

BUF Board of Trustees Agenda
November 17th, 2015
7:00 PM

In attendance: Anastacia Metcalf, Andrew JG Hovenden, Kevin Leonard, Ro Donelson, Paul Beckel, Michael Berres, Tammy Jo, Kaitlin Davis. Missing: Rick Krouskop Guests: Gil Baker, Carl Nyblade

- 1. Opening Words/ Light Chalice**
- 2. Check in: 1 minute each - Completed**
- 3. Approval of Minutes from October** – Andrew motions, Michael seconds, passed with one small change.
- 4. Admin Team Minutes and Report-** A second draft of the BUF Org chart is now available and has been run by the Leadership Committee. The list of in place BOT policies is now available on the website. Paul presented a list of 28 changes that need to be looked at in order to reduce the discrepancies between what is in our policies and procedures and what is actually happening on a day to day basis. Andrew motions and Michael seconds that \$1000 is taken from expected or existing rental revenue and authorizes the Administrator to spend it as she sees fit over the next 30 days to address the issues that she is facing in her duties at BUF, effective 11/19/2015. Passed unanimously.
- 5. Minister's Report** – The BOT needs to decide if they are going to do as their policies suggests and governs only one level down, while auditing below those levels as needed. Carver's model of governance is a possible model for how the BOT should work.
- 6. Treasurer's Report – Attached** Motion that the BOT recognizes that the Admin team has authority over the excess funds in Building Maintenance/15% Funds and can allocate and spend them as they see fit in accordance with the fund restrictions already in place. Moved by Anastacia, seconded by Ro, Passed. The \$2000 from Board Contingency approved for the Capital Campaign is \$1000 for the consultant fee and the remainder to go towards the fundraising activities themselves. The BOT confirms that the B&G committee may spend their budget on B&G items as they see fit. At this time there is no consideration of a policy which would automatically approve expenditures from the Board Contingency Fund up to a certain level without a board vote.

7. **Report of Endowment Committee-** Gil Baker (see attachments) Andrew motions to pass the Charter revisions as recommended by the Endowment Committee, Kevin Seconds, Passed. Gil to send corrected document to Administrator.
8. **Update from Kevin** - Moved to next meeting
10. **Community Minister** - Moved to next meeting
11. **Create Grievance Team-** Moved to next meeting
12. **Discuss Creation of a Committee on Ministry** - Moved to next meeting
13. **Talk to a Board Member-** Michael to do December 13th, 2015
14. **Learning From Each Other-** Moved to next meeting
15. **Create a Ministerial Evaluation Committee** - Moved to next meeting
16. **Staff Oversight** – Process is in motion as passed last meeting.
17. **Feedback** - Moved to next meeting
18. **Lummi Report-** Nothing to report, Committee is doing well and functioning.
19. **Place in the record that Leadership Development Team** description as it existed in the past was removed from the website : "Our Leadership Development Team identifies needs for leaders or task forces/teams/small group ministries (recruiting members); coordinates training for leaders (e.g. how to run effective meetings); assists BUF members in matching skills and abilities for service with teams (e.g. social justice, hospitality, etc.) at an annual Find Your Place At BUF event, and strengthens the connection of BUF members to district and national UU organizations (e.g. via webinar trainings and conferences).' **Leadership** development needs attention in the future, so BUF can fulfill its mission. BOT will be looking at this in the Spring.
20. Stewardship Report – Fall Harvest Festival was not well attended. Raised less than expected. Capital Campaign is ongoing and having a hard time getting back a response from people.
21. **Other Board Business** – Kevin motions to appoint Andrew temporarily to the Admin team, Michael seconds, Passed.
22. **Confirm next meeting date**— Dec 17th, (third Thursday)

Monthly Treasurer's Summary Report to the Board of Trustees

October Financials (33% of the fiscal year)

Prepared for the November 19, 2015 Board Meeting

1. Income and Expense

- a. BUF has received 36% of its 15-16 income with Pledge at 37% and Rental 43% notable. Lagging is fundraising, normal for this time in BUF's fiscal year, but a matter for Board attention.
- b. Overall expenses are in line at 33% with Lifelong Learning/RE supplies at 67%. Building Steward Total Payroll at 40% continue to appear high but again is being augmented through the board's payroll reserve funds.

2. Cash on Hand

- a. Checking balance is 49,019 down from \$53,905.
- b. Total Cash on Hand is \$124,048 down from \$128,662.
- c. Cash less liabilities is \$53,117 (cash on hand). Goal is an average of \$64,200.

3. Funds Activity Report

Total Restricted Bank Account Funds: \$8,382. Total Other Restricted Funds: \$30,482. Total Designated Funds: \$80,217. Total in all funds: \$119,081.

4. Fundraising Summary – A heads-up to the Board

Fundraising requirement to meet budget is \$23,254, 4% of which has been received to date. Granted, it is too early for most activities to reflect, however two events still appear to need leaders and dates. Treasurer recommends that Game Night and TBD events move into planning. Without these events, BUF could run a deficit of up to \$14,254 which would require emergency board action. If the funds remaining in the Board Contingency Fund are left intact, this would reduce the potential shortfall to \$1998. NOTE: The word from the Harvest Festival is that poor weather seriously affected attendance. Not all expenses are in and it is unclear whether all income is in. Next month should reflect the actual success of this event which to date appears to have met 45% of goal.

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		
Other TBD	11,254		
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 (Consultant or broader use?)	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):

- **Board Approved:** Campus Ministry Fund renamed the Young Adult Fund per Board motion. Thank you! Item retired.

- **Advisory and Motion Request (carry-over item):** Background: There was \$1120 in the Building Maintenance/15% Fund as of 9/30/15. Building and Maintenance has indicated that they anticipate going over budget this year given that they received well less than they requested. They were in discussion with the Food Fund (item below) to see if they can try to handle all of their own kitchen needs. Possible motion: Authorize the Admin Team to direct the \$1120 and future 15-16 Building Maintenance/15% Funds to augment B&G and Food Fund. Authority to automatically direct these funds should I believe expire at the end of this fiscal year as ideally these funds are for larger projects rather than ongoing maintenance.

- **Advisory:** CND and Coffee Hour funds were 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.

- **Clarification Requested (carry-over item):** Sue asks if the \$2000 from Board Contingency approved for the Capital Campaign was entirely stipend for BUF’s Capital Campaign Consultant, or is it generally for Capital Campaign cost? **Please advise.**

- **Advisory (carry-over item):** The Admin Team is recommending/has hired (?) an independent contractor to undertake a number of maintenance tasks. Wages somehow to come from the B&G budget, TammyJo to monitor hours and progress. **Does this need Board sanction in the form of a motion? I believe so as it is not as budgeted.**

- **Concern:** From reading the Board’s draft October minutes, it sounded like there is consideration of a policy which would automatically approve expenditures from the Board Contingency Fund up to a certain level without a board vote. From my reading of our governing documents, the purpose of a Board Fund is that the Board is in control of it. The Admin Team and Building and Grounds have broad latitude in spending up to certain generous levels, within budgeted amounts. **I recommend against any policy which removes authority for expending Board Funds from the Board.**

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 10/31/15 financial reports dated 11/18/15:
YTD Income and Expense Budget Comparison Detail (33%)
Cash on Hand Report
Funds Activity Report