

BUF Board Meeting

Sept 28, 2017

7:00-9:00 pm

Present: Frank McDonald, Rev. Paul Beckel (Ex-Officio), Kaitlin Davis, President; Shasta Pettijohn, Secretary; Rory McLeod, Beth Nyblade, Angie Lindquist, Kara Black, vice-President.

Absent: Sky Hedman, Dick Kasper

Other participants: Jim Reimer & Jed Reynolds (IT Team), Carl Nyblade, Barbara Ellis-Quinn, Rick Steele.

Minutes by Secretary Shasta Pettijohn

Meeting started 7:01 p.m.

Opening

Reading/chalice lighting-Paul

Check-In: significant moment, four theme words

Approval of August 24th meeting's minutes (approved 8/29/17 by e-mail)

Advancing our mission: Thank yous & vignettes

Shasta-shares thanks you letters from the wider community; Brigid Collins, Food Bank, UUSC, Maple Alley Inn Garden.

Frank- thanks to new CND cooks.

Rory-thanks to Humanitas Team for their recent efforts to increase funding and publicity for the program.

Kara-thanks to the Board for the Goal development process. It is in sync with our mission and with the Healthy Relationships team goals and covenant.

Rick Steele-Thanks the board for the gratitude card we sent to him.

Committee Reports & Board Education

Reminder: Due date for reports/agenda items **3rd Thursday by 2:30 p.m.** We were successful with this goal.

Information/Technology—Q & A with Jim R. & Jed Reynolds (report attached). In addition to sharing progress, they are asking for guidance from the Admin team on how to proceed.

Stewardship: Planning Fundraising for the Year discussion with Rick Steele & Carl Nyblade. Lee Seaman has stepped down from her role on the stewardship team. Rick would like to know what BUF's funding goals are **before** the annual pledge drive. Carl shares that there is a need to "institutionalize" the fundraising with a staff person, and that Sue S. might be considered as a candidate for this role. Discussion followed about raising funds through offering services or events for the community. Kara made a suggestion to have a small group to discuss ideas and report back to the board. Rick will invite the Board to the next Stewardship meeting. Rick reports that current planned fundraising activities (small fall and larger spring gala) should meet the budget set for fundraising.

HR Committee: New Hire- HR Rep Barbara Ellis-Quinn .Q. has had recommendations to have Sue S. hired back as bookkeeper. Discussion about Exit Interviews. They have occurred in the past, sometimes through email. This is only successful if former employee is responsive. F2F is more reliable.

Denominational Affairs and Safety Committees: in formation. Paul shares that Safety Committee is an emergency preparedness team. Discussion about building and grounds being in charge of this, but it is best as a separate team. Lou is the only person on the Denominational Affairs committee. No plan for charter yet. Paul will meet with Lou to get this going.

Publicity Committee: under Paul's report (attached).

Healthy Relationships: Kaitlin moves that we accept Karen Nuckles-Flynn as a member of the team. Beth seconds. Voted in favor- unanimous.

HRT member Kaitlin talks about how the team's charter has been developing a process for handling conflicts in the congregation for peer to peer conflicts, and also if there was a conflict with Minister. The role of the HRT in this latter case would be to find an impartial mediator.

Treasurer's Report & Discussion items:

Internal review is on track.

\$5000 needed for hiring Sue as bookkeeper. Treasurer has ideas about how to offset this new expense that was not budgeted. We will consider these ideas should the need arise if we are short funds as we near the end of the year. Kara moves that we approve the hiring of Sue at her previous wages and hours. Frank seconds. After discussion Kara amended movement. Amended movement: to hire Sue as our bookkeeper at her previous wage and terms of employment. Frank seconds. Unanimous vote in favor.

Endowments: Future bequests from deceased members might be shared with endowment fund or a percentage given to the cash on hand to build reserves. Rory will talk to the Finance team to determine how to distribute undesignated bequests and develop policy.

Communicating Financial Info to Congregations: Discussion to continue at next meeting about how often to share financial info.

What does the Board want in Chartered Team Reports:

- Info from the charter
- Current activities and or success
- Challenges or resources needs
- What resources they are using (optional?)
- What to do they need or want to discuss with the board.

Kaitlin moves to adopt. Angie seconds. Unanimous vote in favor.

Minister's (plus Admin) Report:

(Attached)

Other Business:

Board member collection speaker—confirmed Kaitlin Oct. 1st

Plan for Ministerial Evaluation—In process, check in Kaitlin & Shasta. Final date is Feb. 2018.

Bylaw Review Plan & Annual Congregational Meeting Plan: October 26th board meeting will have the final version of proposed changes, congregation will have time to review at two sessions: **Nov. 8th at 5 p.m. and 7 p.m.**

Congregational Meeting will be **Dec. 17th.**

The Congregational meeting could also be a time to review/introduce Healthy Relationships Committee Covenant and could also reading out and communicate BUF's mission. Beth suggests that we add Goals developed at the Board Retreat. We could introduce pros and cons of proxy voting for congregation to start thinking about at the November 8th meetings.

Nov. 30th meeting **MUST** finalize and send out (within three days)the changes to Bylaws.

Visioning

Kaitlin will write an engaging mission-related meeting topic for MWU.

Deadline for draft goals with proposed activities 10/17.

Assignment Reminders

Board Goal leaders: Kaitlin, Frank, Paul, Kara

By Laws- Frank

Ministerial Review-Kaitlin & Shasta

Stewardship meeting attendance

Paul will create a template for what goes into Committee reports

Closing/Chalice

Frank- thankful for the IT team presentation.

Paul- the fact that we had IT, HR, Stewardship and meeting ending on time.

Adjourned 9:00 p.m.

Next Board Meeting:

October 26th, 7:00 p.m.

(Angie will be absent)