

Minutes
BUF Board of Trustees Monthly Meeting
September 21, 2016

Minutes by Secretary Kara Black

Attending: Ro Donelson, Frank McDonald, Paul Beckel, Shasta Pettijohn, Beth Nyblade, Kara Black, Anastacia Lundholm

Also attending: Treasurer Ann Newman, Tammy Jo Meyer, Jennifer Smith, Deb Cruz
Board Members not attending: Kaitlin Davis, Dick Kasper, Andrew Hovenden

Opening-Anastasia

Check ins

Standing Rock Support Statement Deb Cruz

Anastacia clarified rules for public statements; “rare and unusual circumstances” when speed is needed, the Board and Minister can make statements (in lieu of congregational vote)
Deb gave background about why speed is needed and what is being asked of us by the Pacific Northwest Tribes in response to the Standing Rock call. History given about situation and all the UU organizations and ministers that have stepped in with support. Army Corps is reviewing issue now and could render decision quite soon, so congregational vote of resolution would be too late.

Draft statement of support given to Board members. Statement was approved by BUF SEJC last Sunday. There was also a short statement option handed out.
Deb answered questions about the proposal and why our support is important now.

Longer statement considered (attached) with following proposed amendments in bold below:

Now, Therefore, Be it Resolved: We who are **the Board of Trustees, elected representatives of the** Members and Friends

Title—**cross of first five words** and add **“The Board of Trustees of the”**

There were reservations expressed by some, even with amendments. Worry that resolution by Board is problematic. Sentiment expressed for wanting a healing resolution process this time around.

Short paragraph draft statement was considered (attached) as an alternative.

This statement was approved by the BOT with the amendment in bold below, and we are making a statement on our own behalf to respond quickly at this time of crisis. Then the longer statement will be taken to the congregation as a resolution for a vote. Both statements will be shared with the congregation via the mid-week update. The congregational meeting will take place at least 60 days from now but as soon as possible with proper notice.

“The Board of Trustees along with the Social and Environmental Justice Committee and the following members and friends of the Bellingham....”

Anastacia moved, Frank seconded, motion passed. Five voting for and one voting no (request to be specifically noted).

Some discussion of resolution process & goals. Some misunderstanding about intention of resolution notice timeframe—need to clarify when we look at bylaw revisions.

Anastacia will coordinate the “roll out” of this decision—publicity, education, notices etc.

Minister’s Report given by Paul (attached)

Doodle will be sent to Board to set at Board-Staff retreat date; those interested in help plan please tell Paul

Treasurer’s Report given by Ann (Both months attached. Note—detailed financials are available by hard copy in the office)
July & August both in new format

Admin Team Report by Paul (attached)

Ad Hoc Committee on the Administration Team and Leadership Council by Kara
Reported on status. Our second meeting was delayed, so we haven’t developed a proposal yet. Answered some questions.

Minute Approval

Once a quorum of approvals come in by e-mail, Secretary will add these names to the bottom of the minutes and send them out as final minutes. Each agenda will include approval of the minutes for the past meeting. Tammy Jo keeps her own file of all the e-mails that come in for permanent record.

Right Relations Team & Task Force to create a Committee on BUF’s Ministries

We will ask Kaitlin for an e-mail report and see if she wants help

Board coordinating next coffee hour—various folks volunteered

Next Meeting October 27th, 2016, Q&A session at that meeting

Minutes approved by e-mail by: Ro Donelson 9/23, Frank McDonald 9/24, Shasta Pettijohn 9/27, Kara Black 10/5, Anastacia Lundholm 10/4

**Members and Friends of the Bellingham Unitarian Fellowship
Expression of Solidarity With Standing Rock Sioux Nation and
its Resistance to the Dakota Access Pipeline**

WHEREAS: The Standing Rock Sioux Nation has put out a peaceful call for action requesting support in opposing the proposed Dakota Access Pipeline that would carry up to 570,000 barrels of fracked crude oil per day for more than 1,100 miles from the Bakken oil fields of North Dakota to Illinois, passing over sensitive landscapes including treaty-protected land containing recognized cultural resources and the Missouri River, which provides drinking water for their Reservation;

