

Final Minutes
BUF Board of Trustees Monthly Meeting
February 23rd, 2017

***Attending: Ro Donelson, Frank McDonald, Paul Beckel, Shasta Pettijohn, Beth Nyblade, Kaitlin Davis, Kara Black, Anastacia Lundholm, Dick Kasper
Also attending: Treasurer Anne Newman, Cathy Campbell, Tammy Jo Meyer, Jennifer Smith

Minutes by Secretary Kara Black

7:01 Chalice Opening—Anastacia

Check ins

Secretary check in

Appreciation to Frank and Shasta for covering December and January minutes
December minutes are posted, and edit to final attachment has been sent to Tammy Jo
January minutes no quorum
Kaitlin moves, Kara seconds that we accept them and post them—unanimous approval
Future: take minutes at no quorum meeting, send out to Board, and approve at next meeting
Board voted by e-mail 1/31/17 to approve the finance Team's plan to finance the mortgage

Treasurer's report summarized by Anne (attached: December and January financial reports and YTD Income and Expense Budget Comparison Details)

Based on the Finance Team's recommendation, motion was made by Frank McDonald, and seconded by Dick Kasper to direct the Finance Team to spend up to \$3,000, taken from the Board Discretionary Fund, to hire an outside CPA to rectify issues with our financial statements going back to the 2013-14 fiscal year as required by refinance lender. It is also requested that our former bookkeeper, Sue, be asked to be present during the time the CPA is present to answer questions he/she might have.

This motion discussed at some length. Kaitlin moves that we table the motion, Shasta seconds, unanimous approval.

Motion made by Kara, seconded by Frank, for the Admin Team to spend up to \$1500 from the Board Discretionary Fund to provide additional office support to allow the Admin Team to review all the financials in question for refinancing the mortgage, and evaluate whether they can be fixed internally or we need an outside CPA to come in and complete the task. The Admin Team will submit a report on the findings to the Finance Team and Board by March 15th.
Approved with one abstention.

Administration Team Report (no attachment)

Met twice in last two weeks with Anastacia attending

Minister's Report (attached)

Briefly shared, no discussion, please review prior to the retreat

Election of a new Vice President

Frank nominates Kaitlin and Kara seconds. Unanimously approved.

Board's Governing Documents

Beth moves, Anastacia seconds that a Task Force be formed to review and suggest edits to the Governing Documents consisting of Shasta, Dick, Kara and Ro if available. Unanimous approval. Proposed Bylaw changes will be sent out today by Kara and reviewed at a future meeting.

Right Relations quick Report

Had its first meeting including a PNW District consultant using online meeting format. The consultant approved the idea of Board members serving on this Team as long as they recuse themselves from certain situations and are not the point of first contact for a congregant to access the services of the Team. Will work on scope and charter next meeting. "Healthy Relationships Team" is the proposed as new name for this group.

Leadership Development Team Update

The next meeting of the Leadership Council is on March 5th. Two people from it have volunteered for the Leadership Development Team, but more are needed. Committees were asked at the last meeting to advertise the Leadership Development Team to their members in hopes of recruiting more people willing to serve. Admin Team will work on defining scope and responsibilities for the Leadership Development Team. Plan is to have someone from Leadership Development Team, if possible, on the Admin Team.

Pastoral Care

Paul will ask Ginny for a report.

Retreat logistics discussed

Next meeting date is March 23rd, 2017 7 pm

Meeting adjourns at 9:05

2/26/17 Approved by e-mail by Frank, Beth, Anastacia, Shasta, Ro and Kara