

Minutes
BUF Board of Trustees Monthly Meeting
August 25th, 2016
Minutes by Secretary Kara Black

Attending: Andrew Hovenden, Ro Donelson, Frank McDonald, Paul Beckel, Shasta Pettijohn, Beth Nyblade, Kaitlin Davis, Kara Black Also attending: Treasurer Ann Newman, Lauralee Carbone
Board Members not attending: Dick Kasper, Anastasia Metcalf

Opening-Paul
Check ins

Andrew led a review of IVA of the BUF Governing Policies—Delegation to the Administrative Team

Next month Beth Nyblade will present the BUF Governing Policy on Grievances

I. **Paul's Report** (Minister and Admin Reports combined):

A. Two requests from SEJC handled (NACC and Design Team conflict resolved about quilt downstairs—Admin Team didn't want to approve NACC request until question about language on proposed stone marker is settled; Black Lives Matter application—Admin Team concerns raised re tenor of language/name of group/some specific language, discussion & meetings ensued, BLM will resubmit application)

B. Handed out BUF Minister's report, this and Tammy Jo's report attached to these minutes

- Shared general size & scope of projects to explain why not everything is getting done immediately. Having to prioritize from this big list. Helps that Tammy Jo is full time now.
- Please keep this task framework in mind when new ideas are proposed
- Bylaws, Governing policies, minutes are all Secretary will keep for now (general agreement)—Board will work on making policy & bylaw documents consistent with practices that make sense for the Secretary's role
- Paul shared state of BUF's documentation (some in great shape, some fragmented, some in various unorganized formats, some with various individuals, some may be lost)
- Tammy Jo's request for archival coordination with admin documentation system discussed
- Kara will review the last 5-10 years of minutes and closely review the Governing Policies for possible corrections, format consistencies, or updates and present recommended changes to the Board at a future meeting. Ro will help do this. Got feedback about the value and the difficulty of considering past documents
- Hired a new Director of Lifelong Learning, starts next week
- Paul will invite new DLL to next Board meeting

II. **Treasurer Report** (attached, see correction written below)

A. Working on timing of reports to make more timely

B. 1b should read "Administrator" not "bookkeeper"

C. Dip in cash on hand is typical for this time of year, still a concern expressed by the Treasurer

-During pledge—idea to increase automatic payment pledges. Other ideas expressed (internal loans, loan sources, etc).

D. Both July & August financials will come at September Board meeting

E. Recommendation of financial summary template from Andrew went to Treasurer (attached)

III. Proposal to include SEJC rep(s) on Administration Team (attached)

A. Motion made to accept proposal by Kara, seconded by Kaitlin

B. Presented by Kara & Lauralee with comments from SEJC Exec shared

C. Discussion took place

D. Kara offers the amendment to her motion of having only one SEJC rep (rather than one or two) on the Admin Team

E. Motion by Andrew to commit** and create an Ad Hoc Committee for further review passed by majority vote. This "Ad Hoc Committee on the Administration Team and Leadership Council" will review the Admin Team composition, authority, and duties in conjunction with Leadership Council's function & duties (per Paul, the Leadership Council currently has no definition, no authority, no responsibilities). Kaitlin (Chair), Ro, Paul, Kara (scribe), Shasta, SEJC Chair if wants to (or designee) will form this Committee. Questions to possibly consider: Who should be on Admin Team? Who is doing program coordination for the congregation? What should program leadership/oversight body be? How should the Org Chart be modified? What is the Leadership Council? Should we rename the Admin Committee? Should the Board approve all committees? And others questions the Committee generates. Ad-hoc Team will submit preliminary proposal at September Board meeting.

IV. Right Relations & Committee on Ministries Status Update-Kaitlin

A. Beth N a yes for Right Relations

B. Tessie & Angela & Ursula and several other ideas given to Kaitlin to contact

V. Andrew will establish date for **Board-staff retreat**. Planning group will be formed once date is set.

VI. Music Director Request re. choir trip to Transylvania next year

A. Asks for \$10,000 downpayment for 50 tickets needed to hold airfare (100% refundable) requested

B. Need more information from Treasurer about financial feasibility; need to know more about refund conditions; not ready for motion; idea to get loan from congregant

C. Paul will gather information and we can vote by e-mail if necessary if a motion becomes appropriate.

Next meeting 9/29, 2016 7 pm Shasta bringing treats, Frank will bring a cake to celebrate his birthday that day

Meeting adjourned at 9:07 and moved into Executive Session

**"Commit" has specific definition in Robert's Rules of Order

Notes on minutes procedure: Minutes need majority of Board approval. Can accept more than five timely responses, but five are the minimum required to make minutes official. All votes/corrections should be reply all if done by e-mail. If timely objections to a correction are expressed before minutes are finalized, those will be resolved prior to final approval of minutes.