

Minutes of BUF Board of Trustees Meeting November 29, 2018

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

Other participants: Ann Newman (Treasurer), Genia Allen-Schmidt, Kevin Allen-Schmidt, Rick Steele

Minutes by Sky Hedman, Secretary

Pre-meeting Training: Discussion of proposed revisions of Board Of Trustees Procedures and Board of Trustees Policies started at 6:00 pm.

Chalice lighting 7:01 pm

Check-ins

Approval of Minutes of BUF Board of Trustees Meeting 10/25/2018 (previously approved by email on 10/26/18)

Treasurer's Report, Ann Newman led a Q&A. She stressed confidentiality of Treasurer's reports. The board discussed finding out the original intent for the funds still remaining in the "Building Account," the original fund used to renovate BUF's building. Kara asked about assistance in external audit. Estimate of costs for external audit is \$3 - 5000. Suggestions were made for contacting WWU or Small Business Administration to assist in audit.

The Board discussed new budget needs:

- Continue the advances towards UUA payroll recommendations.
- Hire a Volunteer and Membership Coordinator ½ time instead of ¼ time.
- Plan to pay for Security.
- Repair and upgrade kitchen.
- Install new floor in bathrooms downstairs.
- Raise professional expense for minister.
- Pay for Assistant to RE 10 hours a week.

Our income is almost all pledge income, with addition of rentals. An increase in the budget would require increasing member's donations and finding new members.

Ann indicated that we should not anticipate surplus expense at end of year.

Ann Newman advised the Board to prioritize the goals, monetize them, and get them to Rick Steele by Feb. 15th.

Growth and Learning board report (attached) was presented by Genia Allen-Schmidt. An average of 19 RE attendees has increased to 38 on a regular Sunday, plus 6 - 8 high school RE students who meet on Sunday afternoons. Four "out of the norm" adventures are planned over the year, including in January going to climbing gym. Genia has facilitated way for parents to meet each other by holding a successful "Parent mixer". Kevin is working on children's pageant for December. RE needs help with website and technical issues. They have hired Carol Sheppard for communication with database. The long term proposal from the RE Gift committee is due in December.

Stewardship report was presented by Rick Steele. First meeting was held two weeks ago with positive results. Six people are on the core team: Carl Nyblade, Roz Reynolds, Debbie Boots, Scott and Amarette Heist. Rick advocates that BUF takes the costs of each of BUF's programs, and allocate building costs to each program. This "full absorption costing" motivates donors to contribute. He advocates encouraging electronic means of giving and also combining the Board Bash with Mayfair. He addressed canvassing and the issue of collection of meaningful feedback to the Board. Suggested questions for canvassers included:

- Name 2 or 3 things that are the main reasons you come to BUF.
- Do you have any issues or concerns?

Rick sees collecting feedback as a way of connecting with donors, rather than it being a representative sampling of the congregation. He raised the question "How do we process that information?" He also expects each member of board to be a canvasser. Rory says that testimonials collected by canvassers could be shared with congregation. He advocates for communicating the status of pledging. The "Thermometer" display is traditional but they are looking for other means. Stewardship needs the pledging goal by February 15th. Kara asked how to establish the pledging goal based on our wish list. Rick recommended a middle ground.

Ministry Report: Rev. Paul Beckel indicated that we are reaching our capacity for building use. BUF needs new building stewards for interfacing with renters and being here for unexpected events. He anticipates that the Board will know the status of RE gift use by next meeting.

Motion: Per the recommendation of the Growth and Learning staff, in agreement with the minister, the BUF Board supports the continuation of the equivalent of a full time RE position for January to June, 2019. Sky Hedman made the motion. Motion passed unanimously.

Paul pointed out the need for future consideration of \$5000 in scholarships for GA.

Operations Team report: Rod Haynes sent report on Op Team. The report is attached.

Decisions about Governing Documents:

David Curley addressed conflict of interest section.

Motion: Sky Hedman moved that the BOT Procedures, November 19th, 2019 draft and the BOT Policies, November 19th, 2019 draft be adopted to replace all previous versions and decisions by the Board. Passed unanimously.

