

BUF Board of Trustees Agenda
December 17th, 2015
7:00 PM

In attendance: Anastacia Metcalf, Andrew JG Hovenden, Michael Berres, Tammy Jo, Rick Krouskop Missing: Kevin Leonard, Ro Donelson, Paul Beckel, Kaitlin Davis.

- 1. Opening Words/ Light Chalice**
- 2. Check in: 1 minute each - Completed**
- 3. Minutes from November - approved by majority vote via email.**
- 4. Admin Team Minutes and Report –** Tammy Jo reporting for the Admin Team. See below admin team meeting minutes. AT continues to work on the org chart, a policy for the creation, retention and distribution of meeting minutes, and an annual schedule of BUF committee reporting to the Board to supplement Governing Policy C, number 4 Chart: Frequency and Method of Regular Monitoring. Admin team is working on finalizing an administrative tool to help with dealing with complaints and grievances that are brought to them from the soon-to-be-formed Grievance Team **or other sources**. Admin team is ready to work on the budget with the Treasurer and will be working with each committee that has a line item on the budget. Safety plan is forthcoming still and a high priority. Our current website is not working as well as it needs to. The current server is crashing regularly and the hosting company is not able to fix the things we need fixed, AT is looking into options. No formal motions asked for at this time. Anastacia to talk with Treasurer about appointing someone to the AT as well as who is serving on the budget committee.
- 5. Minister's Report – See below**
- 6. Treasurer's Report – See below -** Anastacia to work with dining for dollars and make sure that their goal is met. Andrew motions that a Designated Children of Our Children Fund/Capital Campaign Fund is created and that fund is designate as a restricted fund for purposes as outlined in the Capital Campaign. Anastacia seconds. Passed. Treasurer needs to further clarify the question about the motions passed in November as the BOT

needs more understanding of this issue. Regarding "retired motion about Board Approval to authorize the Admin Team to use the 15% Building Maintenance Funds at its discretion", the Board intent was to address the upcoming need to replace some major kitchen equipment that is beginning to fail. In this instance, it was the intent of the Board that the Food Fund was not being asked to bear the whole cost of replacing major kitchen equipment, as the kitchen is used by other BUF programs and by outside groups for rentals. Therefore the kitchen infrastructure should be considered responsibility of BUF as a whole, and not solely to be funded by proceeds of Community Night Dinner or Coffee Hour donations. Regarding the Advisory in the Treasurer's report about Building and Grounds repairs being subcontracted out to maintenance professionals, the Board does not need to sanction this because it is within the rights and duties of the Admin team to apply its budget to achieve its ends. Subcontractors, as they are not employees, will not affect the Payroll parts of the budget and accounting, as they are considered independent contractors. This information should answer the Treasurer's final advisory item in her report.

- 7. Form a Grievance Team in accordance with our Governing Policies -** “ Grievance Team: Two Board Members appointed by the Board Chair to serve one year terms (January to December), the Board President, and the Board Member who received the complaint. Since the member who received the complaint may already be a GT member, the GT will be three or four members in any given instance.” Tabled to next month as the President of the BOT is not in attendance.
- 8. Form a Board subcommittee for recommendations on a Committee on Ministry—** Andrew moves to form and charge a Committee of the Board to use Robert T Latham’s document “The Committee on Ministry Model” (attached) to make recommendations to the BOT on how to create a BUF Committee on Ministry (COM), Appointing the current members of the Committee on Community Communication, (Ro Donelson, Anastacia Metcalf and Rick Krouskop) as this subcommittee. Michael seconds, passed. Subcommittee to report back in February.

- 9. Ministerial Evaluation Committee-** Michael moves to form a subcommittee to recommend how best to form a BUF Ministerial Evaluation Committee. Andrew seconds, passed. Michael to head the committee with Andrew and Kaitlin on the committee. The motion was tabled for discussion after the committee that had just been formed has a chance to meet and present its recommendations in the form of a motion.
- 10. Talk to a Board Member-** Michael to be available January 10th.
- 11. Set a date for the Board Retreat in January –** January 31th, 1230-430. At Michael's house. Agenda to be set by Paul, Michael and Kaitlin.
- 12. Set a date for the Congregational Meeting in May –** May 22, 2016 after BUF 10:30 service.
- 13. Other Board Business - None**
- 14. Confirm next meeting date—** January 28th, fourth Thursday

Proposed motion for item #9

A motion that the BOT creates a Team for the Evaluation of the Minister as outlined below

Charge to the Committee on Evaluation of the called Minister.

The purpose of the Committee on Evaluation of the called Minister is to provide evaluation of the called BUF minister(s).

The Committee on the Evaluation of the minister should have the following composition and structure:

- At least two members from the Board of Trustees and at least two additional members of BUF.
- Relevant skills for committee members include confidentiality, people skills, and conflict management.
- Members of the committee will be chosen by the Board and will report only to the Board.
- Board members will serve one--year terms and other members will serve staggered three--year terms.
- The chair of the committee is to be selected by the committee itself

and will be a member of the Board.

