

BUF Board of Trustees Agenda

October 29th, 2015

7:00 PM

In attendance: Anastacia Metcalf, Andrew JG Hovenden, Kevin Leonard, Rick Krouskop, Ro Donelson, Kaitlin Davis, Paul Beckel, Michael Berres, Tammy Jo. **Missing:** Roni Lenore

1. **Opening Words/ Light Chalice - Anastacia**
2. **Check in – completed**
3. **Approval of Minutes from June, September.**– Motion by Michael, seconded by Ro approved. Both sets approved with one name change to September minutes
4. **Admin Team Minutes and Report** – Some major discrepancies between practice and policies in our handling of documents. There is supposed to be a Grievance Team as a committee of the BOT, there is not and there needs to be defined their roles and what complaints come to the BOT. There are currently on the official Org Chart for BUF no defined committees of the BOT. Currently almost all committees are supposed to be reporting to the Admin team and not the BOT. There needs to be clarification in the by-laws, BUF polices and Org chart as related to the BOT and BUF. Tammy Jo presented a perceived org chart that was explained. **It is proposed that the Admin team put together the org chart and propose fixes to the anomalies between practice and policy. Paul will create documents related to the formation and mission of the BOT Committees. All of these documents and the org chart and anomalies will then be presented to the BOT at January’s meeting.** Proposed by Andrew, Seconded by Rick, Approved unanimously.
5. **Minister’s Report – Nothing to report**
6. **Treasurer’s Report** – It is confirmed contingency funds used for installation costs and roof repair overage. Flex room changes from RE budget. BOT to look at changing the policies of the BOT dealing with funds under a certain dollar amount next meeting.
 1. Policy on Creation, distribution and rendition of institutional documents to be submitted to and reviewed by Admin team.
 2. Motion made by Andrew to rename the Campus Ministry fund to the Young Adult Fund. Seconded by Kevin, passed unanimously.
7. **Community Minister—**
 - Andrew proposes to appoint Tessie to the position of Community Minister, seconded by Ro, passed unanimously. Congregation will have the opportunity to ratify at the next congregational meeting.
8. **Report from Kevin** – Kevin to report next meeting. BUF Member recruitment for project on archiving historical materials of BUF with the Center for Pacific Northwest Studies at WWU.
9. **Update from Stewardship** – re: Leaders for Fundraising events this year:
 - What is the plan for recruiting leaders/hosts for Gala Dinner, Game Night, Service Auction? **Admin team to see how they can find people to fill these roles and report back to the board.**
 - What kind of help does Stewardship need (be specific)? Who will execute that help, and how? If concrete help is needed at this time, who will publicize the opportunity for Event Hosts to step forward and host these events, along with contact list of helpful consultants/willing helpers? **Admin team to figure this out and let the BOT know what the plan to handle this.**

- How does the Board handle information that a team is overextended and that certain programs might be in danger of non-execution? What is the expectation or responsibility of the Board re: problem solving of this type? **If these are committees that report to the Admin team, this is their responsibility.**

10. Reports to the Board – Referred to Admin Team

- **HR - Ro motions to approve the Employee Performance Appraisal documents as recommended by the HR Committee, to be put into use this year. Seconded by Andrew, passed unanimously.**
- At the next meeting the BOT is tasked to focus on the creation of a Committee on Evaluation of Ministry and a Grievance Committee.

11. Feedback – See Item #10.2

12. Admin Team Reporting – Completed earlier in the meeting out of order, notes added to items above. Admin team to come prepared to report to the BOT with an overview of their work every BOT mtg.

13. Leadership Council Attendance – Andrew, Ro and Kevin to try and attend on November 15th at 12:15pm

14. Membership Committee – MOVED TO NEXT MEETING - Check in with Admin team about the current status of formation of a Membership Team this year.

15. CCC- MOVED TO NEXT MEETING - Board directive for the Committee on Community Communications for the coming year.

16. Lummi Report- MOVED TO NEXT MEETING -Informal informational report from Kaitlin on BUF community support of and involvement with our connection with the Lummi.

17. Talk to a Board Member - MOVED TO NEXT MEETING. Pick frequency and dates for the next month's Talk to a Board Member activity and identify volunteering Board Members.

18. Learning From Each Other – MOVED TO NEXT MEETING- Select date for next evening. What is the ideal frequency of these events for the coming church year?

19. Other Board Business – MOVED TO NEXT MEETING

20. Set/Confirm BOT Mtg Dates –

2015

November 19, Third Thursday (4th Thursday, the 26th is Thanksgiving)

December 17th, Third Thursday (4th Thursday, the 25th, is Christmas Eve)

2016

January 28

February 25

March 24

April 28

May 26 (the Thursday before Memorial Day)

June 23

July 28

August 25

September 22

October 27

November 17, 3rd Thursday (4th Thursday, the 24th is Thanksgiving)

December 22

(Footnote: For November Agenda, receive report from Endowment Committee. In November we should discuss reviving/forming/reinventing a Leadership Development team/task force/or other solution?

"Our Leadership Development Team identifies needs for leaders or task forces/teams/small group ministries (recruiting members); coordinates training for leaders (e.g. how to run effective meetings); assists BUF members in matching skills and abilities for service with teams (e.g. social justice, hospitality, etc.) at an annual Find Your Place At BUF event, and strengthens the connection of BUF members to district and national UU organizations (e.g. via webinar trainings and conferences)."