

BUF Board of Trustees Meeting
June 22nd 2017
7:00-9:00 pm

Present: Voting BOT members: Kara Black, Anastacia Lundholm, Beth Nyblade, Frank MacDonald, Ro Donelson, Other participants: Ex Oficio Paul Beckel, Rory McLeod, Sky Hedman, Angie Lindquist, Anne Newman

Absent: Kaitlin Rogers, Dick Kasper, Shasta Pettijohn

Secretary for this meeting: Board President Anastacia (Board Secretary Kara serving as Moderator)

1. Chalice Lighting

2. Check in/Sharing

3. Appreciation of Departing Members of the Board

4. Approval of Minutes: Minutes from May 25th were approved by email as of May 26th 2017

5. Treasurer's Reports- attached

Contingency Fund \$10,000 has not been transferred yet. That will improve Cash on Hand situation.

\$2,357 will be the balance left to the new fiscal year in the Board Contingency Fund.

Admin Team will look at cloud document storage and archiving. (See Dropbox note on

Treasurer's Reports)

Right now Anne is working with staff on Chart of Accounts to clean them up and make sure everything has been posted to the correct account.

Anne recommends we begin an Operational Reserves Fund and set money aside with a goal of saving for 3-6 months expenses.

6. Minister's and Admin Team Reports- attached

Memorial Services- members will not be charged for Memorial Services use of space and staffing

Document Storage- Kathy W. is going to find a credenza for lockable Board document storage

Chart 4a (description of who should report to the Board when for proper oversight) Chart needs updating, and needs to be followed more consistently. Paul will update the Chart 4a and present it to the committees at the next Leadership Council Meeting

7. Report from Community Night Dinners by Frank McDonald- Served avg. 45-50 people on Wednesday nights during the church year. Positive cash flow, which has been used for a stove and other kitchen equipment.

8. Mail Retrieval- Someone needs to pick up the mail- put on the agenda for the new Board to decide on officers and who will be responsible for the Board Mailbox in the workroom.

9. Anastacia's handoff of important issues to follow through on in the next Board Term:

Membership Services Task Force is recommended to be formed to close the gaps in what we offer our members and how we care for each other. Invite various stakeholders. We have great hospitality services, and Pastoral Care, but we are missing some functions that could make our congregation stronger. See 49 page document on the UUA website -ask Anastacia.

Committee to Evaluate BUF's Ministries- look for recommendations from previous Board Task Force.

Provide solutions for soliciting and handling feedback from congregation.

Recommended to do handoff interviews with the old and new officeholders of Board positions to develop drafts pages for the positions for a resources book (One has been started in the office.)

10. Healthy Relations Team Report- The group has met approx. 5 times, they are now 6 people, they have worked on their charter and flow chart for how they would deal with different kinds of crises. They have conferred about different kinds of crises and have developed interventions for 2-3 crises already. Members of the committee will be meeting with different groups at BUF to discuss what HRT is doing, what they propose for the committee, how HRT could be contacted, and finding out what HRT can offer to the group, etc.

11. Next meeting the Board will decide on a date for orientation of new Board. Desire expressed for a casual setting Q&A this summer, and Board Retreat focused on planning in September. Request that former office holders meet with new office holders and that notes from this meeting be written up to start the Board orientation book.

12. Next BOT meeting July 27th at 7 pm

Minutes approved as of June 26, 2017 by Beth, Frank, Ro, Anastacia and Kara