

BUF Board of Trustees Meeting Minutes

September 24th, 2015

7:00 PM

In attendance: Anastacia Metcalf, Andrew JG Hovenden, Kevin Leonard, Rick Krouskop, Ro Donelson, Kaitlin Davis, Paul Beckel, Michael Berres.

Guests: Lee Phinney, Carl Nyblade, Tammy Jo, Molly Monahan, Barbara Ellis-Quin.

1. **Opening Words/ Light Chalice** – Hymn read by Kaitlin Davis
2. **Check in: 1 minute each** - Completed
3. **Approval of Minutes from June, August** – Andrew to bring June minutes next meeting. August minutes approved unanimously.
 - a. **Email group created**
 - b. **Endowment committee report outstanding**
 - c. **Information from Lee Seamon to Anastacia re Harvest Festival and Service Auction**
 - d. **Leader for Gala dinner outstanding**
4. **Minster's Report** – Choir is booming with 10 new members. Some small changes in hours for the Administrator and the Building Coordinator with no effect to the budget due to differences in pay rates. “Finding your place at BUF” is on hold until the leadership counsel gets together to decide how to further the mission of this event, removed from the calendar as well. November 15th Leadership Council Meeting. Molly Monahan has resigned from the Admin Team and the Building and Grounds Committee. Need for more structure, policies and organizational chart more evident with the arrival of the new Choir Director and RE Leader, who both feel very welcomed by the congregation.
5. **Treasurer's Report** – Sent out via email. Read by Anastacia, no comments or questions. Motion made by Paul Beckel to pay for the overage of flat roof and Installation cost out of the contingency fund. Seconded by Andrew Hovenden. Passed unanimously. Motion made to put the decorating of

flex room to come out of contingency fund. Seconded by Anastacia. 1 Aye, 1 Present and 6 Nays.

The motion did not pass and the decorating of the flex room will come out of RE's budget.

6. **Lew Phinney** – Financial Analysis/Review – Bottom line there are some procedural problems, but no indications of malfeasance, or major areas of error. Reasonable next steps have been created to help with the procedural issues. The Board officially thanks the members of the Financial Review Team for their hard work and efforts, by official motion made by Michael, Seconded by Ro and passed unanimously.
7. **Capital Campaign Report – Carl Nyblade** – The campaign is coming along well and is on track to be launched on time. 5% of all proceeds from the campaign will go to program and staffing enhancements. 95% to the mortgage to be put in a fund to be paid in 3 years. Other than that anything over the mortgage amount will go towards facility long-term maintenance and expenses.
8. **Adoption of Community Minister Proposal** – Motion to endorse the Covenant of Affiliation between BUF and the Community Ministers in Fellowship with the UUA put forth by Andrew. Seconded by Michael. Passed unanimously, see document below. Tessie being appointed to that position tabled until October Board Meeting. Creation of a committee to oversee the position to be reviewed at that time as well.
9. **Report from Kevin** – Archivist at WWU would like to meet with BUF to determine what if any documents or other items could or should be housed in the archives of the collection of the Center of Study for the Pacific Northwest. Kevin to solicit interested members for a committee to help determine with the Archivist what to archive and come back to the board with a recommendation for members of that committee in October.
10. **Retreat Reminder** – To be at Michael Berres' house.
11. **Dining for Dollars** – To be at a different time than the other dining events to avoid confusion and conflict for resources.
12. **Humanitas documentation via email chain attached.**

13. **Next Meeting Date** – October 29th at 7pm – Anastacia to set the agenda and Kevin to run the meeting.

Board moved to Executive Session at 8:38PM

**Covenant of Affiliation between
Bellingham Unitarian Fellowship
and
Community Ministers in Fellowship with the Unitarian Universalist Association**

Introduction

Currently, within the Unitarian Universalist Association, there are three different ministerial tracks: Parish Ministry, Ministry of Religious Education, and Community Ministry. While the first two tracks are well known, the third may not be. “Community Ministers” are persons qualified to perform ministries of counseling, chaplaincy, social justice, education in religious studies, or other such ministries as the UUA’s Ministerial Fellowship Committee may recognize.

Although Parish Ministers and Ministers of Religious Education are clearly tied in structured institutional ways to congregational life, community ministers commonly are not. To address this concern, the UUA Department of Ministry and the Ministerial Fellowship Committee, together with the UU Ministers Association and other interested groups and councils, are currently examining ways of strengthening the institutional ties and accountability between Community Ministers and various Unitarian Universalist institutions—especially UU congregations. Rule 18 of the Ministerial Fellowship Committee requires that a community minister “maintain ties and receive endorsement by one or more of the following: A UUA member congregation, authorized District body, UUA Associate Member organization, or the UUA. Endorsement includes a pledge of continuing relationship and support and affirmation that the work is recognized by the endorsing body as ministry.”

The following proposal, which has close parallels with the agreement at Unitarian

Universalist Metro Atlanta North, University Unitarian Church in Seattle, and the First Unitarian Universalist Society of San Francisco, seeks to provide one way of more closely linking UU Community Ministers to Bellingham Unitarian Fellowship, for the mutual benefit of both the congregation and the Community Ministers.