Motion: David Curley proposed to eliminate BOT Policies Section III, A, 2, I, i and in iii replace “preferences” with “interest.” The motion passed unanimously.

The cost of security for the Interfaith events on Thanksgiving eve was discussed. Kara Black suggested that the Board pay for that security out of our Board contingency fund.

Motion: Kara Black made a motion that the board use up to \$400 to pay for security during the Interfaith service and Raid Relief dinner. Motion passed unanimously.

Discussion of business/fundraising idea for General Assembly were presented by Beth Nyblade. (Proposal is attached.)

Motion: Rod Haynes made a motion to support Beth Nyblade’s General Assembly Exhibitor booth project with \$750 for booth rental. Motion passed with one abstention.

Next meeting will be December 20, 2018.

Chalice was extinguished at 9:19 pm.

Attached:

Growth and Learning Report
Minister’s Report
Operations Team Report
GA Exhibitor’s Booth proposal

**GROWTH & LEARNING
BOARD REPORT
11-27-18**

Holiday Pageant

If you haven’t heard all the buzz about this year’s holiday pageant yet, this year’s play is an Original Musical based on a Native American Story written by two Lummi siblings. Kevin met the authors, got their blessing to adapt it for the stage and then collaborated with an experienced local director in writing the script. The music is a joint effort of Kevin, Amy Van Auker, and Karen Fitzgerald. Most of our RE

kids are enthusiastic participants and the energy has been palpable over the last few weeks of rehearsals. The pageant will be performed Sunday, December 9th. Don't miss it.

Numbers

We're keeping class track or attendance in RE. We started the year with 19 children and have grown to 38 kids on Sunday mornings the last couple of months, not including the 8 kids in the YRUU group which meets Sunday afternoons. We had 5 children in our k-2 OWL program this fall and will be offering a 4-6 OWL class starting in January.

Sustaining our Youth

We decided to delay Coming Of Age this year so that the kids are more mature when they go through the program. To sustain the interest in BUF for this age group until next year, Su Livingston and I are facilitating four special activities for the middle school group over the course of the year based on some brainstorming we did with them. Last month they cooked Afghani food down in the BUF kitchen with Vizha Ahmad and in January we'll take them to the climbing gym for starters.

The High School has grown from 3 members to 8 this year under the enthusiastic direction of a 5-member team. Originally Ro Donelson was the leader, but since her cancer diagnosis Cat MacIntyre and Heidi Ohana have kept the ball rolling.

Visioning and new programming

Based on the visioning we started last spring, and continued in the Fall at our All-Church retreat, our RE curriculum this year is focusing on one Social Justice theme a month. Kevin and I collaborate with the month's coordinator to develop lesson plans, field trips, art and music projects and an Intergenerational Service. This is working out very well and the involvement of numerous people from across the congregation has added a lot of energy to the RE program. Our *Crossing Borders* theme in October featured a field trip to Boxe Berry Farm where the kids gleaned potatoes to donate to the food bank while learning about the life of migrant workers. In November the focus was *Acting Locally* and included interactive lessons on homelessness, a field trip to a nursing home and the making of Hygiene Kits for residents of the Light House.

One reason for this new programming is to get away from the traditional Sunday School model which, as we learned at Reverend Tandi's Spring visioning workshop, is not inspiring spiritual or religious growth in our youth. In fact, the old Sunday School Model is leading to lower and lower attendance rates of kids and young families across the nation who want something different.

Another reason for the new programming is to avoid volunteer burn out. We only have one classroom Sunday a month, followed by a field trip or "experiential learning" Sunday, and then an Arts Sunday consisting of an art project, singing, and a theater activity for all ages. The final Sunday is an intergenerational Sunday where we show case what the kids have learned that month. This lessens the need for classroom teachers every Sunday and helps us recruit and sustain our volunteers.

In January, our *Welcome Table* (led by Black Lives Matter) month, the kids will be actually leading an interactive worship service which will include facilitated small group discussion. This will be pushing the envelope for our congregation and a test for our new RE model. We'll see how it goes! We are hoping for meaningful learning, self-reflection and multi-age engagement. Be there on January 20th to see how it works.

