

Final Minutes  
BUF Board of Trustees

May 25th, 2017

Attending:, Frank McDonald, Paul Beckel, Beth Nyblade, Kara Black, Shasta Pettijohn, Dick Kasper, Kaitlin Davis, Ro Donelson  
Absent: Anastacia Lundholm  
Also attending: Treasurer Anne Newman, Jeff Packer

Minutes by Secretary Kara Black

7:06 Chalice Opening and check ins

Minutes from April 27th 2017 Board meeting were approved by e-mail as of May 1st, 2017.  
Minutes from May 3rd 2017 Special Board meeting were approved by e-mail as of May 12th, 2017

**Community Ministry Covenant with Jeff Packer**

Two articles and three meetings were provided for the congregation to learn about and give input about the relationship.

Jeff is fine with Board being the decision-maker about establishing this relationship.

Kara moves, Beth seconds, that we adopt the document (attached), "Covenanted or Commissioned Lay Community Ministry at BUF." Unanimous approval.

Frank moves, Ro seconds, that we further adopt the document (attached), "Working Agreement between BUF and Mr. Jeffrey Packer, UU Associate Community Minister." Approved, Shasta abstains.

**Treasurer's Report**

February, March and April reports attached.

New administrative office team working well re finances.

Still would like us to have a \$65,000 reserve to cover current plus two months of expenses, though our Building and Grounds equity is quite strong.

We have enough reserves in the case we have a budget shortfall this year. If the Gala fundraiser goes well, it is unlikely we will have a budget shortfall this year.

Rick Steele will be leaving the Finance Team, as he is is overcommitted with his various roles at BUF. Seeking a new Finance Committee member that meets the necessary criteria.

Kaitlin moves and Dick seconds that we remove Tammy Jo Meyer from signing authority at North Coast Credit Union and all of BUF's financial accounts. Additionally remove anyone else from this authority except: Ann Newman, Anastacia Lundholm and Kathy Wahto Unanimously approved.

**Minister's and Administration Team Report (attached)**

Shasta moves, Ro seconds, that a member of the Board asks the choir to cover any remaining costs of the Transylvania trip so that the anonymous lender can be repaid. Unanimous approval. Kaitlin volunteers to make this request.

### **Paddle Call Options**

Considered a list of suggestions that came from Building & Grounds, Kevin Allen-Schimid and members of the congregation.

Kara moves Kaitlin seconds that there be two paddle calls, the first for building and grounds with first priority for installation of a washer and dryer and additional funds raised used for sound abatement in the social hall. The second for the trip to Transylvania with the language worked out by the Board by e-mail shortly after this meeting. Unanimous approval. Kaitlin will take the lead on getting the Transylvania Trip language worked out and approved by e-mail.

### **Appoint a Ministerial Evaluation Committee**

Frank moves, Beth seconds to appoint Shasta & Kaitlin as members of this committee. Unanimous approval.

### **Congregational Meeting Debrief**

Admin Team will update/correct the list of member names.

Feedback from one member to consider 2 minutes of talking time rather than one minute if it is a complex topic. Generally people liked the process we used for considering the resolution. Consider in the future whether we want community members to participate. This time, their participation went well. Would like to be notified in advance to prepare thoughtfully for this. Consider for the future only one microphone? (though multiple views on this) Also, perhaps a workshop in advance about how to participate in these meetings.

### **Secure Document Storage for Board Business**

Admin Team will look into secure storage on site for Board documents, accessible only by the officers of the Board.

### **Welcoming and Orienting New Board Members**

Have a separate orientation sometime near the beginning of the new church year (July?). Kara will invite them to come to the June 22nd meeting for pre-service orientation purposes.

### **Board-Staff Retreat**

Suggestion to have this retreat earlier in the year and have it be goals oriented.

Confirmed next meeting date and time: June 22nd at 7pm

Meeting adjourned 9:47

Delayed items: Admin Team— Staffing—Time-off and who is doing what  
Who checks Board mail?

Minutes approved by e-mail on May 26th, 2017 by Ro, Shasta, Beth, Frank and Kara

