

BUF Board of Trustees Meeting  
February 28, 2019

Attendees: Kara Black (President), Rory McLeod (Vice-President), Sky Hedman (Secretary), Paul Beckel (Ex-Officio), Murray Bennett, Frank McDonald, Beth Nyblade, David Curley, Angie Lindquist

Absent: Rod Haynes

Other participants: Ann Newman, Treasurer.

Minutes by Sky Hedman, Secretary.

Chalice lighting 7:02 pm

Checkins

**Approval of last meeting minutes.** Minutes from January 31, 2019 meeting were approved by email on 2/3/2019.

Kara Black moved that we have a second meeting in March, focused exclusively on this year's budget and next year's budget. Motion was seconded. Motion is tabled until end of meeting.

**Treasurer's Report:** Ann Newman, Treasurer reviewed the financial status per her Treasurer's Report.

Thee proposed basic operating budget is an anticipation of next year's budget. Kathy Wahto will add a capitol budget and a cash flow budget.

Internal Review: Anne anticipated the Internal Review (2017-2018) will be completed for next month's meeting. External review cannot be performed until fiscal year is completed. Kara will research the fiscal year of the last External Review. 2016-2017 review was not done because of the mortgage process entailed reviews by the mortgage lender.

**Next Treasurer discussion:** No new candidates have appeared. Anne mentioned that only about 4% of the general public have financial knowledge to do the job of the Treasurer. Time commitment involved authorizing and signing checks, reviewing financial transactions, and resolving financial issues. She noted that it was convenient to do the work in the day time when the staff was present. Treasurer's Handbook need to be reviewed by the Financial Oversight Commitment. Still have to update financial sections of Policies and Procedures. Consider Eric Bowen for the Treasurer. Frank McDonald will contact Eric. Anne comes to BUF about once every two weeks and at start of month to sign payroll checks. Tries to sign as many checks as possible. Assistant treasurers do the approvals. Open recruitment was discussed. Sky Hedman

will create a MWU update article asking for nominations. Anne will review the article before it is published. Anne will review budget before the next budget meeting. Basic framework has been outlined, optional items will still be discussed. Operations team will complete review of budget in April.

## **Minister's Report**

Membership Coordinator position was advertised only within BUF. No appropriate candidates were found. Discussion of the lack of appeal of a ¼ time position. HR committee will appreciate feedback. Kara recommended a public posting of the position. Paul will share with HR team.

The DLL search is moving along on schedule. An Ad is being composed and it is anticipated that it will be published next week. Will be advertised on LREDA, the UUA website, and the western region UUA website.

RE/DLL payroll budget for this fiscal year included overages and savings.

Paul listed the turnover of staff since 2014. Discussed addressing reducing turnovers. Low salaries are an ongoing problem. Appreciation for the HR team was expressed by the Board.

Board contribution to MWU was encouraged. Kara suggested that we have an agenda item to consider contributions to MWU each month.

**Denominational Affairs: GA** Beth Brownfield and Deb Cruz are making a presentation. Beth Nyblade is working on BUF's exhibitor's booth. Delegate selection is still an ongoing responsibility for the board.

Rory reported that the GA group met. Joan Mackey, Drew Betz and Carl Nyblade are leading the group. About 16 people have indicated interest. Joan Mackey's group will be responsible for recruiting people to go, providing logistical support, dispersing scholarships, recommending delegates, and keeping the list of attendees. Kara asked for someone to confirm the team will take responsibility for these tasks.

Three Board members (Kara Black, Frank McDonald, Beth Nyblade) will be attending GA. Kara encouraged a board pre-planning session for the BUF exhibitor booth, which is a Board fundraising project. The cost of the booth is \$950. 3400 people are expected to attend GA. A Board group would do the board pre-planning for the exhibitor booth. Staff for the GA booth needs to be on hand 24 hours in advance and stay 24 hours after GA is over. GA vendor group need to charter a bus or use a truck to get the goods there. Personnel will need to register for GA in advance. BUF needs to apply for the number of vendors to staff the booth. Scholarships won't be available until after registration. Vendors will be registered on site. Kara Black will show up a day early. Setup is June 19th and take down is June 23rd. Beth Nyblade will send signup sheet by email. Discussed the salmon and chalice icon that is on the banner in the social hall. We have permission to use it on each item.