WHEREAS: Despite deep opposition from the Standing Rock Sioux Tribe, farmers, scientists, environmental groups, and other Tribal nations, and without Tribal consultation or meaningful environmental review as required by federal law, in July, 2016 the U.S. Army Corps of Engineers issued a permit allowing construction of the fracked oil pipeline to move forward;

WHEREAS: On August 15, 2016 the Standing Rock Sioux Tribal Council led by Tribal Chairman David Archambault II called on Tribal nations and Indigenous people around the world to issue resolutions in support of the Standing Rock Sioux and the Sacred Stones Camp and the call was answered by Washington State Tribal Nations including Lummi Nation, Swinomish Indian Tribal Community, Yakama Nation, Puyallup Tribe, Nisqually Indian Tribe, Suquamish Tribe, Lower Elwha Klallam Tribe and Hoh Tribe;

WHEREAS: The Bellingham Unitarian Fellowship has repeatedly demonstrated through direct action support of Lummi Nation and other Tribes of the Pacific Northwest and Canada, and co-sponsored and supported the 2016 Totem Pole Journey which attended a Blessing Stop on the Standing Rock Sioux Reservation, witnessing the proposed destruction and participating in an unprecedented support of the Standing Rock Sioux Nation by Native and non-Native people;

WHEREAS: Other UU congregations and organizations have spoken out and committed action to support the Standing Rock Sioux Nation in its opposition to the Dakota Access Pipeline, such as the Bismark-Mandan Unitarian Universalist Church (<https://www.midamericauua.org>), Unitarian Universalist Service Committee (<http://www.uusc.org/uusc-stands-solidarity-standing-rock-sioux-tribe/>), UU Youth for Climate Justice

(https://www.facebook.com/uuyacj/?hc_ref=PAGES_TIMELINE), Commit2Respond (<http://www.commit2respond.org/nodapl>) and a statement released by UUA President Rev. Morales: on Wednesday, August 30th:

The construction of the massive Dakota Access pipeline, stretching from North Dakota to Illinois, is a textbook case of marginalizing minority communities in the drive to increase fossil fuel supplies. As people of faith and conscience, committed to protecting the interdependent web of all life and supporting indigenous rights, Unitarian Universalists cannot remain silent as land held sacred by our Native American siblings is threatened.

We join other faith groups and native tribes to support the Standing Rock Sioux Tribe as they oppose the construction of this dangerous pipeline. I am proud to see that Unitarian Universalists in the region are already joining the protests. But I know that more is urgently needed. I urge you to join the effort to bear public witness to the injustice in North Dakota and add your voice to oppose the Dakota Access Pipeline.

Now, Therefore, Be It Resolved: We who are Members and Friends of the Bellingham Unitarian Fellowship, stand in support of Standing Rock Sioux Nation's opposition to the Dakota Access Pipeline and we call on all Unitarian Universalists, other faith communities, social and environmental justice organizations and other people of conscience to raise awareness about this important struggle for Indigenous sovereignty and environmental justice and to support the Standing Rock Sioux Nation and the Sacred Stones Camp efforts in any nonviolent way they are willing and able.

September 22, 2016

Bellingham Unitarian Fellowship Board of Trustees:

In recent weeks, an unprecedented series of events have taken place around the issue of the Dakota Access Pipeline and its impact on the Standing Rock Sioux Nation and the Sacred Stone Camp.

In response, I drafted the attached Expression of Support for friends and members of BUF to sign, with the intention of forwarding it onto Standing Rock Sioux Nation and the Sacred Stone Camp. In the two Sundays that it has been available for signature, approximately 100 members and friends of BUF have signed it.

The Expression of Support was also brought before the Social and Environmental Justice Committee 1) to adopt, as a committee, and 2) to bring forward to the Board, a request to also make a public statement showing its support. Both were approved.

