

**Foothills Board of Trustees Meeting  
Monthly Meeting Minutes**



**January 17, 2019**

**Board Members in Attendance:** Ed Beers, Sara Steen, Sue Sullivan, Cheryl Hazlitt, April Undy, Brendon Mahoney, Glenn Pearson, and Rev. Gretchen Haley

6:09 pm Open with chalice lighting and check-in

**Motion to approve consent agenda**, including approval of the updated Nominating Committee charter, **by Cheryl Hazlitt. April Undy seconded. Motion passed.**

Gretchen Haley presented her Minister's Report, with updates on visioning, the on-going work of the board post-visioning, and the capital campaign, including the space Team's recommendation that we hire Klote and Associates as our capital campaign consultant.

Klote and Associates would have a professional fundraiser on-site at Foothills, reducing the campaign's impact on our staff, their estimate of what they can help us raise (4 to 6 times our pledge base) are on the high end of the range of interviewed firms, they would also help us conduct our annual pledge drive for maximum and coordinated impact, and their fees are mid-range for the interviewed firms.

Fee structure

1. \$7,000 down payment ensures coordination and planning as necessary before August 2019. This goes towards total end cost.
2. \$7,000/week (payable in net 7 days) once on-site begins
  1. Feasibility Study - 4 weeks mid-August through mid-September - \$28K (We have already raised about half of this)
  2. Capital Campaign 10-12 weeks late October through early January - \$70 - \$84K (These costs will be a part of the capital campaign.)

**Sara Steen made a motion to hire Klote and Associates as our capital campaign consultant**, with the fee structure as outlined above. **Cheryl Hazlitt seconded. Motion passed.**

The board reviewed board member job descriptions and skills required, debriefed our visioning presentation preview to the facilitators on Jan. 15, and discussed how to proceed with our review of Board Policies to bring them in line with the new policy-based governance principles.

The board agreed to divide up the remainder of the policy manual, assign each section to two board members to review in advance and lead the discussion of any substantive changes needed at each of the board meetings for the remainder of the board year.

Sue Sullivan presented the recommendation from the Readiness to Call Task Force that the board convene a congregational meeting to vote on calling Rev. Sean Neil-Barron into settled ministry with us. **Sara Steen motioned** to convene a congregational meeting to vote on calling Sean Neil-Barron as associate minister of Foothills Unitarian Church. **Motion seconded and passed.**

The board then reviewed its role in the Jan. 27<sup>th</sup> town hall meeting, the board's work plan for the remaining months of the board year, and updated the board's action item list of running tasks.

Meeting adjourned at 9:07 pm.