

Minutes  
BUF Board of Trustees Monthly Meeting  
March 23rd, 2017

Attending: Ro Donelson, Frank McDonald, Paul Beckel, Beth Nyblade, Kaitlin Davis, Kara Black, Anastacia Lundholm  
Absent: Dick Kasper, Shasta Pettijohn  
Also attending: Tammy Jo Meyer, Lee Seaman, Carl Nyblade

Minutes by Secretary Kara Black

7:03 Chalice Opening—Paul

Check Ins

Minutes from February 23rd, 2017 were approved by e-mail on February 27th, 2017.

No Treasurer or Refinance report tonight.

**Minister's Report** (2 reports attached—Minister's Report and Supplemental Board Report)

The Minister's Report discussion ended up covering several of the agenda topics, including the Admin Team Report, Need for Increased Revenue Stewardship, Staff Turnover.

Paul created the Supplemental Board Report after canvass meeting. He roughly projects a \$57K shortfall over what would be needed to maintain our current levels of staffing and services.

Discussion topics and ideas generated:

- 1) Refinance may save us more than shows in Paul's projection
- 2) Canvass representatives attending suggest doing a second mailing in the next week that will be specific about consequences to help increase pledges. Discussion about appropriate tone and content for this mailing. General expression that tone should be positive and focus on the future and what BUF offers. Acknowledge contributions made and other requests and billings happening around now (CC+, current pledge payments, and Transylvania trip are all costing long-time members)  
Canvass Team planning a celebration gala with a silent auction—opportunity for fundraising and to celebrate the congregation's generosity and success in overcoming the funding gap, should that happen. Raffle and paddle call encouraged.
- 3) Idea of funding goal thermometer discussed, including specifics of how to make it most effective. Paul will create one for this weekend's order of service.
- 4) Discussed making pledge easier (maybe e-mail?)
- 5) Several other ideas for increasing pledges discussed
- 6) Seriousness of our financial situation discussed. Concern about "crying wolf" yet still conveying that we could be facing major staff cutbacks. General hopeful attitude conveyed, based on past experience, of the congregation stepping up to the challenge. Appreciate people's generosity (capital campaign and other current contributions) while still encouraging more pledging.
- 7) May ideas discussed for fundraising including having a business where the profit supports BUF; food sales; events; add testimonials (or even "paddle calls" to collections during the service; a (37?) people pledge \$1000 approach aimed at the broader friends/community or new

other contributions with an acknowledgement gift (such as art by TJ's friend or a house concert). Best ideas would be low effort and high income.

8) Discussion of staff and member turnover. Member turnover expressed to be in the normal range (or even low), but the turnover in key leadership is worrisome. Also, the recession is still affecting people, so they are not stepping up pledges. Finally, though we have many newer friends and members, newer folks tend not to give a lot right away. Concerns expressed about: overwork of staff; and worries about job security given the financial picture that might send staff looking for other jobs. Desire to have member exit interviews expressed. Paul does contact members who are leaving to debrief them. He thinks of this as an essential thing for him to do, and adds that the board may create other ways to augment this with other avenues of gathering comments from departing members.

9) Discussion about how to recruit more volunteers and leaders. Ideally, we would have a volunteer coordinator or a membership minister. Idea to survey members about interests, but need the additional resource to manage this.

10) Admin Team Update: No separate report. Still need new leadership member in order to function well. Team currently lacks participation. Do we need to consider restructure?

11) Hiring new Administrator and Bookkeeper discussion—Paul wants to know how to budget for this hire. Thoughts expressed: assume growth budget and plan for best; assuming cuts before we know there will be any will negatively affect morale; Paul doesn't want to promise a package that we can't deliver for sake of the new employee; count on the congregation delivering; be positive—grow the human potential—make BUF more fun and close; come alive and stay alive approach.

Anastacia moves, Ro seconds: The Board makes a statement of intent that the Board expects to continue staffing at current levels and will take steps to help assure we reach that goal. Unanimously approved.

### **Nominating Committee**

Committee is in the process of recruiting four new Board members.

### **Ministerial Evaluation Committee**

Kaitlin volunteers, ask Dick?, Beth as backup. Will start in May. Ask again for volunteers next meeting when Shasta and Dick are here.

### **Bylaws and Governing Documents**

Governing Document questions are tabled for a future meeting. AdHoc Committee's recommendations for Bylaw changes were reviewed and amended by the Board. Two sections still need to be reworked and re-presented to the Board, as there was not a clear consensus on how to handle them. Next steps: Incorporate the changes from the Board (including redrafting the two sections mentioned); Take the edits to the Leadership Council for feedback; Bring this feedback and redone version back to the Board at the next meeting for final review and consideration; Send Board's recommended changes out to the congregation; Changes considered by the Membership at the congregational meeting in May.

**Next Meeting Date:** April 27th, 2017 7 pm

**Budget Review Meetings** are April 20th and 25th at 7pm. It is helpful to have Board Members present.

**Adjourned 10 pm**