Unfortunately, given the situation occurring with Standing Rock, there is not the time frame available to work this through a regular or special congregational meeting and vote, given the way the procedures for such things is currently written. However, in Article X of our by-laws, it does state that:

ARTICLE X: Public Statements in the Name of the Congregation

Members of the congregation including the Minister can make a public statement in the name of the congregation by following the procedures of Article V, Section 2. If such statement is approved by the congregation, it may then be publicized in the name of the Fellowship with the vote appended thereto. **In rare and unusual circumstances in which speed of response is crucial, the Board and the Minister are jointly empowered to bypass the requirement for a congregational meeting. Whether or not the General Assembly of the Unitarian Universalist Association has already voted for an essentially similar statement or resolution should be a factor in their joint decision.**

As outlined in the Expression of Support, there is widespread support for Standing Rock within the UU community, locally, regionally and nationally. Beyond what's covered in the Expression of Support, UU

members, congregations and organizations are moving in an unprecedented manner with statements of support, groups visiting the Camp, a special Facebook page, ministers' letter of support to Standing Rock, members and friends letters of support, congregational resolutions, fund and supply raising efforts and it's all happening across the U.S. and even among Canadian Unitarians.

Now, the Board has two options here as I see it 1) to consider the Expression of Support as it is written, or 2) consider making it's own public shorter statement such as the example below.

The Board of Trustees of the Bellingham Unitarian Fellowship stand in support of Standing Rock Sioux Nation's opposition to the Dakota Access Pipeline and we call on all Unitarian Universalists, other faith communities, social and environmental justice organizations and other people of conscience to raise awareness about this important struggle for Indigenous sovereignty and environmental justice and to support the Standing Rock Sioux Nation and the Sacred Stones Camp efforts in any nonviolent way they are willing and able.

I appreciate your consideration in this matter and look forward to discussing it with you.

Deb Cruz

Member of Native American Connections Committee, Climate Justice Ministry Action Team and the Social and Environmental Justice Committee

BUF Minister's report to the board
September 22, 2016

1. Employee goals for 2016-17

- Jennifer
 - Turn the comfort room into nursery
 - Increase visibility/participation of children, youth, and families for example as ushers, chalice lighters, celebrants
 - Grow the youth group
- Kevin
 - Foster a “newcomer friendly” environment in the four BUF choirs, where anyone interested in choral singing will be encouraged to come experience a rehearsal and feel welcome to join a choir.
 - Nurture and expand the pool of people who are providing special music.
 - Promote a BUF choral presence outside of our sanctuary, for local community events and within the regional UU network.
 - Organize and lead the BUF Transylvania Pilgrimage 2017.
- Tammy Jo
 - Boost office and reporting efficiency through a comprehensive computer systems overhaul
 - Hardware: Main server for backup and security
 - Networking of all office computers
 - Software
 - choose and set up software to integrate membership, financials, calendars, and social media functions
 - acquire sufficient and consistent software for all office computers
 - Increase transparency of administrative processes by finding, organizing, and posting online documentation regarding organizational structure, policies, procedures, and roles
 - Assist volunteers, committees, teams, and event planners by posting (and archiving where needed) minutes and how-to documents
- Paul
 - Worship: expand member participation via monthly gatherings to preview themes, at which all can suggest re worship elements and offer personal contributions
 - Work with Administrator to
 - Review and renew committee, team, and activity-group charters
 - Locate historic administrative policies and procedures; post what is still applicable
 - Clarify ownership and expectations for BUF-related social media
 - Work with Admin Team to
 - Initiate leadership development and training
 - Develop comprehensive Policies of the Admin Team

2. Plan for bookkeeper functions, restructure office/custodial roles
 - Shift Bookkeeper functions to Administrator
 - Shift 15 hours of clerical work from Administrator to Sexton (new title?)
 - Shift 10 hours of the most predictable weekly custodial duties from Sexton to new hire (or contractor)
 - 1 work-hour net increase; no net increase in payroll
 - Begin with a trial period?
 - Specifics re costs and roles to be presented to the HR Committee before proceeding with hiring process or announcing to the congregation.