Beth Nyblade created a GA Sign-Up Sheet with the list of products. Beth asked for volunteers for each product to be sold, as well as a leader to round up all the products. We also need to plan how to transport the goods, communicating with GA, and getting volunteers for staffing the booth.

Discussed the **Liability coverage for Officers and Directors**, which covers anyone who is delegated by the Board.

Administration council will report at extra March meeting.

**Policies & Procedures AdHoc Committee:** Dave, Murray, Paul, Rory volunteered to serve on the committee. They will continue to gather feedback from the Operations team.

**Membership & Diversity Goal:** Status update: Kara reported that we have made fair progress with new Membership Coordinator job creation and the Beloved Conversations retreat. Kara will re-convene the original group back together to re-visit the original goals.

**Policies & Procedures:** Kara moves to adopt the following changes to Board Policies and Procedures.

*The Senior Minister Evaluation Committee, headed by Angie, will soon be proposing a revamped contract for Paul based on a UUA model contract. As we have been working on developing this, we have come across some language that we think should be added to the Board's Procedures document. I/we recommend the following amendments to the Board Procedures for consideration at our 2/28 Board meeting:*

*Section V July add:*

*The Board and Senior Minister shall determine one day per week that the Minister will be free from all congregational responsibilities, and one additional day per week devoted only to study and writing, except in case of emergencies. The Board shall ensure these dates are shared with the staff and volunteer leadership as well as with the wider congregation.*

*Section V September add:*

*The Senior Ministerial Review Committee shall review the Senior Minister's salary, housing and benefits vis a vis UUA recommendations and make a recommendation for any changes to the Board for consideration at its January Board meeting. This Committee shall also consider increasing in the amount of vacation time offered to the Senior Minister every five years, beginning in 2020, and present such recommendations to the Board at its January meeting.*

*Section V January add:*

*The Board shall consider adoption of the salary, housing, benefit and vacation recommendations of the Senior Ministerial Review Committee*

*Section V June add:*

*The Senior Minister shall recommend, and the Board shall designate, a portion of the Senior Minister's salary as a Housing Allowance for the following fiscal year.*

*Add new Section XIV Senior Minister Sabbatical Leave*

*The limits, purpose and timing of the Senior Minister's allowed Sabbatical Leave are detailed in the Senior Minister's contract. The dates of the proposed Sabbatical Leave shall be submitted by the Senior Minister to the Board at least twelve months (for proposed Sabbaticals exceeding three months) or at least four months (for proposed Sabbaticals three months or less) in advance. The Board may require a detailed proposal describing this Leave, consistent with the Senior Minister's Contract. Unless the Board has reasonable grounds for objection, the Board shall formally vote on and record its approval of proposed Sabbatical Leave. The Board shall ensure, with the assistance of the Senior Minister, that the Senior Minister's core duties are covered during the Sabbatical Leave period.*

Discussion followed. Motion passed with one abstention.

**Resolutions AdHoc Committee:** Kaitlin was on it. Murray joined and Deb Cruz was on it. Kaitlin asked to not lead the Resolutions committee, although she will stay on the committee. Kara asked for new volunteer. Murray Bennett volunteered to lead it, and Rory will join also.

**Midweek update:** Beth will do an article about the GA booth and Sky Hedman will do an article about Treasurer position.

**Exit interviews:** Rory shared that exit interviews could be facilitated by an internal group, or by PNWD, district congregational staff. HR does exit interviews with staff. Board exit interviews are recommended.

Motion for extra meeting was approved. March 14th is confirmed to review budget, use of Board contingency, scholarships and external audit. Paul Beckel will be primary contributor. Murray Bennet will revise spreadsheets for clarity.

Chalice was extinguished a 9:10 pm.