Another part of the visioning is trying to offer more support of young parents who are the primary religious educators of their children. A couple of weeks ago we had our first “Parent Mixer” upstairs during the church service. Twelve parents participated and it was a great success. During the hour and a half small groups discussed questions about parenting, kids, and what they wanted to see offered at BUF for RE and families. It was so popular we’ll be having a meeting on the 16th of December to plan more parent activities, which may include the instituting of a Parent’s Night Out among other things.

RE Committee Formed

We’ve written a new job description for the RE Committee and RE Chair and will be developing clearer procedures, and volunteer protocol.

Booktoberfest

Booktoberfest, in early October, was a joint effort of the Stewardship Committee and RE and was a great success. We had over 100 people join us for a German dinner, hokey entertainment, music and a children’s carnival. Village Books sold new books and we sold used books donated by BUF members as well. Over \$250 worth of books on our RE wish list were donated by generous individuals, and nearly \$1000 was raised over the whole evening. We’re planning on making it an annual event.

RE Staffing

As the DLL’s are getting paid for 30 hours a week currently, we have hired a teacher/art instructor one or two Sundays a month, and an RE assistant for a maximum of 10 hours a week. This has helped the DLL’s and eased the burden of the volunteer teachers.

Genia will continue as the Interim DLL starting in January through June at 30 hours a week.

Ministry November 2018 Board Report

Rev Paul Beckel

1. Pathways class (8) new members (6)
2. Building Use/Capacity/Staffing
 - a. Interfaith & Raid Relief Events
 - b. Maintenance and Building Stewards
3. Thoughts Re Membership Coordinator
 - a. Minor editorial suggestions re proposed job posting
 - b. Job title
 - c. Use of “surveys” vs face to face/one on one... when we don’t have sufficient committee/volunteer infrastructure
 - d. Specific task list, including *prerequisites for success* in the responsibilities listed in the job posting — in approximate order of priority:
 1. Launch the new buf.org, user-test, and adapt to feedback
 - a. Funds to contract this — \$4,000?
 2. Create content-limited, outgoing-only email lists (Volunteer Opportunities, News Highlights, MWU, RE, Sermons, etc)

3. Develop descriptions of all programs, teams, and volunteer roles, and a system to keep these up to date
 4. Develop a system for updating current volunteer position list and contact info
 5. Develop a system for communicating open volunteer opportunities
 6. Develop a calendar of essential communications to be repeated in MWU, how many times per year, and when. Create all of this content.
 7. Develop a Membership subcommittee of our Hospitality Committee (or an independent committee) and redistribute tasks; recruit volunteers to assist with tasks on this list
 8. Replace sign-up genius with an application that integrates with Breeze
 9. Make uniform all group email lists, blogs, etc
 10. Redesign MWU to capture and aggregate new posts to buf.org
 11. Develop a drip campaign to deliver/repeat the right info to newcomers at the right pace
 12. Replace online calendar with one that integrates with Breeze
 13. Systematize communications on Facebook
- e. Need for *both* technical and interpersonal/writing skills
4. Status of RE Gift Use
 - a. Long range proposal to be presented at next board meeting
 - b. Request to confirm employment of current RE Assistants through June 2019
 5. Funding GA Scholarships - \$5,000 recommended
 6. Large Budget Items to consider for next year
 - a. UUA Payroll Recommendations
 - b. Membership Coordinator
 - c. Security
 - d. Kitchen Floor

BUF Operations Team Update for Board of Trustees November 15, 2018

Notes for OPS Team Meeting are currently held on Google docs.

Operations Team Meeting on October 26, 2018

Rod asked all Ops Team members to ensure their respective council members really consider that Paul's "off" day is Monday. The board asks that day off be respected, although it is understood that Paul has few days off during the week. It is further understood emergencies may occur on Mondays.

Ops team is considering how best to advertise open volunteer positions. It is hoped the new paid volunteer will be instrumental in developing a template and keeping our eyes on its progress is critical.

A new job description for the paid volunteer position is being formulated. Ops team has identified the need to identify and communicate what volunteer positions are open and needed and expected when jobs are taken on. We have a significant gap between open slots and the expectations of what the position entails once accepted by a volunteer.