3. Successes
 - Annual Theme for services, RE, workshops, etc: *Relationship Matters: Within and Beyond our Walls*
 - Includes interpersonal connections, right relations...and relating to the Other within and beyond the congregation (differences in age, race, gender, class, sexuality...)
 - Addressing the generalized anxiety within society at large that we may bring into our congregational life
 - Sunday services – good energy
 - New DLL well received
 - BUF member participation
 - Re-sources dinner
 - Standing w/ standing rock event at City Hall

4. Staff / board meeting
 - Scheduling 7 of us via Doodle (including Tessie)
 - think about what you want to achieve

- Use chart 4a to check-in with committees and ensure reporting to the Board

Monthly Treasurer's Summary Report to the Board of Trustees

August Financials (16.67% of the fiscal year)

Prepared for the September 22, 2016 Board Meeting

Overview of current and projected status: Strong building and grounds equity, balanced monthly income to expense ratio, below recommended levels in cash on hand reserves.

Request for Motions: None

Request for Clarifications to existing policy: None

Income and Expense

1. BUF has received 17% of its 2016-17 income, with Pledge income at 18% and Rental income at 16%.
2. Overall expenses are 15% year to date

Cash on Hand

1. Checking balance is \$41,600, a decrease of 14% over previous month balance of \$48,140, the month previous the balance was \$42,956
2. Total Checking/Savings is \$160,099 a decrease of 1% over previous month balance of \$161,725, the month previous the balance was \$154,132
3. Cash less liabilities (cash on hand) is \$35,110 a decrease of 9% over previous months balance of \$38,595, the months previous the balance was \$28,580
 - a. Notation: *In our liquid assets is \$28,270 in a Building Fund, designed to pay for expenses surrounding mortgage refinance. If not used for expenses it was to go to pay down the mortgage. The funds will be withdrawn as needed beginning December 2016*
4. BUF's goal remains an average of \$64,000

Funds Activity Report

1. Total Restricted Bank Account Funds \$ 50, 981, prior months total was \$50,912
2. Total Other Restricted Funds \$47,158, prior months total was the same
3. Total Designated Funds \$170,901, Prior months total was \$72,170
4. Total in all funds \$170,901, prior months total was \$170,240

Fundraising Summary

Fundraising Event	Income Goal	Income YTD	% of Goal
Dining For Dollars	4,500	0	0%
Auction-Dinner/Gala	3,500	0	0%
Auction-Services	5,000	0	0%
Harvest Festival	2,000	0	0%
Total Fundraising	15,000	0	0%

Status of the Board's \$12,857 Contingency Fund

<u>Approved Expense</u>	<u>Approved Amt.</u>	<u>Actual Expense</u>	<u>% of Approved Amt.</u>
Legal HR Review	500	500	100%
Total YTD	500		

Other Status Updates/Requests/Documentation: None

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.

Attachments

YTD Income and Expense Budget Comparison Detail 16.66%

Cash on Hand Report

Funds Activity Report

Monthly Treasurer's Summary Report to the Board of Trustees

July Financials (8.33% of the fiscal year)

Prepared for the September 22, 2016 Board Meeting

Overview of current and projected status: Strong building and grounds equity, balanced monthly income to expense ratio, below recommended levels in cash on hand reserves.

Request for Motions: None

Request for Clarifications to existing policy: None

Income and Expense

1. To date BUF has received 10% of its 2016-17 income, with Pledge income at 11% and Rental income at 11% year to date.
2. Overall expenses for 2016-17 are at 8% year to date

Cash on Hand

1. Checking balance is \$48,140, an increase of 12% over previous month balance of \$42,956
2. Total Checking/Savings is \$161,725, an increase of 5% over previous month balance of \$154,132
3. Cash less liabilities (cash on hand) is \$38,595, prior month cash in hand was \$28,580
 - a. Notation: *In our liquid assets is \$28,270 in a Building Fund, designed to pay for expenses surrounding mortgage refinance. If not used for expenses it was to go to pay down the mortgage. The funds will be withdrawn as needed beginning December 2016*
4. BUF's goal remains an average of \$64,000

