



**Foothills Board of Trustees Meeting
Monthly Meeting Minutes
Approved
6:05 pm August 22, 2019**

Board Members in Attendance: Cheryl Hazlitt, Brendan Mahoney, Sue Sullivan, Sara Steen, Glenn Pearson, Joan Woodbury, Debbie Gentry and Rev. Gretchen Haley as ex-officio board member. **Also in Attendance:** Rev. Sean Neil-Barron, church administrator Jeffrey Mizell, and Chris Bettlach from the Building Expansion Team.

Meeting convened at 6:05 pm with a presentation by Jeffrey Mizell and Chris Bettlach of the Building Expansion Team, which recommended hiring Pinkard Construction from a field of three bidding companies as the construction manager/general manager of the building expansion project. Among the reasons Pinkard was their unanimous choice: the firm's commitment to sustainability, extensive experience with non-profit construction projects, experience with occupied renovations, a lengthy list of completed projects for CSU, and its ability to deliver Gold LEED standards when building the Aztlan Center on a contract that had only budgeted for Silver LEED standards (LEED is the most widely used "green" building rating system in the world.) **Cheryl Hazlitt made a motion to approve the selection of Pinkard Construction as the CM/GM for the building expansion project. Brendan Mahoney seconded. Motion passed.**

Motion to approve the Consent Agenda, consisting of reports from nominating, personnel, and governance committees, the restoring wholeness task force, and the endowment task force, and minutes from the July 21, 2019 regular meeting of the board, **made by Joan Woodbury and seconded by Cheryl Hazlitt. Motion approved.**

Former acting senior minister Rev. Sean Neil-Barron presented the senior minister's report, per the board's new policy-based monitoring schedule, providing updates on staffing changes, a care for members report, an end-of-year spending authority report, and the monthly overview "Communication and Counsel from the Ministry," including congregational trends, membership changes, upcoming events of significance on the church calendar, and an update on the end-of-sabbatical transition. **Motion to approve the Senior Minister's report by Brendan Mahoney, seconded by Cheryl Hazlitt. Motion approved.**

Administrator Jeffrey Mizell presented the year-end preliminary financial report of income and expenses by category and indicated that thanks to an increase in pledges fourth-quarter and cost savings efforts through the year, we expect final numbers to show a surplus of something in the range of \$9,874. **Motion to approve the year-end preliminary financial report made by Brendan Mahoney and seconded by Cheryl Hazlitt. Motion passed.**

Motion to approve the 2019-20 Board Covenant as discussed at the July annual retreat and written up by Glenn Pearson **made by Cheryl Hazlitt and seconded by Brendan Mahoney. Motion passed.**

The board discussed the preliminary goals we developed during the annual retreat, settling upon the following revised six goals, and agreeing to develop specific plans to achieve each. Sara set the intention to return to every few months to assess how we are living into each of them, especially the sixth one.

1. Clarify the endowment structure and begin work to revise church bylaws
2. Develop and implement a process to conduct evaluation of senior minister
3. Establish a clear system for policy book revisions and use this system to complete revisions that align policy with nested bowls model
4. Continue board education that includes the visioning outcomes, policy book, monitoring, and linkage
5. Develop a list of sources of authority and accountability
6. Be deliberate about tending to our spiritual health and growing spiritually both individually and as a group

Debbie Gentry made a motion to approve these revised goals and Cheryl Hazlitt seconded. Motion passed.

The board then settled on a regular meeting time of 6 pm on the third Thursday of the month.

We discussed the board's informal role in the capital campaign, including as participants in the September focus groups that will assess congregational enthusiasm and willingness to participate, and our desire to schedule a special congregational meeting for a congregational vote on whether to being a capital campaign. **Brendan Mahoney made a motion to schedule a congregational meeting on October 6** to present the results of the focus groups and, depending on those results, to vote on embarking on a capital fundraising campaign for our building expansion. **Cheryl Hazlitt seconded.**

Motion passed.

The board identified a need for a special board meeting prior to that congregational meeting and agreed to meet from 5-7 pm on Wednesday, Sept. 25.

Sara Steen suggested and the board agreed to postpone until the September meeting the final two discussion items -- clarifying how we review and revise the board policy book, and the revision of the monitoring section of the board policy book (Part 4).

Meeting adjourned at 8:59 pm.

Minutes written and presented by
Sue Sullivan
Board Secretary