

**BUF Board of Trustees Meeting  
April 25, 2019**

**Attendees:** Kara Black (President), Rory McLeod (Vice-President), Rod Haynes (Note taker for Secretary), Paul Beckel (Ex-Officio), Beth Nyblade, Angie Lindquist, Rod Haynes, Frank MacDonald

**Absent:** Sky Hedman, David Curley

**Other participants:** Ann Newman, Treasurer. Board Nominees: Debbie Boots, Bharti Kirchner, Melissa Swift, Barbara Gilday (representing Nominating Committee)

Minutes by Rod Haynes as Sky H. is on travel.

**Chalice lighting** 7:04 pm

**Checkins**

**Approval of last meeting minutes:** Minutes from 3/14/19 meeting were approved by email on 4/02/2019.

**Treasurer's Report:** Anne Newman, Treasurer stated "everything is where we expect it to be. We do not see any red flags in most recent report."

**Next Treasurer discussion:** Search for new treasurer continues. Rory said he will speak with Lyn Lot about possibly taking on Treasurer. Kara asked whether those asked to be Treasurer were also asked if they would consider Assistant Treasurer positions or positions on Financial Oversight Committee. Cathy Campbell and Sky Hedman are both Assistant Treasurers, they may be departing their roles at end of this Fiscal Year. The third member of the Financial Oversight Committee is 93 years old. Murray will speak to Kathy Wahto about how to fill these positions and reach out to those asked to be Treasurer to see if they are willing to fill these roles. Frank M. volunteered to be a check authorizer. Frank will not be available for next 6-7 weeks as he will be out of town.

**External/internal reviews:** Paul reported Kathy W. has been in touch with outside auditors. The external review should be done after the fiscal year is over. Cost for external review is reasonable and will be accomplished with this fiscal year's funds. Finalization of the external review scheduling is not completed.

**Operations Team:** Rod Haynes' report from last Operations Team meeting on April 19, 2019 is attached. Jae Heidenreich is resigning from Lead of Community Beyond BUF council representative on Operations Team. Linda Fels is currently looking for a volunteer to replace Jae. Kara stated that the Operations Team has been delegated substantial responsibilities to help church daily operational functions. Jae's responsibilities are challenging, her replacement needs to understand that the Operations Team is "young," they are still putting procedures together.

Beth N. asked if we have narrative description for the Council Leads. Paul said Rod wrote a generic description not unique to any one Council Lead, it applies to all of them.

Kara said that prospective new Board members should be copied on all reports from this time forward.

**Minister's Report:** Worship Arts Committee, Music, and Community Ministers were discussed. David Curley holds a letter describing what the leadership of a Worship Arts Committee entails, so it can be delegated to the group if formed. Need to budget approx. \$500 for a congregant who is a UU Minister to devise a program for the Worship Arts Committee. Paul thanked the Board for granting him the opportunity he requested to take a Sabbatical, but he cannot accept it at this time, as the prep time would be substantial. (Minister's report is attached.)

**Board fundraiser - Paddle Call:** Kara asked if we are going to do one. Group agreed that identifying the need to raise scholarship \$\$ for All Church Retreat would be a good idea. Kara will do Paddle Call. Kara made a motion to approve dedicating Paddle Call receipts to All Church Retreat scholarship fund. Angie seconded. Motion passed unanimously.

**2019-2020 Budget:** Paul Beckel said the payroll figures showing in budget were very complicated to calculate. One goal of HR team is nearing parity of salary among staff, difficult to achieve. Kara said there is a significant amount of Paid Time Off liability, and that future Boards should consider contributing to a Fund to cover this should a staff member leave, though our budget is too tight to do so this year. Beth shared a radical belief in congregation stepping up to address any budget short-falls. (Final Budget—amended by Board recommendations—is attached.) Kara moved to adopt the amended 2019-2020 budget. Frank seconded. Motion passed unanimously.

**Upcoming Congregation Meeting on May 19:** Kara holds notes from past Congregational meetings. We will need a number of volunteers to make the function a success. Kara moved to place all items for individual voting on single ballot, with no blank options showing. Resolution vote to be a separate document. Murray seconded the motion, which passed unanimously. Kara suggests one central microphone for questions from the audience followed by comments. Once a person comments, they may return only after all others have spoken. Two comments allowed for one side of issue, then a comment for the other side will be specifically invited. Time limit of two minutes. Need to distinguish between members and non-members, who can comment after all members who wish to have commented. 55 copies of documents for handouts, which will include agenda, nominees, ballots. Anne N. will present budget, Kathy and Sue and Paul will back up Anne if questions arise. Kara will present Annual Report, to include Raid Relief. Various members of the Board volunteered to assist in making the event a success, functions including encouraging attendance, making coffee, check in participants, collecting and counting ballots, runners, observers, bell ringer to bring order to meeting, microphone management, Roberts Rules manager, secretary. Kara motioned that these proposals be adopted, Murray seconded. Motion passed unanimously.

**GA Delegates and Scholarships** Rory indicated members expressing interest included Kara, Rick Steele, Ron and Barbara Quinn, Betty Scott and Lew Phinney. Frank moved approving delegates, Murray seconded. Motion passed unanimously. We also need four delegates for the Pacific NW District. The decision will be made later, vote by email. There is \$1400 in budget for GA scholarships. There are total of two scholarship requests to date. Kara moved \$600 per person for both, Board to decide in May use of remaining funds. Frank seconded the motion, which passed unanimously. Angie will notify the two scholarship recipients of their awards and the need to register by April 30<sup>th</sup> to take advantage of lower price.

**Board-only List Serve:** Mike Betz will set up. More information to follow.

**Meeting adjourned at 9:41 pm.**

**Next Board Meeting:** May 30, 2019

**Attached below:**

Minister's Report  
Operations Team Report (April 19, 2019)  
2019-2020 Final Budget  
Worship Arts Committee Description