

BUF Board Meeting Minutes

January 25, 2018

In attendance: Kaitlin Davis, President; Kara Black, Vice-president; Shasta Pettijohn, Secretary; Sky Hedman, Dick Kasper, Rev. Paul Beckel (Ex-Officio), Frank McDonald, Rory McLeod, Angie Lindquist,.

Excused: Beth Nyblade

Other attendees: Ann Newman; Treasurer, Barbara Gilday, HR rep; Judy Kasper, Hospitality Rep

Meeting started at 7:02 p.m.

Opening

Reading/chalice

Check-Ins

Approval of last meeting 12/28/17 minutes - Jan. 5, 2018 by email.

Advancing our mission: Thank yous & vignettes

- Rory thanks the finance team for their efforts and time.

Committee Reports (attached)

1. Hospitality/Membership - Judy Kasper, Chair
2. Endowment - brief report from Paul
3. Human Resources - Barbara Gilday
 - a.) Payroll Analysis notes - Paul.

Some decisions will need to be made, especially about Health Insurance.

4. Treasurer & Finance-Ann Newman

Audit report - BUF is in compliance at this point in the internal audit. Still waiting for one result and there are a couple recommendations to improve our procedures.

Preliminary budget planning-

- Admin will start preparations in March.
- Two open meetings will be held in April for Congregation to hear proposed budget. Dates to be determined.

- An extra meeting of the Board will be held in April to allow BUF members to hear about the budget. Dates to be determined.

5. Minister/Admin Team Report-Paul Beckel (attached)
Including updated reporting calendar.

- Sky moves that we designate the recent \$2000 donation (not specified for particular use when donated) be allocated to the Building and Grounds reserve and to be available for use immediately. Frank seconds. Vote-All in favor, motion passed.
- February 27th there is an on-line organizational structure training by the PNWD that Paul will attend at 7pm. Paul encourages any and all Board members to join him in the conference room for the webinar. So far Rory has confirmed that he will come.

Comment [1]: I rewrote that paragraph

Comment [2]: Thank you Paul!
;-)
~Shasta

- Update the hearing assistance system in the sanctuary: the Chalice Lighter program will give \$800 to help with this project if BUF can get seven more members to become Chalice Lighter donors. This will be announced from the pulpit during the next Board Member minute by Kaitlin Davis.

Setting up and AdHoc Committee on Resolutions & Report Notifications for February- did not get to these items due to lack of time.

Business

Certify PNWD Delegates- did not get to this item due to lack of time.

Sky will write a Board Member article for the MWU article.

Board Development Days- Shasta reports:

PNWD is booked for the year and can't offer training at BUF until next year.

There are two Board Development Trainings in March 2018 that we could attend for no charge:

- Sequim, WA on 3/3/18 – 10 am – 4 pm
- Edmonds, WA on 3/17/19 – 10 am – 4 pm

Board Goals - Tabled due to lack of time.

1. Financial Goal—report to be given by Sky Hedman
2. Organization/Structure Goal - Will be presented by Paul B.
3. Volunteer & Leadership Goal - Will be presented by Kaitlin Davis
4. Membership/Diversity Goal - proposal & decisions will be presented by Kara Black.

Assignment Reminders

Ann- Under attachments- add that the December funds activity report is also attached.

Shasta- schedule May congregational meeting for late May, possibly the 20th.

Sky- will publicize/search for individuals to help the Stewardship team.

Paul- will write up a request for Chalice Lighter donors and

Kaitlin- will read at a Sunday service.

Comment [3]: Shasta- schedule May congregational meeting for late May, possibly the 20th. +starsong816@gmail.com
Assigned to Shasta Pettijohn

Comment [4]: this is now scheduled for May 20th.

Comment [5]: Paul- will write up a request for Chalice Lighter donors and +paulbeckel2@gmail.com
Assigned to Paul Beckel

Closing

Next Board Meeting date/time March 1st, 2018

Extinguish Chalice

Meeting Adjourned 9:13 p.m.