

BUF Board Regular Meeting Minutes

June 28, 2018

In attendance: Kaitlin Davis, President; Kara Black, Vice-president; Shasta Pettijohn, Secretary; Beth Nyblade, Rev. Paul Beckel, (ex-officio), Angie Lindquist, Frank McDonald, Rory McLeod, Anne Newman; Treasurer.

Excused: Sky Hedman, Dick Kasper

Other attendees: Barbara Ellis-Quinn, Ann Lackland, Marian Beddill, and new board members; Murray Bennett, Rod Haynes, and David Curley.

Meeting started at 7:00 p.m.

Opening

Reading/chalice

Check-In & Introductions

Advancing our mission: Thank yous & vignettes

Kara thanks everyone for helping with the Board Bash

Beth thanks Kara for her skill at organizing the Board Bash.

Kaitlin thanks the RE teachers that made this year successful and are working on next year.

Paul thanks Doug Branson for his help with re-designing buf.org.

Approval of 5/24/18 minutes: June 7, 2018 by email

Committee Items

LLL Program Report (Attached) – by Ann Lackland. Discussion about how 100K gift will be used. The RE team is working on plans. Board needs to be involved in decisions about proposal. All Church Retreat will have a planning/visioning session, so Board and members can be involved. Needs: What are policies for RE and do we have a safety committee?

Community Ministry Report (attached) – by Rev. Paul.

HR report (attached) – by Barbara Ellis-Quinn. HR has been working on the job description for the new RE position. An exit interview was completed with Jennifer and HR is planning to use her feedback while making adjustments. HR has been consulting with PNWD Rev. Tandi Rogers to develop new model of RE. *Other:* A fund has been created for employees to purchase their own additional benefits.

Treasurer's Report (attached) – by Anne Newman. Budget is in good shape. She will add a PTO liability section into her monthly report to the Board.

Minister/Admin Team Report (attached) – by Rev. Paul. RE team setting up themes has been helpful. July and Aug. services are covered and there is some financial support for hiring musicians as needed for summer services.

Committee on BUF's Ministries report (attached) – by Kaitlin. Essentially this is a committee to perform a “needs assessment” at BUF to see if we are meeting needs, and if not, what is needed. This committee was proposed in the past but never implemented. The question was posed whether such a committee was needed now. There was not an immediate need expressed by any present. This action may be met through the new organizational structure. We may consider implementing such a committee in the future.

Business

Kara moves to rename the **grievance committee** the “Board Policy Grievance Committee”. Frank seconds. **Vote- all in favor, motion carries.** *

Plans for re-structure:

Sharing new Organizational structure with congregation: Rod will write and Frank will edit an article for the MWU sharing the start of the new Operations Team.

Electing three volunteer roles for Op Team – Representative of the Finance Team or the Treasurer will be invited to Operations Team meetings as needed for now. In the long run, it may make sense to add financial representative to this Team. We need a general job description, then a nomination from the congregation, and finally confirmation by the board. Rod Haynes volunteers to write job descriptions. **Kaitlin moves that the volunteer members of the operations team be nominated by the committees in their clusters and submitted to the Board for approval. Frank seconds. Vote – all in favor, motion carries.**

Document Revision

Revision of current board policy document: **Frank moves that Kara, Beth, Paul, and Murray should form an ad hoc committee review and revise the Governing Policies. Kaitlin seconds. Vote- all in favor, motion carries.** Kaitlin offers to draft new policy where there are gaps.

Report Notifications for July- Frank will follow up.

Healthy Relationships Team; add a member – **Kaitlin proposes that a new member be added to the Healthy Relationships Team. Frank moves that Mary Alden be added. Rory seconds. Vote- all in favor. The process for adding new members in the future will now be in the hands of the Operations Team.**

Board Training – tabled due to lack of time.

Resolutions Ad Hoc Committee – tabled until next month.
Beloved Conversations follow up plan – Kaitlin will follow up.
Canvass feedback – Sky is absent so no report. Continued next month.

Board Goals

Leadership Goal update & follow up plan – Kaitlin and Shasta currently on the team. Kara suggests another Board member be added as both Kaitlin and Shasta are ending Board terms. Plan – will not add a board member now, but may at a future date. Kaitlin is planning to lead volunteer trainings this year.

Financial goal follow up by Sky – she is absent so save for next meeting.

Retreat content discussion & set date – Aug and Sept will be trainings for new board members, so the retreat content could be primarily getting to know each other, and also further work on the board goals.

Board self-evaluation – generally positive reflections on this year. We worked well together and we accomplished setting and enacting Board Goals and new Organizational Structure to prepare for becoming a Program size church.

Other Business.

Board records & Board book & letters/mailbox report – by Shasta.

Board MWU article author – Rod is writing an article on Operational Team.

Goodbyes & appreciations–

Beth: what a wonderful group to work with. Got along and respected each other.

Kara: loves how Kaitlin can articulate a clear description of concepts in a calm, open and inviting manner.

Frank: appreciates Shasta taking notes and sharing.

Angie: appreciate that Shasta makes changes to minutes without concerns.

Shasta: appreciates Dick for his help on the by-laws and the governing docs, and Kaitlin's non-judgmental, inclusive approach to difficult conversations.

Many other appreciations were not captured here but were expressed.

Assignment Reminders

- Rod Haynes volunteers to write job descriptions for Op Team volunteers.
- Rod and Frank will write an article for the MWU sharing the start of the new Operations Team.
- Frank will follow up on Report Notifications for July.
- Kaitlin will draft new governing policy where there are gaps.
- Kaitlin will follow up on *Beloved Conversations*

Closing

Next Board Meeting: July 26th, 7 pm
Extinguish Chalice

Meeting Adjourned 9:21pm

*add to board policy