The task force is talking about keeping the paid volunteer posting realistic and drilling down to what is necessary, not just desired. A potential job description has been sent to HR and distributed for comment. Reviews/edits are happening now. The position is budgeted for 10 hours a week.

Kara, Murray, Beth, Paul have met to look at revamp of board policies, not change essential content now, but making them readable. Kara has done great work in this area. The message from that team is that we call these "committees of the board" and teams of the OPS time."

There will be policies of both the board and the OPS team.

Only the board writes board policies. Only the OPS team writes anything other than OPS policies. Respective councils are implementers of policies, not creators of policies. But they are welcome to communicate any concerns or questions about new or old policies to the Ops team.

The board has stated that all OPS team members are called "Leads."

On the question of how to define success for individual councils, we will know success after we've done it for a while. We need to see what new agenda items and issues come to this group.

RE goals are now being formulated. If councils see we are supporting them in the ways they need that we are able to help answer or process on their behalf.

All policies must say in first clause to say who is responsible for it. *If you can't give responsibility for something, you can't make a policy for it.* There are not that many policies because the question of how to enforce policies needs to be addressed. Scent is an example of what we want to communicate.

3 key things to work on at present: 1. How do we communicate amongst ourselves better (structural), practical / scent and 2. Elevating the visibility of volunteer needs. 3. Ops team could be the safety committee if that reduces the additional layering of a new committee. We could come up with the safety policy. Instead of duplicating efforts, we can make sure tasks are not unnecessarily inflated. There is a sufficiency floor.

Policy group is training a 40 page manual into a 15 page manual. Some items will be shifted to OPS for revision.

Paul will write an Ops Team update, regularly, for the mid-week update.

Every formal meeting of Ops Team should include "communications to operation" on their agenda items. We'll need a policy or procedure about how often we meet with the councils. There needs to be flexibility.

The question OPS team needs to provide the answer to is not "who can I go to" but "who will help me?"

Rod Haynes
Ops Team Vice Chairperson and Meeting Facilitator

Exhibitor's Booth Proposal

Dear Board or BUF Member,

As you know, the General Assembly of the UUA will be held in Spokane, Washington from June 19-June 23, 2019. I propose that BUF conduct a fundraiser for BUF by purchasing exhibitor space at GA in order to sell a variety of goods. I propose this as an experiment, since we do not know how much and what we could sell that would entice other GA-goers to spend their money. We would need a considerable amount of volunteer labor, most of it during GA, and we would need to find sources of borrowed money temporarily to purchase the goods that we would sell. However, if we are successful, this would be a first step in establishing a BUF business which we could continue to build upon.

Here are the conditions that we must meet:

Price of Booth and Timeline to Purchase:

- "Early Exhibitor" booth pricing is \$7.50 a square foot until January 31, 2019. Booth pricing will increase to \$8.50 a square foot after January 31, 2019.
- Each booth will receive one 6ft table and two chairs PER 100 SQ. FT. Booths can be in multiples of 10' x 10' up to a MAX of 800 square feet. One 6 ft. table and two chairs and wastebasket provided. One 8ft high drape and two 3ft high side drapes provided. One name on 7 x 44 sign and one program description per booth.
- We can also purchase internet and electrical outlet service (no price given yet.)

I propose that BUF sign up immediately for a 10 x 10 booth for \$750.
Booth may be cancelled with a \$50.00 fee before March 15.
Booth may be cancelled between March 15 and June 1 for 50% of fee paid.
After June 1, no refund will be made.

- January 31st
- Deadline to submit forms for Exhibit Hall booths
- February 1st
- Exhibit Hall booth pricing increases to \$8.50 a square foot.
-
- Mid-February

- Contacts who submitted exhibitor forms will receive an “Edit Email”.
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- February 28th
- Response to Exhibitor Edit Email due from booth contact
-
- March 1st
- GA registration and housing reservations open to all GA attendees and Exhibitors

GA Advertising reservations are due.

-
- March 15
- Exhibit booth may be cancelled by March 15 with a \$50.00 fee.
-
- March 31st
- Final advertisement copy due
-
- May 1st
- GA registration rates increase
-

Exhibit Hall Hours (tentative and subject to change)

Wednesday, June 19

12:00 p.m. - 6:30 p.m.