Appended: Minister's Report to the BUF Board, February 12, 2019

**Minister's (+ Operations Team) Report to the BUF Board** February 12, 2019  
 Rev Paul Beckel

**I. Membership Coordinator**

a. Within our first hiring process, the HR Team did not find a good match for the Membership Coordinator position. Please advise us if you would like us to change any terms (hours, pay, start date) as we reconsider our strategy.

b. Comparison of ¼ time to ½ time Membership Coordinator

	hourly	hours	Base	LTD	Retirement	Health Ins	FICA	Prof Exp	TOTAL
<b>Quarter</b>	18	10	9,360	112	-	-	632	?	\$10,104
<b>Half</b>	18	20	18,720	225	1,872	4,333	1,264	?	\$26,414

c. The Membership Coordinator ad included an option of more hours to take on the role of Building Host. We have now hired Kai Rappaport for that position with an hourly wage higher than a Building Steward and lower than the Membership Coordinator.

**II. DLL Search**

a. A third draft of the RE Gift Task Force Recommendation will be sent separately.

b. 2018-19 RE/Payroll

You asked at the last Board meeting for a report on this year's actual RE payroll costs versus budget (since we have a very different situation than what we budgeted for).

Wages for our two temporary part-time DLLs + two temporary RE Assistants will probably total about \$1,400 over budget. When forecasting this, the HR Team (including me) made the error of assuming that we were working with a budget total that included \$4,800 for DLL retirement. But that money had been removed from the budget when Jennifer resigned last year (mid-budgeting) because employees aren't eligible for retirement till they've worked 750 hours. In addition to the \$1,400 overage in wages, because Genia will begin receiving a retirement contribution around April 1 (750 hours) this will put us over budget in benefits by another \$900.

Note that because there were a lot of staffing uncertainties during last year's budgeting period, we set aside \$13,000 for unknowns (primarily Health Insurance). We will spend about half of that this year. Note too that our Building Steward and Custodial contracts will be under budget, offsetting our Childcare Coordinator, who will be over budget.

**III. 2019-20 Payroll Proposal from HR:** Still to come

**IV. BUF Staffing/Payroll History 2014-2018**

The BUF Human Resources Team has done an extraordinary amount of work over the past five years. Not all of their work has been visible, so I think it's important for the Board and others to be aware of the larger context of changes and challenges.

Below is a partial list of significant steps undertaken by the HR Team following the 25% reduction in staff hours and pay in the spring of 2014 (i.e. 40 hours/week became 30 hours/week, etc). This cut was applied to our Administrator, Music Director, DLL, and Keyboard Artist/Choir Assistant (whose summer Worship Coordinator role was also eliminated). Health insurance coverage was converted to a flat \$300/month stipend for eligible staff.

I am not sure if I have all of the details on this because it occurred just before I arrived. The cut did not apply to me, I imagine, because the Search Committee was on the verge of inviting me to move here.

The timing of the following actions is approximate. There are oodles of details (i.e. carefully considered decisions) within each year's HR Team recommendations to the Board.

1. Administrator, Cydney, resigns

== 2014-15

2. Bookkeeper hours increased from 10 to 14/wk

3. New Administrator, Tammy Jo, hired at 25 hrs/wk

4. Sexton, Dani, resigns, job combined with Building Steward, making that position over 20 hrs/week, with retirement contribution

== 2015-16

5. Keyboard Artist, Amber, resigns, Andrea hired 6. DLL, Crystal, resigns, new DLL, Annika, hired

7. Music Director, Andy, resigns, Kevin, hired at same #hours as Andy, much lower salary 8. Admin hours increased from 25 to 30, 35, 40/wk over 2 years

9. DLL job category increased a half-step\*

10. DLL hours increased from 30 to 35, 40/wk over 2 years

11. Admin job category raised a half-step, then a full-step over 2 years

== 2016-17

12. Health Care stipend combined into salary to comply with Affordable Care Act (thereby getting us closer to UUA salary guidelines, but removing any health insurance benefit)

13. DLL: Annika resigns, Jennifer hired, DLL job category reduced a half-step with lower qualifications

14. Long Term disability added for all staff

== 2017-18

15. No compensation changes for 2017-18

16. ...except, Keyboard Artist/Choir assistant, whose compensation had been stagnant for 3 years, was raised 21%

