

## **Draft of Minutes of the BUF Board of Trustees Meeting for July 26, 2018. Revised 8/06/2018**

### **Opening**

Rory in the Chair. Present: Rory Mcleod, Kara Black, Beth Nyblade, Rod Haynes, Frank McDonald, David Curley. Also present for reports: Ann Newman, Mike Betz.

1. Rory read to us the Board Covenant (document attached).
2. It was moved and seconded that David be appointed Secretary for this meeting in the absence of Sky Hedman, and the motion passed.
3. Rory noted that approval of minutes of the June meeting of the Board were approved by email on July 8.

### **Committee Items**

1. Ann Newman Treasurer presented a summary of the Treasurer's report (the full report is attached) She noted that she and the Administrator and Bookkeeper are clearing up some \$3,000 of discrepancies in accounting to close out accounts for the financial year ending June 30, 2018.

Ann noted that at the end of June we had a positive cash in hand balance of \$40,000. She expects a year-end financial surplus of income over expenses of about \$28,000. From this surplus \$24,000 has already been transferred to three separate accounts to provide them full funding. Any surplus above that amount will go to the Board Fund for 2018-2019.

3. The Board approved a resolution brought by the Finance Committee giving the Board President and Treasurer signing authority for BUF bank accounts.

3. The Board heard a report from the Information Technology Committee given by Mike Betz. The IT Committee has purchased a black and white laser printer to save printing costs compared to using the ink jet printer. They have completed a telephone vendor transition to Comcast in order to improve wifi reception throughout the building. A team is developing a new web site for BUF. The IT Committee are looking at replacing the hearing assistance devices used in the sanctuary. Andrew Schonberg is working on replacing the microphones.

4. The Board noted that the paddle call at the BUF auction raised about \$4,000, which was to be devoted to improving audio-visual displays in the sanctuary and for other sanctuary improvements. How has this money been appropriated? Is any available to the IT Committee? Should the IT Committee have a role in advising how a portion of this money will be spent on audio-visual equipment? Rory (who is on the IT Committee) will follow up with Paul or Kathy.

5. There was no one in attendance to report on Community Night Dinners. Hereafter these reports go to the Operations Team.

6. The Denominational Affairs report from Lew Phinney was submitted by email because Lew cannot come to a meeting before he leaves on his eighteen-month tour.

## **Business**

1. Election of Board officers: it was moved and seconded that the following slate of Board Officers be approved for the coming year: Kara Black, President, Rory McLeod, Vice President, Sky Hedman, Secretary, and Ann Newman, Treasurer. The slate was unanimously approved.
  2. Election of the Board's Representative on the Operations Team. Duties: to be Vice Chair of Operations, to facilitate meetings, and to report back with Paul to the Board. The nomination of Rod Haynes was moved and seconded, and unanimously approved.
  3. Election of the Board's Ministerial Evaluation Committee (3 people). The nomination of Angie, Beth, Kara was moved and seconded, and the motion was unanimously approved.
  4. Election of the Board's Policy Grievance Committee, which meets in case anyone is charged with violating a board policy. A motion nominating Frank and David was moved and seconded and unanimously approved. The election of a third member of the Policy Grievance Committee will be taken up at the August meeting.
  5. Election of a member of the Ad Hoc Committee on Resolutions: the Board noted that current members are Deb Cruz, and Kaitlin Davis. Election to the Ad Hoc Committee on Resolutions will be taken up at the August meeting.
  - 6 Changes in the Board of Trustees Meeting Dates. A motion was moved and seconded that the Board shall meet on the last Thursday of the month; except that it will meet on August 23d, 2018, and on Dec. 20, 2018, and the Board will have an additional meeting on April 11, 2019, for considering the Budget. The motion was passed.
  7. Dates for two Board trainings meetings for new members of the Board were considered. One will be about policy governance and will be headed by Paul. The second will be on by-laws and governing documents. The policy governance training will happen before the August meeting. The by-laws and governing document training will happen before the August Board meeting. Both trainings will start at 6:15. New members should bring something to eat and share. Rory will send out an email about changes in meeting times and dates for all board meetings and new member trainings.
  8. The Board took up descriptions of the two volunteer positions on the Operations Team. One is the Community Within BUF representative, and the other the Community Beyond BUF representative. The Board considered minor changes to the description of these positions. It was moved and seconded that changes be made per the attached document.
- \*David will make all approved amendments to the Job Description for the Volunteer Positions on BUF Operations Team and enclose it with draft of the minutes.
9. Angie has volunteered to bring ice-breaker exercises for the Board Retreat. Kara will send a reminder about the dates and times.

## **New Business.**

1. From Kara a discussion about Safety policies. She met with Genia Allen-Schmid, who is very concerned about safety policies for RE. Kara reported that Kaitlin Davis had offered to help write safety policies.

Kara suggested we invite Kaitlin to work with Genia and RE to write drafts of Safety policies. \*Beth will talk with Kaitlin about working with Genia on safety policies.

2. Kara reported that we have many opportunities and potential initiatives for training on White Privilege, Racism, and Intersectionality. This includes the intersectionality curriculum being developed at GA, the Beloved Conversations training that the Board has voted to fund, and a note from Genia that she wants to do a training for RE teachers on these topics, and later for students as well.

There was a general discussion about planning goals and strategies. \*David will talk with Genia about possible UUA curriculum for RE teachers.

3. Beth raised the question, Should the board be empowered to remove chairs in case of violation of Board policy? This question was deferred to a later meeting.

With no further new business, the meeting was adjourned.

#### **Assignment Reminders from the acting Secretary**

\*David will make all approved amendments to the Job Description for the Volunteer Positions on BUF Operations Team and enclose it with draft of the minutes.

\*Rory will send out an email about changes in meeting times and dates for all board meetings and new member trainings.

\*Beth will talk with Kaitlin about working with Genia on safety policies.

\*David will talk with Genia about possible UUA curriculum for RE teachers.

Respectfully submitted,

David Curley, acting Secretary.