Thursday, June 20

10:30 a.m. – 7:00 p.m.

Friday, June 21

10:30 a.m. - 7:00 p.m.

Saturday, June 22

10:30 a.m. - 7:00 p.m.

Sunday, June 23
11:30 a.m. – 2:30 p.m.
open to the public

Booth must be open for 35 hours, as it indicates above. I propose that we try to have two volunteers at the booth at all times. I would be there most hours and I would try to recruit volunteers to serve at the booth for the rest of the time. If push came to shove, perhaps hire a teenager to be the other person.

The UUA is committed to Environmental Sustainability and they require commitments from exhibitors as well.

Advertising

The description of our booth will be in the GA program. There are multiple additional possibilities for purchasing advertising, but I propose that we do not purchase advertising. I propose that we enlist volunteers to wander around the convention carrying and wearing examples of what we are selling. Bonus points if volunteers are willing to sing as they wander.

What would we sell?

1. I propose that I send out several calls in the midweek update (1) asking for suggestions and (2) asking if any members want to sell (their UU-oriented) crafts/art at the booth and pay us a commission.
2. I propose that the theme of the booth would be TELL THE WORLD! Two of the major products would be
 1. protest sign kits (see example)
 2. ‘campaign’ buttons.
3. T-shirts and sweatshirts with our Coast Salish logo on them
4. Smoked salmon sold in bags with our logo printed on the bag
5. 1” Button jewelry: bracelets, necklaces, earrings with button graphic art
 - Interchangeable pendants
 - Fiber necklaces
 - Zipper pull
 - Keychain
 - Earrings-tie tack
 - Earrings-French wire
1. 3” buttons:
 1. Pinback quotes
 2. Bulldog clips
 3. Coasters

1. Home-made jams
2. Home-made confections (raspberry hazelnuts, chocolate truffles, etc.)
3. Quilted sayings?

Timeline for BUF:

November: Board approves signup, we register for a 10 x 10 booth.

December-January: Notice in Midweek Update. Ask for suggestions from members and friends

Notice in Midweek Update: Ask for volunteers for commission sales.

January: Contact Dragonfly quilters, ask for participation

First workparty: 3" campaign buttons

February: Second workparty: 1" jewelry making

March: Third workparty: Sign-kit making

Order t-shirts and sweatshirts.

Order salmon, prepare packaging

April Fourth workparty: Begin food/jam/confection making

May Complete transportation arrangements

Complete booth logistics

Sign up volunteer sellers for booth

Sign up volunteer advertisers

June Implementation

Proposed Running Announcement in the Midweek Update:
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Let's Prepare to Fundraise at G.A. by Selling from a BUF Booth

From June 19-23, 2019, the General Assembly of the Unitarian Universalist Association will take place in Spokane, Washington. Because Bellingham is so close to Spokane, many of us will wish to attend this exciting national gathering of about 3500 participants from congregations across the U.S. and the world. You can find information about G.A. on the UUA.org website under the G.A. heading.

The Board of Trustees voted at their November meeting to authorize BUF to purchase a booth in the Exhibition Hall at G.A. in Spokane to hold a fundraiser in which we would sell goods to the participants who attend. Beth Nyblade is taking the lead in preparing for this event, seven months in our future.

Here are the first two things you can do to participate and help BUF to make money:

1. Tell Beth what things you think the fellowship should try to sell, and why you think UU participants would like to buy those things. Where can we get or make those things and what profit could we make on the sales?
2. Tell Beth if you have homemade arts/crafts that you would be willing to sell at the booth with a commission to the church. Art cards? Quilted hangings? CDs or books that you have authored? What do you propose to sell and what commission do you usually give to the sellers of these goods?

In the upcoming months, we'll ask you to sign up for workparties to create some of the goods BUF will be selling. You can learn new skills while enjoying the company of others dedicated to the same goals. If you're going to Spokane for GA, we'll ask you to sign up for a shift 'manning' the BUF booth during G.A., or a stint of advertising the booth by wearing t-shirts and carrying signs.

You can reach Beth by email: enyblade@yahoo.com, or by phone: 360-739-7904.