In putting forth this proposal of understanding, it is necessary to first describe how a UU Community Minister might formally become endorsed by our congregation, i.e., without reference to any specific Community Minister.

I. Basics of Endorsement

1. An Endorsed Community Minister at the Bellingham Unitarian Fellowship would be all of the following:
 - A. Recommended by the Minister of the Congregation
 - B. Recommended by the Board of Trustees for the Congregation
 - C. Endorsed by a vote of the congregation at a congregational meeting and/or by a vote of the Board of Trustees;
2. The following Terms of Understanding are to be approved by:
 - A. The Parish Minister.
 - B. The Endorsed Community Minister.
 - C. The Board of Trustees of the congregation.

II. Terms of Understanding

1. The duties of the Endorsed Community Minister shall be agreed upon by the Parish Minister and the Community Minister. The Parish Minister clearly has overall responsibility for ministerial leadership within the congregation and, thus, appropriately shall take the lead in seeking clearer delineation of responsibility, accountability, and channels of communication as responsibilities, roles, and relations are negotiated and, as needed, renegotiated. As stated in the UUMA's Code of Professional Practice, the Endorsed Community Minister "...will in all ways honor the priority of the [Parish Minister(s)] call to the ministry of that congregation, and...will carefully shun inappropriate influence which other members may tend to yield." At the same time the Parish Ministers shall earnestly seek to respect the calling, strengths, and sensibilities of the Endorsed Community Minister, taking care to work collaboratively in a spirit of mutual cooperation and consultation.
2. Referrals to the Endorsed Community Minister shall be in such a manner as the Parish Minister and Endorsed Community Minister shall agree.
3. Endorsed Community Ministers are neither employed by, nor paid by, the church on any continuing basis. When Bellingham Unitarian Fellowship members receive pastoral and spiritual care services from the Endorsed Community Minister, there shall be no charge. When the Endorsed Community Minister officiates at a wedding, funeral, or memorial service, or provides other ministerial services in the congregation, she or he will be paid by the individuals involved at UUMA recommended rates. This is true

for services rendered to members as well as non-members of the congregation. And, when the Endorsed Community Minister preaches at Bellingham Unitarian Fellowship, standard UUMA preaching fees will be charged, unless specifically waived by the Endorsed Community Minister. If the Endorsed Community Minister is asked to take the minister's place in a prolonged absence or sabbatical, the Endorsed Community Minister shall be paid at a mutually agreed to rate.

4. The Endorsed Community Minister shall have access to the congregational facilities, photocopier, telephone, etc. to conduct activities connected with her/his ministry to the congregation, and the wider UU community (i.e. to facilitate classes, small groups, or to provide pastoral counseling). There should not be any significant financial impact for the use of the church office or equipment beyond what is currently budgeted. If there is, the cost will be covered by special contributions or grants, and will be made explicit as part of the annual budget plan.

5. The Endorsed Community Minister shall be identified as such on all staff lists and annual reports to the UUA and other regional institutions, on the Order of Service covers, etc., as space permits. The Endorsed Community Minister may serve as a Ministerial Delegate from our Fellowship at the annual UUA General Assembly. This does not reduce the number of lay or Ministerial Delegates apportioned to our congregation.

6. The Endorsed Community Minister shall meet with the Parish Minister at least four times a year in order to review their relationship with one another, and within the life of the congregation. Responsibility for initiating these meetings shall rest with the Endorsed Community Minister.

7. The Endorsed Community Minister shall write an annual report of her/his activities, which shall be included in the congregation's Annual Report.

8. The Endorsed Community Minister will have access to a Committee on Ministry to assist the Endorsed Community Minister toward completing requirements of Final Fellowship, and to further professional development.

9. The UUMA Code of Professional Practice shall be carefully observed by both the Parish Ministers(s) and the Endorsed Community Minister. If difficulties arise, various resources may be called upon, including the Good Offices program of the UUMA. The Endorsed Community Minister may resign upon 30 days notice. Upon recommendation of the Parish Ministers and/or with the concurrence of the Board of Trustees, the Endorsed Community Minister's relationship with the congregation may be terminated upon 30 days notice. Should the Parish Minister resign, the Endorsed Community Minister shall seek to establish a harmonious working relationship and a covenant with the new Minister(s).

10. Reimbursement for expenses for congregation-related business will be negotiated on a case-by-case basis.

11. Changes in this document may be made by agreement between the ministers concerned, and shall be effective 60 days after written notice of the change is given to the Board of Trustees, unless the Board votes to delay, or reject the change.

Email chain between Board members forming Humanitas

□

Erika Shepard
2:34 PM
To: Erin O'Moore

Hi Erin:

Yes, I can piece them together, and thank you for forwarding the motion.

This episode makes me think we need some kind of standard mechanism for doing things quickly between Board meetings. Perhaps we can talk about it at the next one? I know there was an issue with one member that the program had not been formally proposed for a vote, whereas I had assumed that everyone already knew the details (my mistake).

Anyway, THANK YOU!