Funds Activity Report

1. Total Restricted Bank Account Funds \$50,912, prior months total was \$48,840
2. Total Other Restricted Funds \$47,158
3. Total Designated Funds \$72,170
4. Total in all funds \$170,240

Fundraising Summary

Fundraising Event	Income Goal	Income YTD	% of Goal
Dining For Dollars	4,500	0	0%
Auction-Dinner/Gala	3,500	0	0%
Auction-Services	5,000	0	0%
Harvest Festival	2,000	0	0%
Total Fundraising	15,000	0	0%

Status of the Board's \$12,857 Contingency Fund

<u>Approved Expense</u>	<u>Approved Amt.</u>	<u>Actual Expense</u>	<u>% of Approved Amt.</u>
Legal HR Review	500	500	100%
Total YTD	500		

Other Status Updates/Requests/Documentation: None

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.

Attachments

YTD Income and Expense Budget Comparison Detail 8.33%

Cash on Hand Report

Funds Activity Report

Bellingham Unitarian Fellowship
YTD Income and Expense Budget Comparison Detail 8.33%
 July 2016

	<u>Jul 16</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
STEWARDSHIP INCOME			
DONATIONS			
Pledge Income	34,525	317,000	11%
Non-Pledge / Friends Donations	1,153	15,000	8%
Cash Donations, Unidentified	763	12,000	6%
Misc. Income	304		100%
CC+ 5% Program Support Income	126	5,000	3%
B&B for BUF	70	1,000	7%
Total DONATIONS	<u>36,942</u>	<u>350,000</u>	<u>11%</u>
FUNDRAISING			
CC+ Capital Campaign Income	2,401		
Dining for Dollars		4,500	
Auction - Dinner/Gala		3,500	
Auction - Services		5,000	
Harvest Festival		2,000	
Total FUNDRAISING	<u>2,401</u>	<u>15,000</u>	<u>16%</u>
Total STEWARDSHIP INCOME	<u>39,343</u>	<u>365,000</u>	<u>11%</u>
OPERATIONS INCOME			
FACILITIES			
Rental of Building	3,300	30,000	11%
Total FACILITIES	<u>3,300</u>	<u>30,000</u>	<u>11%</u>
PROGRAMS			
Lifelong Learning/ RE Income		1,100	
Community Night Dinner Income	154	3,000	5%
SEJC Income	58		
Total PROGRAMS	<u>212</u>	<u>4,100</u>	<u>5%</u>
Total OPERATIONS INCOME	<u>3,512</u>	<u>34,100</u>	<u>10%</u>
FINANCING (Reserves)			
Interest	9	100	9%
RE Scholarship Reserve Income		500	
Board Contingency Reserve Incom		10,000	
2016 Mortgage Refi Savings		10,000	
Total FINANCING (Reserves)	<u>9</u>	<u>20,600</u>	<u>0%</u>
Total Income	<u>42,864</u>	<u>419,700</u>	<u>10%</u>
Gross Profit	<u>42,864</u>	<u>419,700</u>	<u>10%</u>
Expense			
STEWARDSHIP EXPENSES			
DENOMINATIONAL DUES			
PNWD Expense	566	6,786	8%
UUA Expense	1,305	15,921	8%
James Luther Adams - UUSC		261	
Partner Church (UUPCC) Expense		150	
Total DENOMINATIONAL DUES	<u>1,871</u>	<u>23,118</u>	<u>8%</u>

Bellingham Unitarian Fellowship
YTD Income and Expense Budget Comparison Detail 8.33%
 July 2016

