



Board of Trustees Meeting Minutes  
Tuesday, 20 February 2024  
via Zoom

**Approved**

**Attendees:**

Board of Trustees / BoT: Jean Polmateer, Rev. Charles Perry, Arlene Joy Christiansen, Shelley Lish, Dorothy Bosteder, Paul Roof, Sharon Wolf

Staff observing: Monica McDowell Elvig

Guests observing: Cathy Lane, Lisa Singer, Linda Hillesheim

**Meeting called to order:** 5:33 pm PST by Jean.

**Consent Agenda and Minutes:** Jean moved, Joy seconded, to approve Consent Agenda and BoT 2024 January Meeting Minutes – passed.

**Reports: Full reports with meeting attachments provided for review prior to board meeting**

Financial Review per Treasurer Dorothy:

- January Income is slightly higher than budgeted by \$895. Higher than budgeted love offerings made up for \$1,261 shortfall in rental income.
- January Expense is lower than budgeted by \$2,542. Most of this is due to \$0 expense for the Music Director (\$2,200)
- As a result of higher income and lower expenses, Net Operating Income was \$3,482.
- As of January, we had \$51,402 in Operating account (netting out accounts payable), \$29,977 in Capital funds and \$16,538 in Prudent Reserve.
- Operating and Prudent Reserve funds total \$67,940, three month's budgeted expense (\$22,511 in January), a solid position which meets the goal of three month's operating expenses in liquid accounts!

Dorothy to give Jean and Monica the name of the person who will conduct the annual financial review.

Ministry Operations Review:

Rev Charles moved, Paul seconded to replace broken furnace, cost up to \$5600 – passed.

Future action item - to review and update Reserve Study and consider a building warranty.

Committees:

Rev Charles moved, Sharon seconded, to approve revised Sacred Service Handbook – passed.

Jean moved, Sharon seconded, to accept Board self-assessment plan as is; except for the cadence which will be re-assessed at a future BoT meeting – passed.

Dorothy moved, Jean seconded, that Tithing Committee's selection of community representative done after UoB Annual Meeting – passed.



Board of Trustees Meeting Minutes  
Tuesday, 20 February 2024  
via Zoom

**Approved**

New Items:

2024 Annual Meeting on Sunday, 25 February to start at 12:45 pm, after Fellowship Room quick lunch. Annual Meeting will be hybrid via Zoom and in-person in sanctuary.

Follow up Items:

Reminder that Leadership Development Workshop with Rev Dr. Martha Creek is Saturday, 2 March at Seattle Unity from 10 am – 3 pm; will include the 2 new board members.

Due to Leadership Development Workshop, there will be no Q&A after Sunday service, 3 March.

BoT March meeting will be Closed Session due to election of new BoT officers.

**Regular Board Meeting adjourned at 6:48 pm PST.**

Next Board Meeting on Tuesday, 19 March 2024 at 4:30 pm PST.

Submitted by: *Arlene Joy Christiansen*  
Board Secretary