Erika

erin o'moore 2:26
PM

To: Erika BUF

Okay Erika,

I think this is the last vote to come in. Were you on the list from all the other members? Can you piece them together for the bank? Congratulation and good luck moving forward! Erin

Date: Tue, 23 Jul 2013 12:36:31 -0700

From: jbotebo5@yahoo.com

Subject: Re: Special Vote for Humanitas Ministry To:
omoorefam@hotmail.com

I vote in favor of the motion.

John Thibault

Richard Krouskop (rick@krouskop.net)

7/22/13

To: erin o'moore

Cc: Erika BUF, Dan Sobel, Carl Nyblade, Joan BUF, jbtebo5@yahoo.com, leonkevin@gmail.com

Good to see the description of the project via the flyer, but it really would have been better to see a presentation from the Program Presentation Group or Humanitas Ministry itself as the Ministry is requesting a formal financial arrangement within BUF.

Great outreach project. I've seen no second as yet: I second the motion.

Rick Krouskop

Joan Mackay BUF 7/22/13

To: geoerika@msn.com, omoorefam@hotmail.com, leonkevin@gmail.com, jbtebo5@yahoo.com, rick@krouskop.net

Wonderful! I totally support this ministry.

Joan Mackay

Kevin Leonard (leonkevin@gmail.com)

7/22/13

To: erin o'moore

Cc: Erika BUF, Dan Sobel, Carl Nyblade, Joan BUF, rick@krouskop.net, jbtebo5@yahoo.com

I vote in favor of the motion.

Kevin

Erika Shepard

7/22/13

To: Erin O'Moore, Kevin Leonard, Joan Mackay BUF, jbtebo5@yahoo.com, rick@krouskop.net

1 attachment (442.6 KB) Humanitas
Brochure.pdf

Hi All:

Attached is the brochure announcing the Humanitas Ministry. It was given to the congregation when we announced the ministry on June 9th, and I assumed everyone had seen it. My bad!

If you have any questions, please contact me. We're anxious to open the bank account for Humanitas since we received \$500 in grant money from a Jewish charity organization. It will be the seed money to get us moving forward.

Thanks,

Erika Shepard 224-1790
geoerika@msn.com

erin o'moore 7/22/13

To: Kevin Leonard, Joan BUF, jbtebo5@yahoo.com, rick@krouskop.net
Cc: Erika BUF

Greetings,

Sorry to catch the new board members unaware of this new program at BUF. Here is a little more info direct from a brochure the group recently published:

"The mission of the Humanitas Ministry is to provide support and limited emergency financial support, in a safe, warm, and non-judgemental atmosphere, to local people in need. We work in cooperation with other charitable agencies to actively and directly help the poor and marginalized people in our midst."

The group is modeling this program after the alms program of St Paul's Episcopal Church who work together with other interfaith groups to offer financial support to those in need. It is well orchestrated and no cash is distributed. Instead vouchers are given for things like gas, housing assistance and medical care help. There are specific procedures for how much and how frequently people can receive help.

The group is doing their own fundraising for this ministry and no funds are being taken from BUF's current budget. It is completely in line with our principals and puts our faith into action.

Again, I apologize for the informal request for your support. The group needs verification of support from the board to open an account and they are eager to get going!

Thanks,

Erin

> Date: Fri, 19 Jul 2013 22:20:40 -0700

> Subject: Re: Special Vote for Humanitas Ministry

> From: leonkevin@gmail.com

> To: omoorefam@hotmail.com

>

> Hi, Erin,

>

> I am certain I will support this motion. However, I don't know

> anything about the Humanitas Ministry, and the only thing I find in

> the minutes for the May board meeting is the statement that "Program

> Implementation Group is interviewing the people helping start the alms

> voucher project at St. Pauls. Barbara Gobus and Erika Shepard are >

energized to help start the BUF version of this." Could you give me a > bit
> more information about the Humanitas Ministry?

>

> Thanks,

> >

Kevin

Erika Shepard

7/19/13

To: Erin O'Moore, Daniel Sobel, Carl Nyblade, Joan Mackay BUF, rick@krouskop.net, jbtebo5@yahoo.com, leonkevin@gmail.com

On the assumption that it is OK for me to vote (since I am involved in the program), I second the motion and vote yes.

Erika Shepard

erin o'moore 7/19/13

To: Erika BUF, Dan Sobel, Carl Nyblade, Joan BUF, rick@krouskop.net, jbtebo5@yahoo.com, leonkevin@gmail.com

Greetings BUF Board Members,

I make a motion to formally recognize the formation of the Humanitas Ministry as a service group of BUF and as such allow a sub-account to be opened at the North Coast Credit Union. Signors of this account are to be Erika Shepard, Liz Weber, and Barbara Gobus at this time.

Do we have a second? Please reply all to this email with your vote of yeah or nay as soon as possible.

The Humanitas Ministry formation was brought to our attention at the May, 2013 board meeting. The Program Implementation Group of BUF formally approved this group's formation at their May, 2013 meeting.

Thanks for your timely response. Please include your full name on your email reply.

Erin O'Moore
Vice President
BUF Board of Trustees