



**Foothills Board of Trustees Meeting
Approved Monthly Meeting Minutes
6:15 pm September 19, 2019**

Board Members in Attendance: Cheryl Hazlitt, Brendan Mahoney, Sue Sullivan, Sara Steen, Debbie Gentry and Rev. Gretchen Haley as ex-officio board member.

Motion to approve the Consent Agenda, consisting of reports from finance, nominating, personnel, and governance committees, the restoring wholeness task force, and the endowment task force, and minutes from the Aug. 22, 2019 regular meeting of the board, **made by Cheryl Hazlitt and seconded by Debbie Gentry. Motion approved.**

Rev. Gretchen Haley then presented the Minister's Report, which included: monitoring reports regarding policy book section 3.4 Care for Material Resources as stipulated in our annual monitoring schedule; notification of recent personnel changes and decisions as required by policy section 3.1, and a conflict of interest (section 2.6) notification regarding a temporary volunteer leadership position with the community mental health organization La Cocina that Gretchen took on over the summer that is proving slower to transition out of than expected (to address any potential for conflict of interest, she has delegated responsibility for any church interaction with La Cocina to Rev. Kristen Psaki, until the organization can bring on to their board of directors a replacement for Gretchen, no later than end of October.) Gretchen also reminded the board of its responsibility to develop procedures for creating, editing, archiving, and making available board documents we deem to be necessary records of our work. Sue Sullivan said that she had met with church administrator Jeffrey Mizell over the summer to get board minutes uploaded to a church website, and would forward a summary of that discussion in a BaseCamp discussion thread.

Gretchen left the meeting briefly to speak to a building expansion focus group, so the board moved on to Item 2, a recommendation from a board subgroup that has held individual conversations with long-time church members with connections to the Endowment fund about the possibility of using the Endowment Fund in the building expansion capital campaign. Based on that feedback, the sub-group (consisting of Endowment committee members Jennifer Crane and Julie Pass, and Sara Steen, Sue Sullivan, and Brendan Mahoney) recommended that the board invite conversations and

feedback from the congregation at large about using the endowment in the coming months, but that we wait to vote until Jan/Feb, when we will have fundraising estimates from the capital campaign process and a recommendation on a total financing package, which will help inform the decision. **Cheryl Hazlitt moved to approve the recommendation regarding the Endowment Fund, Debbie Gentry seconded. Motion passed.**

The board then took up a revised charter for the Governance Committee that was drafted in conjunction with Governance Committee chair Brian Woodruff and board Governance Committee liaison Joan Woodbury. The revised charter clarifies what the Board of Trustees needs from the Governance Committee now that we are fully established in policy-based governance. **Cheryl Hazlitt moved to approve the revised governance committee charter, Brendan Mahoney seconded. Motion passed.**

Gretchen returned from the focus group and completed her review of her minister's report with a review of recent revisions to the roles and areas of responsibility for her, for Rev. Sean Neil-Barron, and for Rev. Kristen Psaki, now that Gretchen's post-sabbatical reintegration into the life of the church is complete. She also encouraged board members to issue personal invitations to participate in the building expansion focus groups to our circles of friends at Foothills. **Cheryl Hazlitt moved to approve the Minister's Report. Brendan Mahoney seconded. Motion passed.**

The board moved on to discussion items, beginning with a discussion of the four anticipated congregational meetings this year, what business will be conducted at each, and identifying roles that board members will need to play to ensure the meetings run smoothly. We agreed to finalize roles for the Oct. 6 special congregation at the special board meeting scheduled for 5 pm Sept. 25th.

The board then revisited the six 2019-20 board goals and discussed who should be project lead on each to monitor progress made on each area and what milestones we should lay out to gauge that progress. Sara updated a spreadsheet in the Board team drive with these details.

Meeting adjourned at 8:50 pm.

Minutes written and presented by
Sue Sullivan
Board Secretary