steele has set a meeting with Humanitas and understands the goal of the meeting is to have copies of the origination documents for BUF's archives even if they need to be recreated.

The revised Non-Pledge Donation Agreement is done and approved by the aT. Drops off this report.

Financial Review has been reviewed with the Finance Committee and is pending review by Sue and Lew Phinney. You should have it next month, though I cannot attend that Board Meeting.

Sue has moved \$10,000 in endowment funds to the UUA Endowment Investment Account in accordance with the allowable minimum. She can move funds over in \$1000 increments.

Treasurer has provided significant input to the Endowment Charter and while it is a great start, she believes it needs considerable editing before it is ready for a Board vote.

Fundraising Policy: An old, (as far as anyone knows) never implemented Fundraising Policy was unearthed by Tammy Jo. Meanwhile, Finance has been working on a Fundraising Policy which will include a projected income and expense worksheet. To move this project forward, Treasurer met with Carl Nyblade and Lee Seaman. There is positive impetus for a clearer policy and better income and cost planning. A much revised, much shorter, more directed policy should be ready for Board review at the September Board Meeting. Integral to the policy will be cash handling instructions and forms and a budget and income worksheet, plus rosters. Admin Team will review/fine-tune what it thinks is a good short policy statement, and it should be ready for Board evaluation/review/adjustment/approval at the September Board Meeting.

□ This has led to work on a Non-Event Fundraising Policy which is being developed for sharing and review/consideration by the Board.

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

Roni Lenore, Treasurer

Full set of Monthly Financial Reports will be in Dropbox once Dropbox is reorganized and the upload procedure is in place. Treasurer's Reports and related financials maintained by bookkeeper in BUF's Workroom.

Attached: Journal Report

YTD Income and Expense Budget Comparison Detail (8.33%)

. Cash on Hand

Funds Activity Report

Monthly Treasurer's Summary Report to the BUF Board of Trustees YEAR END FINANCIAL REPORT - June 30, 2015 - REVISED Prepared for the August 27, 2015 Board Meeting

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PURPOSE OF REVISION: This revised year-end report is based on Financial Reports dated 8/18/2015 instead of 7/20/2015. The 8/15/15 reports handle BUF's year-end surplus by moving it into Retained Earnings and then to the Payroll Adjustment and Board Contingency Funds rather than zeroing out the numerous over and under year-end budget line categories. The result is that our 2014-2015 Year-End Comparison Report now reflects the actual over and under budget figures. Much easier to follow!

1. OVERVIEW: At year end, BUF has a \$34,032 surplus after subtracting the \$9243 which was contributed to the 14-15 budget from the 13-14 budget in order for it to balance.

BUF's very positive year-end figure income of 108% of budget is due in large measure to over-pledging" in the amount of \$20,277 (107%). Another positive factor was pledge shrinkage of just 4% rather than the planned for 7%.

Other major surplus contributors were fundraising at 106% of budget (+\$2722) and rental income of 107% of budget (\$+1469). Also helpful were lower than budgeted spending in operational support, "space" and other minor areas.

BUF's had only 2 over budget categories: staffing at 101% (\$1293) which the Board sanctioned, and a small unknowable dollar per member increase in PNWD dues.

Net-net, our projected surplus of \$20,000 to \$25,000 came in at \$34,032. Great job all around for conserving on expenses and exceeding pledge.

The two new funds still reflect on the Funds Activity Report.

A. Requested Board Motion 1: Approve Board Approved Payroll Adjustment Fund of \$17,133 to accommodate the Board's approved increased payroll costs of \$17,133 for FY 15-16. (REVISED).

B. Requested Board Motion 2: Approve creation of a “Flat Roof Fund” for BUF’s flat roof repair funds. (Note: Last month the Board approved for B&G to use their unused 14-15 budget and the total in the Building Maintenance Fund/15% as of May 31. These monies have been placed in this new fund.)

C. We moved unused 13-14 paddle, tech grant and other miscellaneous designated fund monies totaling \$395.60 to the Flat Roof Fund. Board Approved.

D. Requested Board Motion 3: Approve moving left over 13-14 paddle, tech grant and other miscellaneous designated fund monies totaling \$395.60 to the Flat Roof Fund.

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E. Request Board Motion 4: Approve moving left over Professional Expense Music Director and Professional Expense DLL to a new “General Staff Development Fund” to provide our Minister flexibility on how to best allocate staff development monies.

F. Requested Board Motion 5: Approve moving unused 14-15 Professional Expense Minister to the General Staff Development Fund.

NOTE: These last 2 motions bring the total in Staff Development Funds to \$2508 adding significantly to the \$1000 available as a line item in the 15-16 budget.

3. YTD Income and Expense Budget Comparison **% + or - budget** **Dollars**

Summary and Detail Reports incorporate the fund requests in this report. As a result, the percent of budget for each expense category is 100. Copies of the detail report prior to these adjustments are available. The broad reallocations from these accounting maneuvers are:

Category

Total Income	+8%	\$28,590 in extra income
Total Expense	-1%	5,334 saved in money not spent

Impact on Year-End Status **\$33,924 Year-End Surplus reallocated to various funds per this report**