

**BUF Board of Trustees Minutes**  
**January 26, 2017**  
**7:00 PM**

Minutes submitted by Shasta Pettijohn

**Attending:** Anastacia Lundholm, Dick Kasper, Shasta Pettijohn, Elizabeth Nyblade, Paul Beckel (Ex Officio)

**Also attending:** Anne Newman, Marian Beddill

**Not in Attendance:** Frank McDonald, Kaitlin Davis, Andrew Hovenden, Kara Black, Ro Donelson

- Chalice lighting and check in
- Meeting started at 7:12 p.m.

**1. Minutes from December 2016 approved by email January 14<sup>th</sup>, 2017**

**2. Treasurer's Report: Anne Newman**

Mortgage refinancing update. Finance committee moves that we move forward with refinancing with WECU bank. See attached report for details. No prepayment penalty. Because of lack of a quorum we can't vote on this tonight. This motion will be forwarded to BOT members to be voted on by email. Dick Kasper notes that he approves. Action is needed right away. Not included in the Treasurer's report: closing costs approximately \$8500; to be financed.

**3. Minister's Report: Paul**

- **IT Team** is up and running.
- **General-** Several big events occurred recently at BUF, well attended.

Discussion about managing influx of newcomers. People and resources are needed to help with retaining, follow up, and integrating newcomers when it is a full house. Beth reminded the group that in the past we split into two services to accommodate the increase in people. Discussion followed about the pros and cons of two services.

- **Hiring:** Claire Johnson hired for building/office/renters. Plan is to hire 2 others. All part time, 12-14 hrs per week for each. This is a re-distribution of Alison's hours, no new added expense.
- **Leadership Council Meeting** scheduled for 12:15 p.m. Jan. 29, 2017 in the BUF library.
- **Membership Committee** report is due this month. Paul provided this report in the discussion above.
- **Right Relations Team** is meeting Sat. January 28, 2017 at 10:00 a.m. to have their first webinar training from PNWD.

**4. Bylaws review- appoint team to review and present proposed changes in March.**

Need to look at bylaws every three years. Kara Black has offered look through. Dick Kasper and Shasta Pettijohn also offered to serve. Governing Policies need to be reviewed at some time too. This group will put a note in the Midweek Update to ask for input from the Congregation about clarification of the bylaws. The Board should consider approving the final composition of this team at its next meeting provided there is a quorum present.

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**5. Appoint a Ministerial Evaluation Committee for this spring. (3 months service)**

Postponed until February meeting due to lack of quorum.

**6. Certify 4 delegates to PNWD Annual Meeting before Feb 17, 2017.**

So far, only one person, Lew Phinney, has offered to serve as delegate to the meeting. Tammy Jo said she may be able to go and will let us know, depending on her plans. We have four delegate positions available, though others can attend as participants, and not vote.

Anastacia will put something in the next Midweek Update to remind the Congregation of the opportunity. Anyone who wants to be a delegate please let Anastacia know by February 10th so there is time for the board to vote by email to confirm and approve who will be our four delegates.

**7. Nominating Committee has been notified to search for four new candidates to serve next year on BOT.**

Andrew Hovenden has resigned today from the Board and also from the Admin Team.

**8. Receive Update from Pastoral Care-**

Postponed until next meeting.

**9. Right Relations Team Implementation Draft-**

Anastacia provided an excerpt from the report provided by Kaitlin to serve as a template for the new Right Relations Team to use as a help for their charter-writing. The team will complete the Charter template which is on the [buf.org](http://buf.org) website.

**10. Confirm next meeting date: Feb. 23, 2017 at 7 p.m.**

**Adjourned at 8:42 p.m.**