	Jul 16	Budget	% of Budget
FUNDRAISING EXPENSE			
Stewardship/Pledge Drive Expens		300	
Capital Campaigns Expense		100	
D4D /Game Night /Other Expense		300	
Service Auction / Gala Expense		750	
Harvest Festival Expense		400	
Total FUNDRAISING EXPENSE		1,850	
Total STEWARDSHIP EXPENSES	1,871	24,968	7%
OPERATIONAL EXPENSES			
FACILITIES			
Mortgage - Budget Expense	4,686	56,228	8%
Insurance - Bldg/Liability Expe	551	7,100	8%
Building Maintenance & Repairs	641	8,000	8%
Permits, Fees (Required)		600	
Rental Expense (Bd. Approved)	1,141		100%
Total FACILITIES	7,018	71,928	10%
UTILITIES / BUILDING SERVICES			
Electricity	359	6,500	6%
Elevator	422	2,000	21%
Gas	23	1,800	1%
Garbage/Recycling	128	1,622	8%
Water/Sewer		3,600	
Custodial Expense	137	1,500	9%
Security Monitor/ Requird Tests	203	700	29%
Total UTILITIES / BUILDING SERVICES	1,271	17,722	7%
ADMINISTRATIVE EXPENSES			
Office / Administrative	575	8,000	7%
Service Charges & Fees	125	1,000	12%
Telephone	321	3,840	8%
IT - Software	290	2,810	10%
IT - Equipment		1,000	
Publicity		200	
Volunteer Appreciation Expense		200	
Total ADMINISTRATIVE EXPENSES	1,311	17,050	8%
PROGRAM EXPENSES			
Lifelong Learning / RE		4,000	
Choir / Music	65	1,500	4%
Worship Arts		1,800	
Pastoral Care		200	
Membership / Hospitality		200	
Community Night Dinner	1,233	1,500	82%
Total PROGRAM EXPENSES	1,298	9,200	14%
Total OPERATIONAL EXPENSES	10,899	115,900	9%

Bellingham Unitarian Fellowship
YTD Income and Expense Budget Comparison Detail 8.33%
 July 2016

	<u>Jul 16</u>	<u>Budget</u>	<u>% of Budget</u>
STAFFING EXPENSE			
Minister			
Salary - MIN	3,780	45,355	8%
Housing - MIN	2,500	30,000	8%
Pension - MIN	583	7,000	8%
Health/Dent/Life - MIN	583	7,000	8%
Total Minister	7,446	89,355	8%
Administrator			
Salary - Admin	2,381	41,600	6%
PTO - Admin	1,086		100%
Pension - Admin	347	4,160	8%
LTD Insurance - Admin		416	
Total Administrator	3,813	46,176	8%
Bookkeeper	1,197	13,104	9%
Building Steward			
Hourly - Bldg Steward	1,578	20,501	8%
PTO - Bldg Steward	79		
Pension - Bldg Steward	185	2,050	9%
LTD Insurance - Bldg Steward		205	
Total Building Steward	1,842	22,756	8%
Director of Lifelong Learning			
Salary - DLL		43,680	
Hourly - DLL	266		
PTO - DLL	35		
LTD Insurance - DLL		437	
Pension - DLL		4,368	
Total Director of Lifelong Learning	301	48,485	1%
Music Director	1,667	20,007	8%
Keyboard Artist I/Choral Assist	542	6,500	8%
Keyboard Artist II	135	3,105	4%
AV Tech		1,500	
Childcare Providers	353	1,800	20%
Payroll Taxes			
State of WA L&I Expense	752	1,673	45%
Medicare Expense	153		100%
Social Security Expense	652		100%
Payroll Taxes - Other		11,360	
Total Payroll Taxes	1,557	13,033	12%
LTD Payroll Expense	68		
Minister's Professional Expense	675	2,000	34%
Staff Development		1,000	
Total STAFFING EXPENSE	19,597	268,821	7%

	Jul 16	Budget	% of Budget
FINANCING (Reserves) EXPENSE			
Emergency Reserve (1% budget)	355	4,260	8%
Building Maint. (15%) Reserve	495	3,750	13%
Sabbatical Reserve Expense	125	1,500	8%
RE Scholarship Reserve		500	
Total FINANCING (Reserves) EXPENSE	975	10,010	10%
Total Expense	33,342	419,699	8%
Net Income	9,523	1	952,251%

