

BUF Board of Trustees Meeting  
March 14, 2019

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

Other participants: Ann Newman, Treasurer, Kathy Wahto, Administrator, Kevin Allen-Schmid

Absent: Beth Nyblade

Minutes by Sky Hedman, Secretary.

Meeting started at 7:07 pm.

**Approval of last meeting minutes.** Minutes from February 28, 2019 meeting were approved by email on 3/9/2019.

Administration Council Report: Kathy Wahto gave a report on the Administration Council. (The report is attached to the minutes below.) Discussed rental income for this past year, and possibilities for next fiscal year. Noted growth in Endowment funds. Discussed the problem of the Paddle call funds from last year. The Operations Team is still processing the differences in opinions on spending that money in the way it was designated.

Budget: Paul Beckel gave an introduction to the "first Budget Worksheet 19-20" (attached as a separate document). Paul emphasized that the proposed budget highlights the increases in expenses for the next Fiscal year. Most of the goals identified by the Board are in the budget, such as funding for Taize service. Final tweaking of payroll is not included. Kathy Wahto created the budget by making changes to existing budget based on historical data. Capital Budget is not included. Kathy will include it in the next version of the budget for the next Finance Team meeting and before the next Board meeting. Discussion of cash flows followed. Kathy will produce a cash flow projection when possible, possibly by the mid-April board meeting. Operating income is one source of cash flow. Kara will forward list of goals of the Board to be included in the prospective budget.

David Curley recommended a closed session while the Board addresses the HR payroll report (not attached because of confidentiality.) Discussion followed. Kevin Allen-Schmid conveyed the vacuum of input by the staff into HR recommendations. Paul Beckel acknowledged the lack of process of gathering input from staff for budget recommendations. HR would ideally poll the staff as part of their report. Kara pointed out that HR is trying to reach midline of UUA salary recommendations. HR is attempting also to create parity among staff members. Paul Beckel acknowledged the value of subjective and objective input in making payroll budget recommendations.

Motion: Kara moved that we go into Executive session to discuss HR's payroll recommendations and have the associated report be considered confidential. Motion passed with one abstention.

Board adjourned to an Executive session, and then returned to Open session.

RE Gift: "RE Gift Transition draft 3 worksheet" (attached as a separate document) and "RE Gift Projection" (attached as a separate document) were discussed. Projected customary revenue stream from the RE Gift was amortized over five years by the RE Gift team. The RE Gift team's plan is to use the RE Gift to jumpstart a permanent expense, so that at the end of five years, the expenses can be met by the budget without input from the RE Gift. The RE Gift is considered leverage. Kara Black recommended to be more conservative in RE expenses. RE expenses will grow incrementally over the five years to sustain the expenses of RE. The RE Gift is necessary to pay the DLL according to UUA recommendations. If a 5% annual increase in funds for RE expenses is not realistic, the RE gift could be used for the DLL salary. We noted that the Board needs to decide what parts of this are plausible enough for us to go forward for one year. Kara Black recommended a special allocation to RE youth in place of an ongoing commitment to hiring a youth leader. Kara Black and Murray Bennet volunteered to report back to RE Gift committee to communicate Board's response ("This is the portion of the recommendation that we can include in the 2019-2020 budget.") Donor's goal was to hire a DLL who will create a robust RE program. It was noted that by reducing the initial expenditure, the dispersal could take longer.

Motion: For the provisional budget that operations team is developing, Kara Black moved that we approve the recommendations from the RE Gift Task Force in the following respects:

1. RE Gift committee recommendation for DLL salary for 2019-2020,
  2. RE assistant for 2019-2020,
  3. DLL professional expenses for 2019-2020 and
  4. new program initiatives for 2019-2020.
  5. We recommend that some of the \$10000 be spent for youth training or youth initiatives.
- Motion was approved unanimously.

Meeting was adjourned at 9:20 pm.

## **Board Report (2) Administration Council**

**14 March 2019**

**Endowment:** Current chair is Gil Baker with three volunteers. The committee doesn't meet regularly. Their most current goal was to have unspecified gifts or donations to BUF be partially or wholly directed to Endowment. Not affirmed by the Board of Trustees. Total endowment assets equal \$33,653.77 at 28 Feb 2019 compared to \$29,702.12 at 28 Feb 2018- a 13.3% increase.

**Bookkeeping and Information Management:** BUF financial records, timely reporting, compliance reports and membership database are maintained by the part-time Bookkeeper and Administrator, with technical support from the IT team. Staff have been working this year to update procedures and payroll reporting with new state requirements around sick leave and the family leave program. IT and Building teams recently installed three new large screens for office desktop computers and daily backup, reorganized office furniture and furnished a large (and free) shredder. Bookkeeper provides support and direct assistance to Stewardship canvassing and fund-raising and also helps manage BUF retreats.

**Building and Grounds:** Chaired by Dale Cunningham, with three on-call volunteers. The committee doesn't meet regularly. This year:

- ensured full, walk-through compliance with Bellingham Fire Department, necessitating several changes around signage, clear exits, etc.
- supervised successful 5 year inspection of fire suppression system.
- supported a large scope of electrical and electronic work in the Sanctuary, sound room, choir room and library, working with the *IT team*.
- made many improvements in laundry and kitchen,
- are working with the *Memorial Garden committee*
- are implementing an improvement to exterior lighting
- and are also overseeing an engineering survey around improving the capacity and function of the kitchen, particularly in the dishwashing area.

Supervised or contracted small repairs during the year include door security improvements, repair of leaking roof above Flex room, replacement of mini-fridge upstairs, resolving two plumbing emergencies, improving laundry facility, replacing hot water heater, etc.

***Design Team-subgroup of Building and Grounds***, chaired by Ginny Baker with four other members. Have supported design and format advice several times this year, including the themes in the Social Hall, proposed improvements in the Sanctuary, maintained the Narthex gallery displays, helped source purchases consistent with use and ambiance. **Design, IT Team** and **Building & Grounds** have struggled with the Sanctuary project around improving projector and screen and no consensus has been reached. Project temporarily at a standstill.

***Yard and landscape-subgroup of Building and Grounds***. Not meeting as a committee and only basic maintenance has been performed. Landscaping, parking lot, tree pruning, other work needs to be determined, scheduled and budgeted.

**Safety**: chaired by Kaitlyn Davis and Genia Allen-Schmid, not meeting on a regular monthly basis, but have developed a framework for a comprehensive safety program, with an initial focus on RE children's programs and activities. A volunteer ad hoc safety committee has met twice around safety and security issues as well.

**Information Technology**: Chaired by Mike Betz, with 8 to 10 active volunteers, meets monthly with the primary goal to foster consistent technological operations. Besides above mentioned improvements in Sanctuary, planned improvements in Sanctuary, support for administration and internet use, the team has focused on data backup and much stronger data security and support for the 'in development BUF website.' This team is very collaborative and have devoted many hours to improving our technical capacity and improving operations in general.

**Memorial Garden**: Chaired by Lisa Moss, with ten active volunteers meeting monthly. A new team planning a BUF memorial garden, planning a phase one assessment, performing outreach to the fellowship and working closely with RE and Building & Grounds.