17. Bookkeeper, Sue, resigns, bookkeeping role combined with Administrator, new Building Steward, Claire, takes on extra hours as Office Assistant

18. Failed experiment (bookkeeping/office assistant/building steward/administrator) terminated, Whitney hired as Bookkeeper

19. Administrator, Tammy Jo, resigns, Kathy hired
20. Whitney resigns, Sue hired
21. New position created to reduce DLL load: Childcare Coordinator, Tuesday hired
22. Building Steward Alison significantly reduces hours
23. Large hourly decrease when long-time Building steward, Alison, resigns (she had the old health insurance stipend integrated into her hourly pay, and was over half time therefore received a retirement contribution)
24. Long series of hires, resignations of Building Stewards: Claire, Schuyler, Lexi, Quinn, Emma, 25. Meisha becomes custodian as a contractor
26. DLL, Jennifer, resigns
27. Childcare Coordinator, Tuesday, resigns, Astrid hired

== 2018-19

28. Genia/Kevin hired as temp DLL (30 hours), Carol hired as temp RE Assistant (10 hours)
29. *Significant enough compensation growth over past four years that we start comparing our salaries to the UUA Midpoint instead of UUA Minimum (we were around 85-100% of Minimum, now we're around 85-100% of Midpoint).*
30. Addition of payment in lieu of health insurance — this makes our comparisons to UUA Guidelines much more legit because our benefits now match UUA benefits guidelines
31. Music Director increased from 19 to 20 hours a week => both health insurance and retirement contribution
32. HR Team expresses aspiration to move employees beyond the Midpoint if they have significant professional experience and/or years at BUF)

== 2019-20

33. Meisha resigns, new custodial contractor pending
34. HR Team will be considering options similar to those above in preparing recommendation to the Board for 2019-20
35. RE Gift Team recommends raising DLL job category a full step

\*Job category are used with UUA Compensation Guidelines to indicate, for example, that a DLL with a bachelor's degree, in addition to having lesser job expectations, should have lower compensation than a DLL with a master's degree. The significance of BUF interpreting our staff positions as belonging to one category rather than another is that this affects each employee's comparison to the % of UUA salary

guidelines — that is, it puts pressure on us to raise that employee's salary in order to move toward salary guidelines.

**V. Please write for MWU**



I think it would be helpful to have a message from the Board periodically in the MWU. For example, I'm guessing that the congregation would be interested in the status of some of these HR matters ... but I don't think it should be coming from me (and certainly not at such length).

## **VI. Operations Team**

### **a. Report from Community Beyond BUF**

i. Denominational Affairs: A task force is receiving requests for GA scholarships and will disburse funds from what we have (\$1,400). This group strongly recommends having this amount increased to at least \$5,000. (Perhaps the Board Contingency Fund, once all the Beloved Conversations expenses are accounted for, could be directed toward this purpose. I don't believe we should make this a paddle call for two reasons: we haven't fulfilled our paddle call project from last year, so I don't think we should have one at all ... and, this year's auction will take place much later than the one prior to the Portland GA, i.e. it will be too late for the scholarship team's process.

This team does not believe it would be fruitful to arrange housing or transportation.

A more complete report from the Community Beyond BUF Council will come next month, along with the Admin Council report.

### **b. The Operations Team met twice this month to:**

Review and approve an initial budget worksheet, which will come to the Board in a separate document. We believe that what we are submitting is fairly complete, but there are so many unsettled pieces that it would perhaps be better to consider this a "worksheet" rather than a "draft." Specifically, three huge pieces of the budget are only very roughly predictable at this point: payroll, several aspects of the RE gift, and pledge income.

Review the Board's canvass goals

Review and approve the Budgeting Timeline (now distributed to all Board Committees) Make plans to receive further committee and congregational input into the budget

Review the new Board Policy and Board Procedures documents, as presented to us by Kara

### **c. Liability coverage for Officers and Directors**

In response to a question Kara has asked: Based on a telephone conversation with our carrier, Church Mutual Insurance, it's Kathy Wahto's understanding that the Directors and Officers assume responsibility for anything delegated within the organization. And our insurance covers Directors and Officers.