	<u>Jul - Aug 16</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
STEWARDSHIP INCOME			
DONATIONS			
Pledge Income	56,334	317,000	18%
Non-Pledge / Friends Donations	2,033	15,000	14%
Cash Donations, Unidentified	1,390	12,000	12%
Misc. Income	334		100%
CC+ 5% Program Support Income	245	5,000	5%
B&B for BUF	70	1,000	7%
Total DONATIONS	<u>60,406</u>	<u>350,000</u>	<u>17%</u>
FUNDRAISING			
CC+ Capital Campaign Income	4,610		
Dining for Dollars		4,500	
Auction - Dinner/Gala		3,500	
Auction - Services		5,000	
Harvest Festival		2,000	
Other Fundraising Income	15		100%
Total FUNDRAISING	<u>4,626</u>	<u>15,000</u>	<u>31%</u>
Total STEWARDSHIP INCOME	<u>65,032</u>	<u>365,000</u>	<u>18%</u>
OPERATIONS INCOME			
FACILITIES			
Rental of Building	4,900	30,000	16%
Total FACILITIES	<u>4,900</u>	<u>30,000</u>	<u>16%</u>
PROGRAMS			
Lifelong Learning/ RE Income		1,100	
Community Night Dinner Income	162	3,000	5%
SEJC Income	58		
Total PROGRAMS	<u>220</u>	<u>4,100</u>	<u>5%</u>
Total OPERATIONS INCOME	<u>5,120</u>	<u>34,100</u>	<u>15%</u>
FINANCING (Reserves)			
Interest	18	100	18%
RE Scholarship Reserve Income		500	
Board Contingency Reserve Incom		10,000	
2016 Mortgage Refi Savings		10,000	
Total FINANCING (Reserves)	<u>18</u>	<u>20,600</u>	<u>0%</u>
Total Income	<u>70,170</u>	<u>419,700</u>	<u>17%</u>
Gross Profit	70,170	419,700	17%
Expense			
STEWARDSHIP EXPENSES			
DENOMINATIONAL DUES			
PNWD Expense	1,131	6,786	17%
UUA Expense	2,610	15,921	16%
James Luther Adams - UUSC		261	
Partner Church (UUPCC) Expense		150	
Total DENOMINATIONAL DUES	<u>3,741</u>	<u>23,118</u>	<u>16%</u>

	Jul - Aug 16	Budget	% of Budget
FUNDRAISING EXPENSE			
Stewardship/Pledge Drive Expens		300	
Capital Campaigns Expense		100	
D4D /Game Night /Other Expense		300	
Service Auction / Gala Expense		750	
Harvest Festival Expense		400	
Total FUNDRAISING EXPENSE		1,850	
Total STEWARDSHIP EXPENSES	3,741	24,968	15%
OPERATIONAL EXPENSES			
FACILITIES			
Mortgage - Budget Expense	9,371	56,228	17%
Insurance - Bldg/Liability Expe	1,101	7,100	16%
Building Maintenance & Repairs	1,909	8,000	24%
Permits, Fees (Required)		600	
Rental Expense (Bd. Approved)	1,272		100%
Total FACILITIES	13,654	71,928	19%
UTILITIES / BUILDING SERVICES			
Electricity	718	6,500	11%
Elevator	422	2,000	21%
Gas	42	1,800	2%
Garbage/Recycling	256	1,622	16%
Water/Sewer	571	3,600	16%
Custodial Expense	289	1,500	19%
Security Monitor/ Requird Tests	203	700	29%
Total UTILITIES / BUILDING SERVICES	2,501	17,722	14%
ADMINISTRATIVE EXPENSES			
Office / Administrative	1,265	8,000	16%
Service Charges & Fees	234	1,000	23%
Telephone	642	3,840	17%
IT - Software	430	2,810	15%
IT - Equipment		1,000	
Publicity		200	
Volunteer Appreciation Expense		200	
Total ADMINISTRATIVE EXPENSES	2,572	17,050	15%
PROGRAM EXPENSES			
Lifelong Learning / RE		4,000	
Choir / Music	200	1,500	13%
Worship Arts	5	1,800	0%
Pastoral Care		200	
Membership / Hospitality		200	
Community Night Dinner	1,239	1,500	83%
Total PROGRAM EXPENSES	1,445	9,200	16%
Total OPERATIONAL EXPENSES	20,171	115,900	17%

