

BUF Board Meeting Minutes
BUDGET Supplemental Meeting
April 19, 2018

In attendance: Kaitlin Davis, President; Kara Black, VP; Ann Newman, Treasurer; Dick Kasper; Angie Lindquist, Beth Nyblade, Sky Hedman, Frank McDonald, Rev. Paul Beckel (ex-officio), Rory McLeod (Acting Secretary)
Excused: Shasta Pettijohn

Other attendees: Rod Haynes, Kathy Wahto.

Meeting started at 7:00 pm

Opening

Reading/chalice

Approve temporary secretary

Approval of last meeting 3/29/18 minutes (on 4/10/18)

Check in

BUDGET Proposal

Paul gave an overview of the proposed budget.

Factors:

- 1st year staff not eligible for retirement benefits for one year, ~4000/year, this fact has saved us money recently.
- DLL salary has been increased
- Admin & minister, modest increases.
- Music staff increases.
- bookkeeper, minor increase
- Plan to hire contract janitor, part-time stewards would not have to do these janitorial duties. High turnover, makes scheduling difficult.
- RE
 - Genia & Kevin have agreed to co-DLL until we get a interim DLL, will help in hiring the next DLL. 20hrs week.
 - Expect this process to take 6 months to find an interim DLL, 18 months to find a new DLL.
 - Current model likely won't work - PNW has record number of DLL vacancies.
 - Lots of volunteers to cover through June.
 - RE and HR committees have been meeting every week.

- HR recommends reviewing staff budget/salary in 6 months
- Increase professional expenses.
- membership coordinator - paid position included in budget, but HR does not have resources ATM to work on job description and hiring immediately, so plan to hire January 1st. expect to be ¼ time.

Ann N: line by line review of the proposed budget.

Discussion about Board contingency reserve - we will create a contingency fund, rather than rolling this over via income/expenses due to new IRS regulations. Finance committee recommends funding this out of this year's surplus and will bring a specific proposal next meeting.

Paddle Call decision:

- Sanctuary Improvements
- Projector
- Screen
- Organ repairs
- Install additional speakers

Kaitlin moves that we designate the paddle call funds for sanctuary improvements - sound system, projector, and organ repairs

Dick - seconded.

Approved

Other Business

Items for congregational meeting agenda

- Budget
- Election of board members
- Nominating committee election
- C2C partnership renewal
- President/Board report
- Frank moves, Dick seconds
- Approved

Logistics for congregational meeting notice—

Assignment Reminders

Paul will ask Kevin to be the paddle caller.

Kaitlin will help Shasta announcing the meeting.

Closing

Next Board Meeting 7 pm 4/26/18

Extinguish Chalice

Submitted by Rory McLeod (Acting secretary for Shasta Pettijohn)