



**Foothills Board of Trustees Meeting  
Approved Monthly Meeting Minutes  
6:10 pm October 17, 2019**

**Board Members in Attendance:** Cheryl Hazlitt, Brendan Mahoney, Sue Sullivan, Sara Steen, Debbie Gentry, Joan Woodbury, Glenn Peterson, and Rev. Gretchen Haley (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 Sept. 19, 2019 regular meeting, the Sept. 25 2019 special meeting of the board, and the Oct. 6, 2019 special congregational meeting, **made by Brendan Mahoney and seconded by Cheryl Hazlitt. Motion approved.**

**Approval Items:**

1) Rev. Gretchen Haley presented the Senior Minister's report, including a capital campaign update and an update on Rev. Sean Neil-Barron's temporary work priority shift to taking lead on the next worship series, hiring a new staffer to do database and workflow management, and reworking the gather groups for a January relaunch of the small groups experience. **Glenn Pearson motioned to approve the report, Joan Woodbury seconded, and the motion passed.**

2) **Glenn Pearson moved to approve the Bylaws Task Force draft charge, Sue Sullivan seconded, and the motion passed.** Gretchen indicated she had ideas about lay leaders to ask for suggestions on who we could ask to serve on the task force.

3) **Cheryl Hazlitt moved to approve the Senior Minister's Evaluation Task Force charge, and Brendan Mahoney seconded. Motion passed.**

**Discussion Items**

1) **Technology Check-in.** We agreed to always create documents in Team Drive, rather than in the Basecamp documents section or in our own individual Google Drives. We discussed making naming conventions consistent across critical topics such as board

minutes and meeting packets, and a need to create a file folder destination for working documents that do not need to become part of the long-term board document storage. We identified the ongoing need for board members to respond in a timely manner to pings (the direct messages of Basecamp) and tags (mentions) and Sara noted that she was having trouble getting responses from all board members. We revisited how to set notification parameters that would suit our individual needs but ensure we were touching base with Basecamp at least once or twice a week. We identified that our individual to-do list items are under the “My Stuff” menu and under the “My assignments” sub-menu (at least on PC devices).

**2) Next steps for Restoring Wholeness task force.** Gretchen identified that while some of the work that we assigned to the RWTF might fit under the umbrella of board work, much of it was actually ministry work, per the divisions within policy-based governance. She recommended that the board write policy that directs the ministry to work towards specific outcomes. The current task force could do a piece of the ministry work -- creating a timeline, a set of indisputable facts around the misconduct and the board’s responses to them, and recommending what portion of that timeline should be made public within the congregation. She recommended that the board retain final approval of the timeline and the determination of public vs. private elements. In the meantime, if asked about the current status of the restoring wholeness work, she suggested we reiterate that we are committed to a collective process of healing, restorative in nature, which requires mutuality and the right timing for the congregation, and that we do not have the capacity, at this moment in time, to initiate this healing work. Gretchen also noted that our seven vision statements should be interpreted with a “trauma-informed lens,” because we are never going to be a congregation unaffected by misconduct, and that reality should inform how we envision the future of our congregation.

**3) Updates from the standing committees and task forces.** Nominating’s board liaison is now Cheryl, with Glenn being the liaison for the Restoring Wholeness and Senior Minister’s Evaluation task forces. Gretchen is waiting to provide lay leadership suggestions for the endowment task force until the capital campaign teams are fully appointed. The finance committee has been charged with reviewing the church’s finance handbook to see that it conforms to the financial policy section of the board’s policy book. Gretchen indicated she would take on the task of addressing any discrepancies identified.

**4) The Board’s role in the capital campaign.** We should be involved because the work is enormous and we are leaders in the congregation, but the work will happen

under the umbrella of ministry. We should be an ambassador for Foothills to our church's community partners and in our individual networks. "Who do you know who knows people who care about progressive values?" We should volunteer to be campaign visitors as well. We should check in with any church members in our own circles who have not been present and engaged lately.

**5) Congregational Meeting observations and learnings.** On the question of people trying to check-in to vote, if they are not on the list, they are not members. Having a nametag is not the same as signing the membership book. "I'll write your name down and have one of the ministers call you next week" should be our response to people whose names are not on the list. On-line voting is something we do want to continue to pursue, despite the lack of success using a zoom call Oct. 6. Sue Sullivan volunteered to pursue this with Gretchen. Glenn and Brendan agreed to be logistics captains for the remaining congregational meetings this year, with one or the other of them taking responsibility for a given meeting. Cheryl agreed to be content captain, with Debbie Gentry as her backup, for the remaining meetings.

Meeting adjourned at 8:55 pm.

Minutes written and presented by  
Sue Sullivan  
Board Secretary