

BUF Board Meeting  
11/30/17  
7:00-9:00 p.m.

**Board meeting extended early for optional Bylaw session 6:30p.m.**

In attendance: Kaitlin Davis, President; Kara Black, vice-President; Shasta Pettijohn, Secretary; Sky Hedman, Dick Kasper, Rev. Paul Beckel (Ex-Officio), Frank McDonald, Rory McLeod, Angie Lindquist.

Excused: Beth Nyblade

Other attendees- Beth Brownfield (Bylaws Session), Jeff Packer; Healthy Relationships Team Chair, and Ann Newman; Treasurer

*Regular Meeting started at 7:00 p.m., opening with By-laws final refinements and decision*

Frank moves we publish the By-laws with the final edits from tonight's session. Dick seconds. Vote- Unanimous approval.

**Opening**

Reading/chalice- Kara

Check-Ins

Approval of last meeting's 10/26/17 minutes Nov. 10, 2017 by email.

Advancing our mission: Thank yous & vignettes

- Angie thanks people at BUF who do work on so many various social justice issues.
- Paul appreciates the interaction with the community at the Interfaith Thanksgiving Choir service.

**Committee Reports & Board Education Part I**

Pastoral Care & Neighbor to Neighbor (report attached)

*Healthy Relations update:*

Jeff presented history of the initiation of the team, and work the six member team has done in the past year.

## Visioning

-Shasta will write an engaging mission-related meeting topic for MWU article for December.

**Comment [1]:** An engaging mission-related meeting topic for MWU article-Shasta will write for December. +starsong816@gmail.com  
\_Assigned to Shasta Pettijohn\_

### *Organizational Goals:*

Goal reports from Diversity & Membership goal - Kara

- 5 objectives were developed from goal.
- Kara met with a group representing BUF teams.
- The team set priorities from the objectives.

Goal report "Organizational Systems" presented by Paul. Goal statement, "BUF's Organizational Systems are clearly defined, clearly communicated, transparent, and representative."

-Choose a leader for financial planning around goals: Sky will contact Kaitlin and Frank to discuss and initiate a group meeting to refine this goal.

-Edit main goal(s) - Amended the goal statement of the Membership & Diversity goal to say: "Be more welcoming of socio-economic, racial, and age diversity, and increase the vibrancy of BUF's membership."

-Process for deciding specifics/objectives/action steps: tabled due to lack of time.

## Business

Board member collection speaker for December will be Beth Nyblade. Paul will arrange this directly with Beth.

### *Treasurer Discussion:*

The Treasurer needs another person to sign checks. Frank moves to appoint Jim Lott as an assistant Treasurer until the end of February. Dick seconds. Vote-unanimous approval.

-*Reporting to the Congregation on finances subcommittee.* Sky moves that we appoint an ad-hoc committee to explore periodic financial communication to the congregation. Kara seconds. Vote- unanimously approved. Ad-Hoc committee will include Sky, Rory and Ann, Frank and Dick.

*-Early budget discussion:*

There was a discussion about bringing staff compensation closer to UUA standards to remedy salary reductions implemented in 2014 due to budget shortages. Paul presents 2018-19 Payroll Projections documents developed with discussion with HR.

B & G - there are no specific details on a budget, but basic upkeep on the building needs to be done soon, so increased budget needs to be considered, maybe as much as 50 % more than current budget.

Ann recommends creating an operational reserve to cover operating expenses through emergency situations such an earthquake.

Decision after discussion is that the Board will ask for a 30% increase in pledge, to cover the following items:

- Human Resources- for staff salary \$70K
- B & G increase from \$4K to \$8K
- Operational reserve \$5K
- Potential new hire -Membership coordinator ¼ FTE \$9K
- GA Scholarships \$5K

Total increase = \$97K

-Treasurer report (attached)

*Annual Congregational Meeting Planning:*

-Content of meeting will include

- Bylaws (including “debate” process approval)
- HRT Report
- Report on Visioning Process and Development of Organizational Goals
- Canvass goal update

-Shasta & Kathy will send out notices to congregants including proposed By-laws revisions, last Congregational meeting minutes, and Agenda.

-Each voting member will get a colored piece of paper to use to vote by hand count on By-laws, Article by Article.

-Meeting roles: Sky, Dick, and Kathy will check in and tally numbers. No ballots to count. Shasta and Kathy will prepare the list of members eligible to vote.

Roving vote counters: Board members

Note taking & quorum verification-Shasta

Kaitlin- will lead the meeting and will prepare the handout on Healthy Relations and the four goals. She will also devise the proposed process to use for “debating” the bylaws. She will send this out to the Board for our review before the meeting. Note: one of us will need to make a motion to accept this process (which I presume she will share from the podium) before discussion of the bylaws begins. She will also prepare a brief summary about our canvass goal to share. Kathy will make copies of this handout for the meeting as well as extra copies of the proposed bylaw changes. She will arrange for coffee hour to be set up upstairs. Shasta will communicate with Kathy about her meeting roles. Vice-chair Kara will help by checking Robert's Rules of Order, and other help as needed. Board members will be introduced by Kaitlin at the beginning of the meeting.

**Administrative Team/Minister Report**  
(attached)

**Assignment Reminders:**

- Sky will contact Frank and Kaitlin for input on setting up a meeting to articulate the financial goal.
- Sky will coordinate effort to institute periodic financial reports to congregation.
- Shasta will write article for the Dec. MWU
- Paul will talk to Beth Nyblade about speaking at a Dec. service.
- Dick will approach the Canvassing team regarding early budget discussion.
- Kaitlin will contact Jeff Packer about HRT presentation at Congregational meeting.
- Kaitlin will write up comments about Canvassing for Congregational meeting

**Comment [2]:** Shasta will write article for the Dec. +starsong816@gmail.com  
\_Assigned to Shasta Pettijohn\_

**Comment [3]:** Paul will talk to Beth Nyblade about speaking at a Dec. service.  
+paulbeckel2@gmail.com  
\_Assigned to Paul Beckel\_

**Comment [4]:** Kaitlin will contact Jeff Packer about HRT presentation at Congregational meeting. +kaitlin.davis@gmail.com  
\_Assigned to Kaitlin Davis\_

**Comment [5]:** Kaitlin will write up comments about Canvassing for Congregational meeting +kaitlin.davis@gmail.com  
\_Assigned to Kaitlin Davis\_

**Closing**

Extinguish Chalice

**Next Board Meeting December 28, 2017**

Meeting Adjourned 9:19 p.m.  
Minutes submitted by Secretary Shasta Pettijohn