

Final Minutes
BUF Board of Trustees Monthly Meeting
April 27th, 2017

Attending:, Frank McDonald, Paul Beckel, Beth Nyblade, Kaitlin Davis, Kara Black, Anastacia Lundholm, Shasta Pettijohn

Absent: Dick Kasper, Ro Donelson

Also attending: Francie Gass, Kathy Wahto, Treasurer Anne Newman, Genny Cohn

Minutes by Secretary Kara Black

7:04 Chalice Opening—Paul

Check ins

Minutes from March 23, 2017 Board meeting were approved by e-mail as of April 2nd, 2017

Tammy Jo Goodbye at coffee hour on May 7th—cards of gratitude welcome (bring to event or deliver to office) or e-mail a note to relay via Barbara Gilday journeys@openaccess.org, financial donations for a gift welcome (bring to Kathy in the office or Barbara Ellis-Quinn)

HR Member Addition Frank moves and Shasta seconds that the Board appoint Barbara Gilday as a member of the HR Committee. Motion approved.

Minister's Report Attached.

Paul asks: Do we want to consider a new category of lay community ministry? What would the requirements and process be? May we vote on agreeing to covenant with Jeff Packer as a lay community minister? The Board agrees to put these items on next month's agenda. Paul will arrange for opportunities for Jeff to meet with congregants as described in Paul's report during the next month. The Board will receive the documents in the next seven days describing this proposed relationship.

Admin Team Meeting Report

*Meeting focused on budget and vacancies on the Team (Buildings and Grounds Rep and Board appointed Rep needed). Paul will ask Ron Quinn about participating for Building and Grounds.

*Leadership Council agenda planned

*Reports from Immigrant Rights, Hospitality and Membership received (Paul will send these to the Board)

*Admin Team meetings area at the 3rd Tuesday at 4:30

Anastacia moves and Shasta seconds that the Board appoint Frank McDonald to serve as At-Large Admin Team Member to fill the vacant position until a new representative is identified in the coming months.

Treasurer's Report Attached. Current draft of the proposed congregational budget also attached.

Mortgage refi—got commitment letter from WECU and interest rate has fallen. Process described. Closing scheduled for this coming Wednesday.

No financial reports from the Administrator since January. Finance committee upset and wants to go to congregation. Don't know where we are on our budget this year—operating blind. Very difficult to plan for budgetary year. Anastacia, as Board President, requested that Kathy Wahto, who was in attendance at the meeting, set financial reports as a first priority when she takes on her new position on Monday.

Budget draft proposal discussed. Deficit from preferred/requested budget (deficit is smaller than a month ago, but there still is a deficit). We have no reserves so need realistic numbers in our budget. Anne took feedback from budget meetings and proposed the revised draft budget (attached). New budget optimistic news shared, deficit may be significantly smaller.

Board will meet on May 3rd at 7:00 pm in the conference room to approve the budget to be submitted to the congregation. Also to plan final details for May congregational meeting.

Nominating Committee Report

Board nominations: Shasta Pettijohn (1 year), Skye Hedman (3 year), Rory McLeod (3 year), Angie Lindquist (3 year) They also have five potential nominations for next year.
Nominating Committee Nominations: Carl Nyblade (current), Erin O'Moore (current), Jan Krouskop, Barbara Gilday, Lizz Robert (current)

Ministerial Evaluation Committee

Kaitlin volunteered. Will ask Michael Berres. Maybe Beth if Michael is not available.

Account Authority Frank moves Anastacia seconds to approve the new Administrator Kathy Wahto to be added to the following accounts with account management authority and/or signing authority: North Coast Credit Union, WECU, and Visa-Bank of America accounts. Motion approved.

Congregational Meeting

Hold at Noon (not earlier) on May 21st, 2017

Friday May 5th, Kathy send out to all Members: notice of meeting, copy of agenda (includes nominees, budget, resolution, minutes of last meeting), copy of budget & resolution

Gather/create/list: ballot & content of notice & meeting process requirements (Kara), member list (Kara get from Kathy), agenda (Anastacia), statement of resolution (Anastacia)

On Wednesday May 3rd: craft notice & agenda, plan for getting items to Kathy to send out, meeting process—who does what

Tabled agenda items: Member Burnout, Governing Policies and Bylaws Review

Next meeting date and time: May 25th at 7pm

Adjourned to Executive Session at 9:50

Approved by e-mail May 1, 2017 by Anastacia, Shasta, Kaitlin, Beth and Kara