The Committee on Evaluation of the minister shall perform the following functions:

- Design a process, in collaboration with the called minister, to evaluate the called minister.
- Conduct the evaluation annually, to be completed by a date specified by the Board.
- Communicate with the congregation concerning the evaluation process, in a manner approved by the Board
- Compile results of evaluations and report results to Board of Trustees and called minister and answer questions the Board asks regarding all aspects of the evaluations.

Monthly Administrative Team Report to the Board of Trustees

December 17, 2015

SUMMARY

With the **resignation of Roni Lenore, Treasurer, from the Administrative Team [AT] in November**, and the **assignment of Andrew Hovenden as BoT appointed AT member** temporarily replacing traveling Barbara Ellis-Quinn, the AT revisited its entire To-Do list. Several key items - the current **BUF Organizational structure, BUF Policies, a Roof Leak** and **BUF's Safety Plan** - have been made priorities, and the AT is making constructive progress in these areas. Key progress includes:

- The AT continues to refine the draft **BUF Organization Chart** [current draft attached].
- The **BoT Policy regarding Minutes & Reporting** has been updated with AT recommended changes and the final draft will be presented to the Board for approval.
- Complimentary to the draft BoT Policy on Minutes & Reporting, and similarly presented for approval, will be **Chart 4: Frequency and Method of Regular Monitoring** [part of the BUF Governing Policies document, Policy C] which monitors the Administrative Team's performance. This chart is the annual schedule of all reports by BUF-Recognized Groups to the Board of Trustees.

- A draft **Grievance Triage** document has been penned by the AT in anticipation of the formation of a Board Grievance Team, and an Admin Team Grievance Policy.
- **Stewardships** progress on fundraising is....
- Time is of the essence in **forming a Budget Committee** for the next budget year. Article 7 of the BUF Bylaws states the Treasurer is to guide the Board with budget preparation after consulting with the Administrative Staff, and assist in budget presentation by the Board to the congregation. **AT will be functioning as its own budget committee** to provide the Administrative Staff recommendations to the Treasurer for presentation to the Board, and then the Membership, as directed by BUF Bylaws.

NEAR TERM PLANS

- Credo Construction is in process of **repairing the roof leak between the Sanctuary and Narthex**. Repairs are being completed under warranty at no cost to BUF.
- UUA resources/templates are being tapped to create a base **Safety & Security Plan** for BUF. An updated quote for an **Exterior Door security system** has been requested. The AT's goal is to **train all Leaders** identified on the BUF Org Chart [after approved] on this base Safety & Security Plan. Feedback from the training will be used to make improvements/needed changes.
- Goals not yet met....

CHALLENGES

- SOCIAL MEDIA – Resources are needed to address BUF's Social Media / Communication tools.
 - Our **Web Host**, Thrive, continues to have technical issues. This issue has negatively impacted the availability and functionality of BUF.org.
 - Facebook is a tool that many BUFsters use to communicate with one another. Currently, BUF friends/volunteers are administering "BUF" affiliated Facebook pages. Concern has been raised regarding this arrangement.

FORMAL MOTIONS FOR BOARD VOTE

Admin Team recommends that the Board of Trustees approve the following:

- BoT_POLICY_MINUTES_REPORTING_2015Dec17.
- BUF Governing Policies document, Policy C, Chart 4: Frequency and Method of Regular Monitoring

Examples attached.

Respectfully Submitted,

Tammy Jo Meyer, BUF Admin Team Member

COMMITTEE MEMBERS

- (1) Minister – Paul Beckel
- (2) Administrator – Tammy Jo Meyer
- (3) Treasurer/designee – Vacant since 11/2015
- (4) Building & Grounds Committee Chair - George Pine
- (5) BUF Member as appointed by the BoT - Andrew Hovenden

BUF Minister's Report to the Board

Rev. Paul Beckel

December 2015

Since I'll be participating in the "Blue Christmas" service at the time the Board meets this month, I report the following to you in writing:

1. BUF Ministry to the Ohana family and to the larger community: I was very proud of BUF this past weekend because of the service we were able to provide—not only to ourselves but to hundreds of WCC students and community members at the memorial service for Mac Ohana. Barbara Gilday's officiating, the music, organization, pastoral care, hospitality, and ambiance all came together very powerfully at a time when it was much needed. It really matters that we keep ourselves in practice, and at the ready, so as to be able to respond this way.
2. 28 things (my last month's report): Four of these items (3, 7, 8, 11) are addressed by the work that the Admin Team (via Andrew and Tammy Jo) bring you today. I would suggest #12 as

a next priority—*some kind of flowchart to guide people where to go with which types of concerns*. I note the same kind of need below.

