

Minutes – Board Meeting
Boise Unitarian Universalist Fellowship
June 27, 2024, 6:30 pm
6200 N Garrett St. & ZOOM Meeting

Members present: All present in person or via Zoom

Guests: Rachel Strong, Administrator via Zoom; Jonathan Dover (incoming board member) and Andrew Borton (co-chair Combined Campaign Team)

Action	Number	Description	Notes
Motion	20240627-01	To accept the Consent Agenda, excluding the Treasurer’s Report	Debbie moved; motion approved*
Motion	20240627-02	To direct the Treasurer and Administrator, assisted by the Finance Committee, to implement the steps for cash management recommended by Debbie Johnson (outgoing Past President) and delivered to Administrator and Treasurer. They are further directed to assess and modify these procedures after several months, and then produce a final Cash Management Policy.	Jan moved; motion approved*

* In the interest of revising our board procedures for conducting business, we are eliminating the formal “second” and the formal Motion to Adjourn.

Discussion Notes

Regarding the financial reporting (Treasurer’s Report): Debbie recommends that going forward we should not make this report part of the Consent Agenda. She would also like the record to reflect that our 2024 “actuals” benefitted from an (as yet) on-going annual gift of \$50K, and a one-time gift of \$10K. If our statements do not mention this, our giving history and year-to-year comparisons might be skewed. In an email to the Treasurer, Debbie provided a detailed list of recommended changes to reporting she thinks will give the board a more accurate representation of our financial position.

Closing the fiscal “books” is behind schedule mainly because Rachel’s accident put her “out of commission” for a number of days. Debbie reminded us that our final fiscal reports should appear on our website under “Governance”.

Regarding the Combined Campaign progress: Andrew reminded us that, even though we are behind where we’d like to be on the Annual Giving Drive, it was an extraordinarily successful campaign (particularly the Capital Campaign) which far exceeded the consultant’s estimates and which was done in a remarkably shortened time frame.

Our Giving Drive needs help from Board members. The data is as follows:

- We are 87% to our goal with 168 pledging units vs 203 pledging units last year.
- Jan will compile a spreadsheet and assign uncommitted members and friends to board members to follow up with an email.
- Board members to complete assignments and prepare to report on progress at the July meeting.

Regarding the need to update both our policies and procedures on how we manage our cash position: Debbie emphasized that we have been “losing” approximately \$1000 per month in interest income because we are “sitting on” too much cash in low yielding accounts. She gave recommendations to the Treasurer, Administrator and Finance Committee to revisit the policy and cash transfer and maintenance procedures to better ensure we are maximizing this resource. They will “beta test” these procedures and recommend an updated policy for the Board to consider.