Bellingham Unitarian Fellowship

YTD Income and Expense Budget Comparison Detail 16.66%

July through August 2016

	Jul - Aug 16	Budget	% of Budget
STAFFING EXPENSE			
Minister			
Salary - MIN	7,559	45,355	17%
Housing - MIN	5,000	30,000	17%
Pension - MIN	1,167	7,000	17%
Health/Dent/Life - MIN	1,167	7,000	17%
Total Minister	14,893	89,355	17%
Administrator			
Salary - Admin	5,086	41,600	12%
PTO - Admin	1,847		100%
Pension - Admin	693	4,160	17%
LTD Insurance - Admin		416	
Total Administrator	7,627	46,176	17%
Bookkeeper	2,066	13,104	16%
Building Steward			
Hourly - Bldg Steward	3,399	20,501	17%
PTO - Bldg Steward	79		
Pension - Bldg Steward	380	2,050	19%
LTD Insurance - Bldg Steward		205	
Total Building Steward	3,858	22,756	17%
Director of Lifelong Learning			
Salary - DLL		43,680	
Hourly - DLL	862		
PTO - DLL	35		
LTD Insurance - DLL		437	
Pension - DLL		4,368	
Total Director of Lifelong Learning	897	48,485	2%
Music Director	3,335	20,007	17%
Keyboard Artist I/Choral Assist	1,083	6,500	17%
Keyboard Artist II	135	3,105	4%
AV Tech		1,500	
Childcare Providers	464	1,800	26%
Payroll Taxes			
State of WA L&I Expense	891	1,673	53%
Medicare Expense	286		100%
Social Security Expense	1,223		100%
Payroll Taxes - Other		11,360	
Total Payroll Taxes	2,400	13,033	18%
LTD Payroll Expense	136		
Human Resources	558		
Minister's Professional Expense	675	2,000	34%
Staff Development		1,000	
Total STAFFING EXPENSE	38,126	268,821	14%

YTD Income and Expense Budget Comparison Detail 16.66%

	<u>Jul - Aug 16</u>	<u>Budget</u>	<u>% of Budget</u>
FINANCING (Reserves) EXPENSE			
Emergency Reserve (1% budget)	710	4,260	17%
Building Maint. (15%) Reserve	735	3,750	20%
Sabbatical Reserve Expense	250	1,500	17%
RE Scholarship Reserve	400	500	80%
Total FINANCING (Reserves) EXPENSE	<u>2,095</u>	<u>10,010</u>	<u>21%</u>
Total Expense	<u>64,132</u>	<u>419,699</u>	<u>15%</u>
Net Income	<u>6,038</u>	<u>1</u>	<u>603,772%</u>

Admin Team Report to the BUF Board of Trustees
September 22, 2016

1. We have not met in person this month.
2. We have been emailing one another regarding the Black Lives Matter Ministry Action Team application and the Native American Connections Committee proposal regarding a stone marker.
3. Next on our agenda is to look at the long list of items included in last month's Minister's Report to the Board, delegate tasks, and set priorities and timelines.
4. Chart 4a this month: communications/publicity
 - Rachel M and Nancy S doing limited announcements in traditional media
 - BUF-news, MWU, OOS, and spoken announcements are operating smoothly. But these may or may not be read/heard; without a shared primary mode of communication we will always have people missing information
 - Facebook remains beyond our capacity to monitor or fully utilize
 - buf.org and other online communications need to be more visually attractive, clear, and user friendly; this work is at least a year away