3. This month's board agenda: There are three items on the agenda related to processes for giving feedback/right relations. If one or more new entities are created, I think it's vital for the board to provide clarity as to which group should be approached for which type of concern: Board, Admin Team, Grievance Team, and Committee on Ministry, Ministerial Evaluation Team, Communications, or Other?

Equally important, the board, or one of these entities, will need to provide guidance about *first approaching staff, committees, or the person with whom one has a concern* before engaging in a more formal process.

Finally, while I'm not arguing against the Committee on Ministry model, I think that name is bound to be misunderstood by a significant fraction of the congregation, and this would interfere with its effectiveness.

Thank you all – Paul Beckel

Monthly Treasurer's Summary Report to the Board of Trustees
November Financials (41.66% of the fiscal year)
Prepared for the December 17, 2015 Board Meeting

1. Income and Expense

- a. BUF has received 43% of its 15-16 income, with Pledge 45% and Rental 46% as the high achievers. Most other income sources are lagging. Fund-raising remains a concern. Harvest Festival missed its \$2000 target by \$1092. Dining for Dollars, thus far, has missed its \$3000 target by \$2930 but I believe has revenue pending.
- b. Overall expenses are in line at 41%.

2. Cash on Hand

- a. Checking balance is \$45,733, down from 49,019 last month and \$53,905 the prior month.
- b. Total Checking/Savings is \$144,991.
- c. Cash less liabilities (cash on hand) is \$50,148, down from \$53,117 last month. Goal remains an average of \$64,200.

3. Funds Activity Report

Total Restricted Bank Account Funds: \$9,125, up from \$8,382 last month. Total Other Restricted Funds: \$30,482. Total Designated Funds: \$90,430. Total in all funds: \$130,037. **Note: Funds to house the CooC/Capital Campaign Fund need to be created by the Board.**

4. Fundraising Summary – A reiterated heads-up

Fundraising requirement to meet budget is \$23,254, 4% of which has been received to date. The grid below is unchanged from last month my concerns remain the same. Please refer to the October Treasurer’s Report to the Board for further explanation of concerns.

FUNDRAISING EVENT	INCOME GOAL	INCOME TO DATE	% of Goal
Services Auction (Spring)	5,000	50	1
Dining for Dollars (Spring)	3,000	70	2
Harvest Festival (October)	2,000	908	45
Game Night or Similar	2,000	0	0
Other TBD	11,254	0	0
TOTAL FUNDRAISING	23,254	1028	4%

5. Status of the Board’s \$16,799 Board Contingency Fund

Board Approved Expenditures		Pending Possible Needs	
Cap Campaign (Consultant or broader use?)	2000		
Flat Roof Overage	1343		
Installation Ceremony	1200**		
Total Allocated Board Contingency Funds	4543		

6. Other Status Updates/Requests/Documentation (Several from last month still need board action):

- **Motion Request:** Create a Designated Children of Our Children Fund/Capital Campaign Fund and notify Sue and TammyJo that this has been done. Note to Board: This needs to be a Restricted Fund in accordance with the wishes of the donor.
- **Motion Request (carry-over item - retired):** Possible motion from last month: Authorize AT to direct the \$1120 and future 15-16 Building Maintenance/15% Funds to augment B&G and Food Fund. Item retired: Board approved AT to utilize the 15% Building Maintenance Funds at its discretion. **NOTE: If this motion does not expire at the end of this fiscal year, it could easily result in ongoing erosion of the intent of the Building Maintenance Fund which is designed as a kitty for major projects.**
 - **Advisory:** CND and Coffee Hour funds approved by a prior board for integration under a Food Fund with agreement that FF “could” spend some of its income on kitchen needs. B&G has asked FF to consider that their budget might try to “stand alone” funding kitchen needs to the extent possible. Unknown resolution.

- The board clarified that \$1000 of the Board Contingency money for the Capital Campaign is for the Consultant, \$1000 of it is for Capital Campaign Fundraising activities. Item Retired.
- **Advisory (carry-over item for 2 months):** The Admin Team is recommending/has hired (?) an independent contractor to undertake a number of maintenance tasks. Wages somehow to come from the B&G budget, TammyJo to monitor hours and progress. **Does this need Board sanction in the form of a motion? I believe so as it is not as budgeted.** Update: There is a reference to paying Mark Day for 8.67 hours of maintenance at a cost of \$260 which I don't see reflected in the payroll.

** Note: The \$1200 approved for the Minister's Installation does not reflect on the November Financials at this time.

Please let me know if you have questions about anything contained in this report or any of the Financial Reports referenced below.

Roni Lenore, Treasurer

Full set of Monthly Financial Reports to be in Dropbox once Dropbox is reorganized and the upload procedure is in place. Treasurer's Summary Reports and selected Financial Reports generated by Bookkeeper are placed by bookkeeper in BUF Workroom.

Attached 11/30/15 financial reports dated 12/15/15:

YTD Income and Expense Budget Comparison Detail (41.66%)

Cash on Hand Report

Funds Activity Report