

BUF Board of Trustees Meeting Minutes Final

July 28th, 2016

7:00 PM

In attendance: Anastacia Lundholm, Kaitlin Davis, Paul Beckel, Anne Newman, Beth Nyblade, Kara Black, Frank McDonald, Shasta Pettijohn, Sue Sayegh. Absent BOT Members: Ro Donelson, Dick Kasper.

- 1. Opening Words/ Light Chalice**
- 2. Check in: 1 minute each**
- 3. Approve Minutes** from June - Moved by Kaitlin, Seconded by Beth, Approved.
- 4. Voting in new BOT Officers** - Anastacia voted in as President, Andrew as Vice-President and Kara as Secretary.
- 5. Minister's Report** - Amber has resigned as keyboard artist II. 4 new BUF members to be added to the book as soon as an agreeable date is reached. Racial tension and violence continues to be an undercurrent to the theme in midweek updates and will be in the foreseeable future.
- 6. Treasurer's Report** - End of year financial reports will be presented at the August meeting. The refinance of our mortgage is ongoing and we are submitting reports to a broker to have our mortgage shopped around. Rick Steele is in conversation with WECU as a possible lender. There is currently no financial request form or procedure. Finance team asked to create that form where requests will follow the Organizational chart to the AT or the Finance committee and then to the BOT depending on the item and or value. BOT to review the form and policy in a future BOT meeting and then pass as a resolution at that point if favorable. Kara moves that **the HR committee be allowed to spend up to \$500 to be costed to a new line item under staffing entitled HR, the dollar amount to be taken from the BOT discretionary fund, and to be used for legal advice in regards to HR matters.** Anastacia seconds the motion. Motion passed.
- 7. Admin Team Report** - Julie Guy is the Treasurer's representative to the AT from Anne Newman. The LGBTQ team now known as Interweave has been approved. In the future the Black Lives Matter Team is applying to the SEJC to become a formally recognized team, once approved will go to the Admin Team. Tammy Jo currently has \$35,000 in signed and agreed to rentals for the next year. Still working on new front door locks, replacing the sanctuary windows, and possibly moving the library to the Witter closet or making it into a rentable room. AT still working on chart 4a in relationship to when which committees report to the BOT in terms of educating the teams and committees actually reporting on schedule and the BOT requesting those reports when they are scheduled. Currently working on the rechartering of all committees and teams. Also working on determining what counts as speaking for the organization or the congregation versus personally. There is also continued work on a flowchart to communicate to all where complaints and compliments go and how they are dealt with.
- 8. Vote** new check signers based on new President and new Treasurer. Andrew moved Anastacia seconds, motion passed.

"The Board approves adding Anne Newman (BUF Treasurer) and Anastacia Lundholm (BUF Board President) as authorized check signers for the Bellingham Unitarian Fellowship account #30769008 at NorthCoast Credit Union. Kevin Leonard and Roni Lenore are to be removed from the account. Tammy Jo Meyer (BUF Administrator) will remain as an authorized check signer. Sue Sayegh (BUF Bookkeeper) will continue with account access privileges but is not authorized to sign checks."

- 9. Committee on BUF's Ministries Task Force** - Andrew moves that a Right Relations Team be formed. This team will report to the BOT and be primarily comprised of BUF members appointed by the BOT. There will be 3 members appointed by the BOT and up to 2 more may be chosen by the RRT and must be ratified by the BOT, for a minimum of 3 and a maximum of 5 members. Caitlin seconded, passed.
Andrew moves that we create a task force to create a Committee on BUF's Ministries that will perform annual reviews of our collective success towards fulfilling BUF's mission. Seconded by Kara. Passed.
Kaitlin to sit on that task force and to bring names in August for BOT consideration. Right Relations Team will be asked to create and submit to the Board a charter that includes the language under 1. ii. of the letter from the COM Task Force submitted 5/26.
- 10. Confirm Next Meeting Date and BUF BOT retreat list** - August BOT retreat date to come out in a doodle poll via Kaitlin and Kara.