

BUF Board of Trustees Meeting
July 27th 2017
7:00-9:00 pm

Present: Beth Nyblade, Frank McDonald, Paul Beckel (Ex-Officio), Kaitlin Davis, Dick Kasper, Shasta Pettijohn, Rory McLeod, Sky Hedman, Angie Lindquist, Kara Black

Other participants: Ann Newman, Treasurer

Minutes by Secretary Kara Black

Introductions

Chalice Lighting by Paul; Kaitlin described Unitarian crest

Minutes for June 22nd meeting approved as of June 26, 2017 by Beth, Frank, Ro, Anastacia and Kara

Contact info: board@buf.org updated, numbers in the directory

Board Orientation: August 3rd 7-9 pm; here at BUF. Frank lead Bylaws, Kara lead Board policies, Kaitlin lead org chart

Board Retreat: September 9th 12-6 potluck at Kara's
Focus on goals (organizational structure); only Board plus Paul and Anne and Kathy W.; but with input from staff and major program groups; President (Kaitlin) will plan/lead (officers meet with Paul to help Kaitlin plan).

Election of Officers

Treasurer: Sky nominates Ann N., Kara seconds

Secretary: Kaitlin nominates Shasta, Frank seconds

Vice-President: Beth nominates Kara, Shasta seconds

President: Frank nominates Kaitlin, Kara seconds

Slate Passes unanimously

Treasurer's Report (attached)

A week or two before ready to close '16-'17 books, but we're very close, close enough to make a report. Need new finance team member qualified by experience in non profit finances, small business management and/or a background in accounting.

Audit Question

Kara reported on the recent external and internal reviews that have been done (reviews, rather than audits, are required by our Bylaws). External and internal reports are up to date but 2017 internal financial review is needed. Anne will work to get this done by December 2017.

Treasurer currently working on internal controls (two signers would be good, for example). Signers: President, Treasurer, Kathy W.

Frank moves that we add Kaitlin Davis as a signer on all accounts with North Coast Credit Union (along with signers Kathy Wahto and Ann Newman), and that we remove Anastacia (Metcalf) Lundholm as signer on these accounts. Dick seconds. Motion passes (Kaitlin abstains).

Minister's Report

- *No written report before meeting (coming after meeting).
- *Revised chart 4A awaiting some input and should be done for us in August.
- *Wayside sign was smashed overnight, glass and frame broken but sign itself undamaged. B&G Team working on it. Unsure of motive. Reported to police.
- *Board secure storage is coming.
- *Things flowing well
- *Admin Team: Endowment Committee requests that all bequests not otherwise designated should go to the endowment fund. Would like to hear from Anne about this and discuss next time.

Business Ideas for Fundraising (Beth N.)

Fundraising mainly taps our own pockets, and we tend not to raise the full value of donated items. We also don't have "repeat" customers as we don't know if the same thing(s) will be donated year to year. Social entrepreneurship effort proposed that makes a product and sells it beyond the congregation, and perhaps gives job experience/training to members of the congregation. The profits given to BUF as a donation. Beth listed several ideas and has many more. Beth shared story of trying this with chocolate truffle-making that was not successful due to lack of involvement. Wants to find a way to make this successful. Board gave feedback. Concern expressed re lack of support so far, though appreciate the idea.

Collecting Board Mail

Secretary will be responsible

Next meeting date and time: August 24th at 7pm

Approved by e-mail July 28th, 2017 by entire board